



ESL 273/473-50Z Introduction to the Essay Winter 2025

Instructor: Alice Chan
Time: Tue/Thurs 6:30-8:20pm
Email: chanalice@deanza.edu

Office Hours: Tue/Thurs 8:20-9:00 PM
on Zoom
By appointment

WELCOME TO ESL 273/473!

ESL 273 (credit)/473 (noncredit) is an advanced-level course for students whose native language is not English. In the course, you will be introduced to the principles of the essay so that you can be prepared for college level writing.

STUDENT LEARNING OUTCOMES (SLOs)

When you complete this course, you will be able to:

1. Write well-developed essays that analyze and synthesize main ideas and differing viewpoints from a variety of academic reading materials.
2. Demonstrate advanced grammar, sentence structure, and vocabulary in writing.
3. Evaluate one's own writing for rhetorical structure and clarity by means of revision and editing.

PREREQUISITE

ESL 261/461 and 265/465 with a grade of C or better; or a qualifying score on the ESL placement test.

REQUIRED MATERIALS

1. **Final Draft 4***, by Wendy Asplin, Monica F. Jacobe, & Alan S. Kennedy
2. Access to a device** (computer, tablet, smartphone) with Internet connection, and video and audio capabilities to attend class via Zoom
3. Access to a computer and the Internet to complete and submit assignments
4. An advanced English-only, English learner's dictionary (paper or online)

*You must have your own book, and it must be new and not have any answers.

**In this class, it is best to use a computer to Zoom because you will have to type for many activities.

COURSE REQUIREMENTS

Whether you're taking the class for credit or noncredit, the course requirements are exactly the same.

- ❖ **Preparedness, Collaboration & Participation:** In order to be successful in this class, you should come to class prepared, collaborate with other students, and participate in class activities, all of which are designed to help improve your English skills. This means:
- Attending every class.
 - Joining Zoom and being ready by the class start time.
 - Having your homework, textbook, and lesson materials ready for every class.
 - Being actively engaged throughout the entire class time, e.g. not checking your cell phone, surfing the internet, working, driving, etc.
 - Sharing your ideas, opinions, and answers with the class.
 - Working willingly and cooperatively with your classmates in pairs and groups.
 - Listening respectfully when others are talking, allowing others to give answers and not dominating the discussion.

- Taking responsibility for your own learning process.
- Asking for help if you are not doing well in class (don't wait until the last minute!).

❖ **Attendance:** **Attendance is required every Tuesday & Thursday.** Scheduled class meetings are synchronous, which means that you must participate by logging into **Canvas** and going to **Zoom** at the scheduled time.

If you are going to be absent during the first two weeks of the quarter, you must notify me. If not, I will assume that you are not interested in the class anymore and drop you. You may be dropped from the course or fail the class if you miss more than one class for any reason during the quarter. Two points will be deducted from your participation grade for each additional absence. Being tardy twice equals one absence.

If for any reason you decide to withdraw from the course, please let me know AND drop the course yourself online through My Portal so that you don't get a failing grade.

❖ **Independence and Time Management:** I will be available via email to answer any questions and give help, but it is very important that you stay engaged. Please check Canvas at least a couple of times every week to see what is going on in the class, what you need to do and by when (check all deadlines carefully). You also need good time management skills, which means that you know how much time you will need to do each assignment and start as early as possible.

❖ **Homework:** You will receive various homework assignments that will be done in the book, submitted in Canvas, or both. Some will be graded for points while others will be complete/incomplete (it will be random), so be sure to do all your homework carefully. We will go over some of the assignments in class while for others, you will check the answers and review on your own. Because this is a 4-unit class, you will need about **8-12 hours each week to do homework**. Please don't wait until the last minute, just before something is due! I do not accept late homework, so manage your time carefully.

All assignments to be submitted in Canvas must be typed and **doc, docx, or PDF** files.

❖ **Essays:** Throughout the quarter, you will write four expository essays based on readings, in-class discussions, and some research. Two of them will be written during class time (in-class) while two will be written outside of class (take-home). In-class essays cannot be made up, so do not be absent on days that they are scheduled. In addition to the expository essays, you will also write one reflective essay (take-home) at the end of the quarter, which will be included in your portfolio (see below). You will lose 5% for each day a take-home essay is late, but I will not accept any essays that are more than three days late.

❖ **Vocabulary Log:** You will keep a vocabulary log in which you record new words that you learn in this class. I will give you more information later.

❖ **Make-up:** There are **NO** make-up assignments unless you have an emergency that can be documented, e.g. a receipt from your doctor's office.

GRADING CRITERIA:

Essay 1	19%
Essay 2	19%
Essay 3	19%
Essay 4	19%
Homework	14%
Participation	10%

Total 100%

GRADING SCALE:

97-100	= A+	77-79	= C+
93-96	= A	73-76	= C
90-92	= A-	67-72	= D+
87-89	= B+	63-66	= D
83-86	= B	60-62	= D-
80-82	= B-	≤ 59	= F

You need at least 73% to receive a C in this class.

ACADEMIC INTEGRITY

Except for pair and group assignments, all assignments must be done by yourself. Any form of cheating will not be tolerated in any case. Cheating includes, but is not limited to:

- Copying from another student's homework, quiz, exam or any other material.
- Having someone else do your assignment and submitting it as your own.
- Submitting homework or essays that you've done for another class.
- Getting too much "help" from someone on an assignment where the work no longer looks like your own. I encourage you to get help from a tutor but do NOT ask a friend or relative to check your essays!
- Using any translating device or program, e.g. Google Translate.
- Copying any amount of material from a published source (e.g. the Internet, books, magazines) without citing the source. This is called **PLAGIARISM** and is considered a serious crime.
- You are expected to do your own work and cite any sources you use properly. You are not allowed to use any artificial intelligence (AI) tools, such as chatbots, text generators, paraphrasers, summarizers, or solvers, to complete any part of your assignments. Any attempt to use these tools will be considered academic misconduct and will be dealt with according to the university's academic integrity policy. Students are expected to complete all work independently and without the assistance of AI-generated content.

Any student caught cheating or plagiarizing may receive an **automatic 0** for the assignment, and even be dropped from the course and/or reported to the Office of Student Development. Students who help someone else cheat in any way may also receive an automatic 0 and be reported. If reported, the incident may remain as part of your permanent college record. Go to [De Anza College's Academic Integrity](#) for more information.

CLASSROOM ENVIRONMENT

Let's be respectful of everyone and help create a comfortable environment for learning. Even though this is an online class, please dress appropriately, go to a quiet room where you will not be interrupted, and refrain from eating during class. If you have a child at home, make sure the child is occupied elsewhere. Anyone being distracting or disruptive will be asked to leave the class and reported to the Office of Student Development.

ENGLISH ONLY, PLEASE! 😊

You are in this class because you want to improve your English skills. If you want to achieve your goal, then you must use English as much as possible. Although there may be other students that speak your language, use English only at all times in this class.

OFFICE VISITS

Most successful students see their teachers outside their class to ask questions or get extra help on their assignments. I will set up weekly office hours via **Zoom**, so I strongly encourage you to visit me at least once during the quarter, even just to say hello. If you're having any difficulty, come see me early in the quarter.

IMPORTANT DATES

Jan 6	First day of winter quarter
Jan 19	Last day to add 12-week classes
Jan 19	Last day to drop classes without a W
Jan 20	Martin Luther King Jr. Holiday
Feb 14-17	Presidents' Holiday
Feb 28	Last day to drop classes with a W
Mar 27	Final Exam

USEFUL CLASSES and ON-CAMPUS SUPPORT SERVICES

1. Take **ESL 274/474 Grammar and Proofreading for Academic Writing** to improve your grammar or **ESL 260 Accent Reduction** to improve your pronunciation.
2. Sign up for free English Conversation Workshops, tutoring, and [Cross-Cultural Partners](#) (CCP) Program, and use computers in the [Listening and Speaking Center](#) (LSC)
3. Get help with reading and writing homework at the [Writing and Reading Center](#) (WRC)
4. Free online tutoring service [Smarthinking](#) and NetTutor (Writing and Paper Center) in [Canvas](#).
5. Any student who feels s/he may need an accommodation based on the impact of a physical or learning disability should contact me privately to discuss your specific needs and apply for the [Disability Support Services](#) (DSS) for support.
6. [Guide to De Anza College's Student Services](#)

I am looking forward to getting to know each of you and helping you improve your English skills. If you have **ANY** questions or problems, please send me an email, see me during my office hours or make an appointment. I will do my best to help you enjoy and succeed in this class!! ☺

General Class Schedule

This is just a tentative schedule and is subject to change.

	In-Class	Homework
Week 1	<ul style="list-style-type: none"> • Syllabus • Introductions • Writing Diagnostic 	<ul style="list-style-type: none"> • Ch. 1 Expository Writing • Ch. 2 Reading and Vocabulary • What is an Essay?
Week 2	<ul style="list-style-type: none"> • Go over Ch. 2: Reading, Essay Structure, Logical Division Essay • Essay 1 Assignment 	<ul style="list-style-type: none"> • Brainstorm ideas for Essay 1 • Ch. 2 Exercises • Essay 1 Outline due Friday
Week 3	<ul style="list-style-type: none"> • First Draft of Essay 1 due • Ch. 2 Introduction, Development, Conclusion, Language Focus 	<ul style="list-style-type: none"> • Essay 1 Peer Review • Ch. 2 Exercises • Ch. 3 Reading and Vocabulary
Week 4	<ul style="list-style-type: none"> • Final draft of Essay 1 due • Go over Ch. 3 Reading, Cause and Effect Essay • Essay 2 Assignment • Discuss Essay 2 topics 	<ul style="list-style-type: none"> • Ch. 3 Exercises • Brainstorm ideas for Essay 2
Week 5	<ul style="list-style-type: none"> • Discuss Essay 2 topics • Ch. 3 Introduction, Development, Conclusion, Language Focus 	<ul style="list-style-type: none"> • Ch. 3 Exercises
Week 6	<ul style="list-style-type: none"> • Essay 2 (in-class) 	<ul style="list-style-type: none"> • Essay 3 Assignment • Evaluating sources • Research for Essay 3
Week 7	<ul style="list-style-type: none"> • Quoting, Paraphrasing, and Citing Sources 	<ul style="list-style-type: none"> • Ch. 5 Reading and Vocabulary • Essay 4 Assignment • Ch. 5 Argumentative Essay
Week 8	<ul style="list-style-type: none"> • Essay 3 due • Go over Ch. 5 Reading, Argumentative Essay 	<ul style="list-style-type: none"> • Ch. 5 Exercises
Week 9	<ul style="list-style-type: none"> • Ch. 5 Opposing Views, Concessions, and Refutations • The Portfolio, Reflective Essay 	<ul style="list-style-type: none"> • Ch. 5 Language Focus
Week 10	<ul style="list-style-type: none"> • Essay 4 (in-class) 	<ul style="list-style-type: none"> • Write the Reflective Essay
Week 11	<ul style="list-style-type: none"> • Analyzing Essay Prompts • Reduced Phrases 	<ul style="list-style-type: none"> • First Draft of Reflective Essay due • Reflective Essay Peer Review
Week 12	<ul style="list-style-type: none"> • Portfolio due 	

Recommended ESL Resources

Online Resources

1. http://owl.english.purdue.edu/owl/purdue_owl.htm
A very popular and useful academic writing resource from Purdue University.
2. <https://writingcenter.gmu.edu/writing-resources/writing-center-quick-guides>
Another excellent resource for academic writing and grammar, from George Mason University.
3. www.grammarly.com
A free software program that automatically checks your grammar and spelling on your computer. Please download and use it for your homework and writing assignments. However, don't just depend on it. You should still proofread assignments on your own.
4. <http://a4esl.org>- Activities for ESL Students
English grammar, vocabulary, and crossword puzzles.
5. www.eslcafe.com- Dave's ESL Café
Grammar lessons, idioms, phrasal verbs, and slang.
6. <http://Englishpage.com>
English grammar and vocabulary exercises.
7. www.manythings.org/e/ - Interesting Things for ESL Students
Many activities to improve all English skills, including spelling and crossword puzzles.
8. www.vocabulary.com
185 lists of words categorized according to topics
9. npr.org (or any news organizations)
Learn about current world events and improve your reading and listening skills.

Dictionaries (*Do not use a translation dictionary in class or for homework.*)

1. [**Longman Advanced American Dictionary**](#)
An excellent dictionary for English language learners. Use this dictionary for homework and other assignments. The app costs money, so use the website. It has a thesaurus (a dictionary of synonyms) toward the bottom of each entry.
2. [**Newbury House Dictionary of American Dictionary**](#)
This dictionary is also for English language learners and also has a thesaurus.
3. [**Merriam Webster Collegiate Dictionary and Thesaurus**](#)
A very popular advanced dictionary for native speakers. I recommend that you download the app (free) to your phone or tablet.
4. [**Merriam Webster Learners Dictionary**](#)
This is an easier version of Merriam Webster for English language learners.

Writing Emails

The best way to get in touch with me is via email. I will check my email daily from Monday through Friday and I will do my best to respond to you within 24 hours. Emails sent after 5:00 PM on Friday will be replied on Monday. Please check your email often because I will send important messages via email, especially since the class is fully online.

Even though writing emails may seem less formal than academic writing, it is very important to write a grammatically correct and appropriately formatted email at work or school to make a good impression. If you don't, you can make a bad impression and even offend the receiver.

1. Write something short in the subject line to describe the main purpose of the email. For example, you can write *I'll be absent, Homework, Can I make an appointment?*
2. Always include a greeting and a comma. For example, *Dear Prof. Chan,* or *Hi Alice.* It is not polite to address your instructor only by their last name, e.g. *Dear Chan.*
3. Introduce yourself. For example, "This is John Smith from your ESL 273 class." Remember that your instructor has many students and some students have the same name. Also, some of you have an email address in a foreign language, so don't assume that your instructor can read it.
4. Grammar and spelling are also very important. If your email has a lot of errors, it will seem careless and can even offend the receiver (because you didn't care enough to correct your errors).
5. Always end your email with a complimentary closing with your name. For example, *Thanks* or *Thank you.*

To: chanalice@deanza.edu
Subject: Office hours
Hi Alice,
This is John Smith from your ESL 273 class. I would like some help on the Chapter 2 homework. Can I see you during your office hours tomorrow at 12:30pm to ask you questions?
Thanks.
John

Adapted from PatiCarobus' course packet.