

ESL 273 & ESL 473, section 51Z (Fall 2024)

Class Time: [online asynchronous](#), **Location:** Canvas (online)

This course has no class meetings. Instead, you will complete the class activities and homework online and independently. In total, you can expect to spend about **12 hours per week** on activities and homework for this class.

This class is very full with many students on the waiting list. **If you don't submit the work for Wed (Sep 25) or Fri (Sep 27) and don't ask for an extension, you will be dropped from the class.** 😞

Instructor Information

Hello! My name is **Katelyn Endow** and I will be your instructor this fall. In class, please call me Katelyn (pronounced *kayt-lin*).

I have taught English for about 10 years in places such as Los Angeles, Japan (Iwate), and San Francisco State University. I started teaching at De Anza College last year, and I absolutely love it so far! I am so excited to meet all of you!

Please ✉️ email me anytime at endowkatelyn@fhda.edu

I typically respond within 24 hours Mon - Fri, 9am - 5pm (California Time).

Office Hours

- **Mondays:** 1pm to 3pm (**L-47** Language & Communication Village and [Zoom](#))
- **Thursdays:** 2pm to 4pm ([Zoom](#))

More meeting times are available on [Calendly](#)!

Sometimes, I'm in my office in **building F1, room 11h**.



About ESL 273/473

Thank you for registering for our class and choosing to study at De Anza! ESL 273 (credit) / 473 (noncredit) is an advanced-level course for students whose native language is not English. Together, we will learn about the principles of academic essays in the U.S. so that you feel confident and prepared for college-level writing.

The only way to improve your academic English is by actively engaging in your learning. If you work hard, by the end of this quarter you will improve. If you put maximum effort into your work, you will be surprised at how much progress you can make. Don't worry; you don't have to do it alone. Your classmates and I are here to help you. Please reach out and let me know how I can support you. 😊

You have the option of taking this class for college credit (**ESL 273**) or non-credit (**ESL 473**). Students from both sections will be in the same class learning together!

All requirements and policies for non-credit classes (**ESL 473**) are exactly the same as credit classes (**ESL 273**), including course content, assignments, grading and attendance. **Non-credit students are expected to complete activities, study, and do homework just like credit students.**

ESL 273: credit	ESL 473: non-credit
<ul style="list-style-type: none"> ● 4 college units ● Tuition payment required ● Letter grading (A, B, C, D, F) <ul style="list-style-type: none"> ○ ESL 273 students can request Pass/No Pass grading ● Units and GPA not transferable to 4-year universities 	<ul style="list-style-type: none"> ● 0 college units ● No tuition required (free) ● Pass/No Pass grading ● Can earn a Certificate of Competency: ESL Advanced Level (ESL 472 & 473) ● Can earn a Certificate of Competency: English Writing, Grammar and Proofreading (ESL 473 & 474)
<p>Passing both this class ESL 273/473 and ESL 272/472 qualify students to take transfer-level ESL 5 or EWRT 1A (both fulfill De Anza GE Area A1 - English Composition).</p>	

Student Learning Outcomes

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

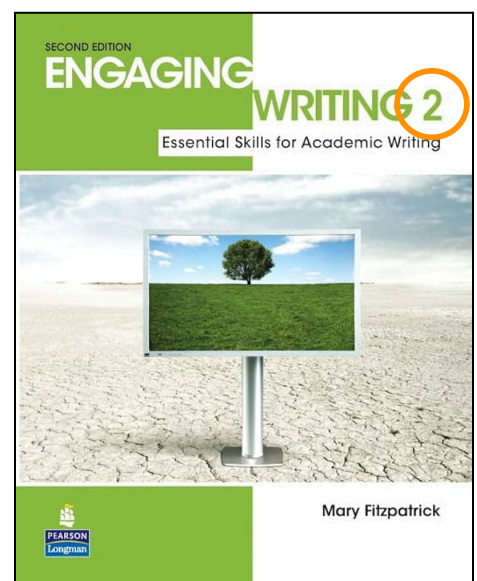
- **Write** well-developed essays that analyze and synthesize main ideas and differing viewpoints from a variety of academic reading materials.
- **Demonstrate** advanced grammar, sentence structure, and vocabulary in writing.
- **Evaluate** your own writing for rhetorical structure and clarity by means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

Prerequisites

- A passing grade in both **ESL 261/461** and **ESL 265/465** (Low-Advanced ESL); or
- Recommendation from the [ESL Guided Self-Placement](#)

Required Materials

- **Textbook "Engaging Writing 2 (TWO): Essential Skills for Academic Writing"** (2011) by Mary Fitzpatrick
 - **ISBN-13:** 9780132483544
 - New or used is OK
 - No access code needed
 - There are **10 copies** available at the De Anza library that you can borrow for the entire quarter. The early bird gets the worm!
 - [From Amazon](#) (used)
- **Device** to access Canvas, Google Drive, Padlet, and other online materials
- **Google Docs** or **Microsoft Word** (Apple Pages will work, but it is not preferred)
- **Note-taking materials** for class (notebook, pencil, laptop, etc.)



Class Activities

Writing Process Activities

I strongly believe to produce effective writing, we need to "review early and review often." ([Eli Review: "Feedback and Improvement"](#)) Therefore, cycles of peer review and revision will happen frequently in our class.

You as students are authentic readers to each other's work and can therefore offer each other valid and helpful feedback. This practice of critical reading and thinking will also help you improve your own writing skills. What you read, you too can imitate. What you detect, you too can correct. What you explain, you too can retain. What you suggest, you too can try.

Writing Process activities include:

- Outlines
- Rough Drafts
- Peer Review
- Revision Plan

Learning Activities

We will also have materials from our textbook "Engaged Writing 2," on-paper in class, and online to help us learn the expectations and criteria of US academic writing. We will also have grammar activities that will be helpful to apply to your own writing in this and other classes.

Learning Activities include:

- Free Writes
- Canvas discussion posts
- Padlet posts
- Weekly Reflections
- and more!

Essays

Essay 1: **Logical Division - Culture** (take-home)

- 1000 - 1250 words (5 paragraphs)
- **Due:** Oct 20 (Sun)

Essay 2: **Compare & Contrast - Dating & Marriage** (timed writing: 110 minutes)

- 800 - 1000 words (4 - 5 paragraphs)
- **Turn-in Window:** Oct 23 - 27 (Wed - Sun)

Essay 3: **Argumentative - Controversial Topics** (take-home)

- 1000 - 1250 words (5 paragraphs)
- **Due:** Nov 24 (Sun)

Essay 4: **Argumentative - College & Education** (timed writing: 110 minutes)

- 800 - 1000 words (4 - 5 paragraphs)
- **Turn-in Window:** Nov 27 - Dec 2 (Wed - Mon)

Essay 5: **Reflection Essay**

- 800 - 1000 words
- **Due:** Dec 10 (Tues) with Portfolio



End of Course Portfolio

At the end of the course, you will submit a Portfolio of essays instead of taking a final exam. The Portfolio must include three (3) essays:

1. Any one (1) **Take-home Essay** (revised)
2. Any one (1) **Timed Essay** (may NOT be revised)
3. **Reflection Essay** (reviewed by peers only)

The Portfolio is due **Tuesday, December 10 at 12pm** (California time - PST/UTC-8)

You must receive a "Pass" on the Portfolio to pass ENG 273/473. Your Portfolio may be reviewed by another De Anza ESL instructor to determine if it passes.





Assignment Grades

Academic language skills require consistent time, effort, and **plenty of mistakes**. Mistakes are often seen as bad, unfavorable, and even shameful. However, mistakes are actually necessary and even productive for our learning. Failure is an opportunity to problem solve and find solutions that lead to success. In order to be bold and creative with our writing, we need to be open to taking risks and making mistakes.

Your assignments will be assessed based on **thoughtful effort and engagement** and *not* on perfection. If you meet the criteria for each assignment, you will get full points.






Homework Grades

Graded Writing Process Activities and Learning Activities will receive one of the following marks:

-  **Complete:** The assignment meets all criteria and was completed in the manner and spirit asked. No further work is needed. (100%)
-  **Partial Credit:** The assignment meets most of the criteria. (75%)
-  **Needs Attention:** The assignment lacks many of the criteria. (50%)
-  **Incomplete:** The assignment is **missing**, more than 48 hours late, or suspected of **academic dishonesty**. (0 - 25%)

Essay Grades

Essays 1 - 4 will receive one of the following marks:

-  **Gold** (High Pass): The essay fulfills all of the criteria for success. The writer demonstrates strong understanding and skill in ideas, organization, development, and language.
-  **Silver** (Pass): The essay fulfills all of the criteria for success. The writer demonstrates adequate understanding and skill in ideas, organization, development, and language.
-  **Bronze** (Low Pass): The essay fulfills some of the criteria for success. The writer demonstrates developing understanding and skill in ideas, organization, development, and language.
-  **Revision Needed** (No Pass): The essay does not adequately address the prompt or lacks many of the criteria for success.
-  **Incomplete:** The essay is missing or is suspected of **academic dishonesty**.

You may revise and resubmit essays as many times as you'd like to improve your mark. Timed writing can also be revised for a higher mark. However, an UNREVISED timed writing essay must be included in your end-of-term Portfolio.


Late Work

Part of the criteria for each assignment is a deadline. Turning in work **within 48-hours** of the original deadline will result in **Partial Credit** for the assignment.

For example, if an assignment is due at 11:59pm on a Sunday night, you have until the Tuesday at 11:59pm to turn in the assignment late for Partial Credit.

Assignments submitted over 48-hours late will not receive credit unless previously negotiated with Katelyn.

Peer Review is the only assignment that cannot be turned in late! Your classmates are counting on your timely feedback to complete their revision plans and revise their essays.

If you know that you will need extra time on an assignment, please contact Katelyn before it is due (but not last minute, right before it's due!!). I am more than happy to give reasonable extensions to students who ask for them. I cannot grant extensions once a deadline has passed. Communication is  key!

FLEX Passes

Sometimes life hits us and we could use a little FLEXibility. At the beginning of the quarter, every student will receive **three (3) FLEX Passes**. You can use a FLEX Pass to:

- **Extend a deadline** by 1 week
- **Revise a Writing Process or Learning Activity** for a higher grade (must be revised **within 1 week** of receiving a grade)

To use a FLEX Pass, please fill out the FLEX Pass form on Canvas, email Katelyn, or visit her during Office Hours.

Academic Integrity

[De Anza's Academic Integrity Guide](#)

I have strong confidence in your abilities to complete the coursework on your own. We all learn in different ways and at different times. This class is not a race. We are here to support and encourage each other as we practice academic writing together.

If you are ever unsure or feel like you are struggling, please ask questions or come to office hours for help. I am here for you, and I want to see you succeed!

Integrity

Learning works best when students and teachers share mutual trust and respect. However, certain behaviors can make it harder to learn because they break the rules of honesty and respect. These behaviors include:

- spending less time than necessary to do an adequate job
- skipping assignments and non-graded activities
- clicking through course materials without engaging with the ideas



Plagiarism

The previous behaviors are your personal choices that could affect your grade and learning experience. Other behaviors, however, move beyond 'choices' and violate academic rules and even laws. These include:

- plagiarizing text by copying directly from websites or other students
- re-using an assignment that you already turned in for another class
- buying or copying text from other people or digital sources including **generative artificial intelligence (Gen AI) text generators** (ChatGPT, etc.) and **Google Translate**

Please do not use Gen AI in this class! We are here to practice academic writing and expressing our unique perspectives. This is not a class about how to get AI to think and write for us.

Plagiarism is a form of cheating or fraud. It occurs when a student uses someone else's (or in the case of AI, *something else's*) work and presents it as their own. Plagiarism may include using ideas, sentences, paragraphs, or entire texts without giving credit to the original author.

However, there may be times when collaboration, paraphrasing, and sticking to a template may feel like plagiarism when in fact it is not. If you are not sure if you are violating the rules, please talk to me before turning in the work in question.

Student Code of Conduct

I will assume your work is original and created for ESL 273/473 during the **Fall 2024** quarter. One of the best parts of my job is reading about your unique ideas and perspectives in the work that you create for our class.

However, if I suspect that some work is not your own, (language, ideas, etc.) I will follow this procedure:












First Time: I will send an email about the assignment in question. Please answer honestly so that we can maintain integrity and fairness in our class. You can either email me back or see me during office hours. The assignment be marked as Incomplete until we reach a resolution.

- **If you used any AI or digital tools (like a translator),** please let me where in the assignment and how you used them. You may be asked to revise or completely redo the assignment until it meets the standards to receive credit.
 - **Note about Grammarly:** It is OK to use Grammarly to help polish your academic English in this class. However, Grammarly is powered by a type of AI and therefore may trigger the AI detector. In this case, please explain to me how and where you used Grammarly to revise your writing. **I highly recommend saving a separate draft before using Grammarly** as evidence just in case.
- **If your work is your own,** please briefly share your process for completing the assignment. You could mention your approach, strategies, or personal experiences that influenced your work.


Second Time: If there is another incident of academic dishonesty, we will need to have a conversation about the assignment and continued behavior. Please sign up for a time to talk on [Calendly](#). The assignment be marked as Incomplete until we reach a resolution.

In addition, I may decide to submit an [academic dishonesty report](#) to the college at any time. A first report has zero impact on your student record. Multiple reports will require a conversation with the college on how to help overcome a habit of academic dishonesty.

Grading Policy (Learning Experiences)

	What you get	Criteria
 Gold Learning Experience	<ul style="list-style-type: none"> Strong community with your instructor and peers Abundant practice in and knowledge of academic writing skills An "A" grade (Pass) 	<ul style="list-style-type: none"> Writing Process Activities: 90% or more Learning Activities: 90% or more Essays: At least 2 Gold  ; 2 Silver  Pass the Portfolio
 Silver Learning Experience	<ul style="list-style-type: none"> Developing community with your instructor and peers Moderate practice in and knowledge of academic writing skills A "B" grade (Pass) 	<ul style="list-style-type: none"> Writing Process Activities: 80% or more Learning Activities: 80% or more Essays: At least 3 Gold  OR Silver  ; 1 Bronze  Pass the Portfolio
 Bronze Learning Experience	<ul style="list-style-type: none"> Some community with your instructor and peers Some practice in and knowledge of academic writing skills A "C" grade (Pass) 	<ul style="list-style-type: none"> Writing Process Activities: 70% or more Learning Activities: 70% or more Essays: At least 2 Gold  OR Silver  ; 2 Bronze  Pass the Portfolio

** ESL 273 students with letter grading will negotiate their final grade with Katelyn during Week 11.

*** Students who do not meet all criteria for the  Bronze Medal will receive a "No Pass" grade. The instructor will decide a "D" or "F" grade for ESL 273 students who have letter grading.

Weekly Schedule (Fall 2024)

Tentative schedule - changes may be necessary

Date	Topics	Writing Homework
Week 1 Sep 23 - Sep 29	Course Orientation What is a paragraph? Expository Writing	<ul style="list-style-type: none"> Cultural Artifact Paragraph
Week 2 Sep 30 - Oct 6	Essay Structure Logical Division Writing Essay 1 Brainstorm Helpful Feedback	<ul style="list-style-type: none"> Essay 1 outline Essay 1 outline peer review Essay 1 outline revision plan
Week 3 Oct 7 - Oct 13	Parallel Structure & Cohesion Developing Body Paragraphs Noun Modifiers & Adjective Clauses	<ul style="list-style-type: none"> Essay 1 draft Essay 1 draft peer review Essay 1 draft revision plan

Date	Topics	Writing Homework
Week 4 Oct 14 - Oct 20	Introductions & Conclusions MLA Format Compare & Contrast Writing	Submit Essay 1
Week 5 Oct 21 - Oct 27	Points of Comparison Compare & Contrast Language Essay 2 Brainstorm	Timed Writing: Essay 2
Week 6 Oct 28 - Nov 3	Argumentative Writing Essay 3 Brainstorm Evaluating Sources	
Week 7 Nov 4 - Nov 10	TEA Paragraphs Quoting, Paraphrasing, Summarizing	<ul style="list-style-type: none"> • Essay 3 outline • Essay 3 outline peer review • Essay 3 outline revision plan
Week 8 Nov 11 - Nov 17	Opposing Points of View MLA Citations (in-text citations & Works Cited)	<ul style="list-style-type: none"> • Essay 3 draft • Essay 3 draft peer review • Essay 3 draft revision plan
Week 9 Nov 18 - Nov 24	Essay 4 Brainstorm	Submit Essay 3
Week 10 Nov 25 - Dec 1	Portfolio Overview	Timed Writing: Essay 4
Week 11 Dec 2 - Dec 8	Reflection Essay Brainstorm	<ul style="list-style-type: none"> • Reflection Essay draft/outline • Reflection Essay draft/outline peer review • Portfolio revision plan
Finals		Submit Portfolio Due: Dec 10 (Tues) @12pm




Important Dates (Spring 2024)


September

- **Sep 23** (Mon): First day of the fall quarter - classes start!

October

- **Oct 4** (Fri): Last day to [add classes](#)
- **Oct 5** (Sat): Last day to [drop classes](#) without a W
- **Oct 20** (Sun): **Essay #1 due** (Logical Division - Culture)
 **SF 49ers** revenge football game against the Kansas City Chiefs (1:25pm)
- **Oct 21** (Mon): [Schedule of classes](#) available for Winter 2025
- **Oct 23 - 27** (Wed - Sun): **Essay #2 Window** (timed Compare & Contrast - Dating & Marriage)

November

- **Nov 3** (Sun):  **Daylight Savings Time ends** - the clock back 1 hour at 2am in California
- **Nov 11** (Mon): **Veteran's Day holiday** - no classes, offices closed
- **Nov 12** (Tue): Winter 2025 registration begins
- **Nov 15** (Fri): Last day to [drop classes](#) with a W
- **Nov 24** (Sun): **Essay #3 due** (Argumentative - Controversial Topics)
- **Nov 27 - Dec 3** (Wed - Mon): **Essay #4 Window** (timed Argumentative - College & Education)
- **Nov 28 - Dec 1** (Thu - Sun): **Thanksgiving holiday** - no classes, offices closed

December

- **Dec 9 - 13** (Mon- Fri): [Final Exams Week](#)
- **Dec 10** (Tue): **Portfolio Due** (includes **Essay #5** - Reflection Essay)