Instructor: Aseel Kanakri
E-mail: aseel.kanakri@bellevuecollege.edu
Office location: R-230
Office Hours: 1:30 -2:00 pm or By appointment
Class meets Monday-Friday, 11:30am-12:20pm, in B-252

COURSE INFORMATION
This course will focus on recognition of and oral and written production of:

- Sentence Structure (Simple, compound, and complex)
- Fragments, run-ons, and comma splices
- Nouns and determiners
- The passive voice
- Parallel structure
- Adjective clauses
- Adverb clauses
- Conditionals
- Noun clauses
- Word order and form

Classroom activities will include lectures, large and small group work, individual work, sentence analysis and formation, error detection and correction, sentence combining, readings and analysis, short writings, discussion, tests, quizzes, and pop quizzes.

BOOK REQUIRED
Grammar and Beyond Essentials 4, by Bunting, Diniz, and Reppen. ISBN#: 978-1-108-69716-3. (NO used books are allowed; you need the access code to join the online workbook). Class Code: NF9ae8

OTHER REQUIRED MATERIALS
- Supplementary materials that I will post on our Canvas course shell online;
- English-English dictionary;
- A Bellevue College email account and Canvas access. You must use your BC email for all communication related to this course. All communication about this course
outside of the classroom will take place either via Canvas or your college email account—so check them frequently. This is your responsibility.

- **COURSE OUTCOMES**
  - Write and edit nearly error-free sentences;
  - Use modals, parallelism, conditionals, passive voice, collocations, quotations, and all verb tenses;
  - Combine independent and dependent clauses;
  - Understand explanations in writing and grammar handbooks;
  - Recognize common correction symbols.

- **GRADING**
  - Tests and Quizzes (including the Midterm Exam) 50%
  - Final Exam 10%
  - Workbook Online 10%
  - Homework/Short Writings/Classroom Assignments 20%
  - Participation (including attendance) 10%

**GRADING SCHEMA**

UP grades are determined on the following basis:

- A 100 - 93%
- A- 92 – 90
- B+ 89 – 87
- B 86 – 83
- B- 82 – 80
- C+ 79 – 77
- C 76 – 73
- C- 72 – 70 Pass Class
- D+ 69- 67 repeat class
- D 66-63
- D- 62-60
- F 59- 0
FINAL GRADES

Written Expression/Integrated Skills:

Your final grade in this class will be based on your class average (must be 70% or higher) and your final writing exam. If you don’t pass your final exam, your letter grade for the class will be lowered by one.

• ATTENDANCE POLICY

Students are required to attend class everyday. There are no “excused absences” in the ELI. Please do not bring a doctor’s note to excuse your absence since your teacher or the ELI cannot accept doctor’s notes.

Fall/Winter/Spring:

15 absences = F and can be dismissed from the program at the end of the quarter
12 absences = F (not passing)
10 or 11 absences = no higher than a D (not passing)
3 tardies of 5 minutes or more (per hour) = 1 absence
Missing 10 minutes or more of any hour of class = 1 absence (in a 2 hr. class = 1/2 absence)

Vacation Days: There will be no class on Oct. 2nd (Faculty Professional Day), Oct. 22nd (College Issue Day), Nov. 11th (Holiday), and Nov. 28 and 29 (Holiday).

• HELP WITH CANVAS

Please click on the link below for help with CANVAS for students.

http://depts.bellevuecollege.edu/helpdesk/students/canvas/

• AFFIRMATION OF INCLUSION

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect. For more information, go to: http://www.bellevuecollege.edu/policies/id-4000/.
REASONS OF FAITH AND CONSCIENCE
Reasonable Accommodations for Reasons of Faith and Conscience: Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made within the first two weeks of the course to the office of the Associate Vice President of Student Affairs (see Bellevue College Policy 2950 (https://www.bellevuecollege.edu/policies/id2950/)). In the event you feel you are being discriminated against based on faith or conscious, you may refer to the procedures outlined in the college’s Discrimination, Harassment and Retaliation Policy 1440P (https://www.bellevuecollege.edu/policies/id-1440p/).

ANNUAL NOTICE NON-DISCRIMINATION
Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or veteran status in educational programs and activities which it operates. Bellevue College is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with whom the college does business are required to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity.
Reports of gender and sex-based discrimination, sexual misconduct, or retaliation by a student should be raised with the Title IX office (see 1440P2 for contact information). In cases where the impacted party is a student and the responding party is a college employee, the Title IX coordinator will direct the matter to the Office of Human Resources (HR). All other reports, including all reports where the impacted party is an employee, should be raised with the HR. If a report is against personnel in the Title IX office or HR, it should be submitted to the president’s office for referral to an alternate designee.
Equal Opportunity (http://www.bellevuecollege.edu/equal/)

CONFIDENTIALITY AND MANDATORY REPORTING
As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share with the Title IX Coordinator any and all information regarding sexual assault and other forms of sexual misconduct (e.g. relationship violence, stalking) that may have occurred on campus or that impacts someone on campus. Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-2212. The Title IX Office can be contacted at 425-564-2641 and more information can be found at Title IX (http://www.bellevuecollege.edu/titleix/).
If you have any concerns, you may report to: Report Concerns (https://www.bellevuecollege.edu/reportconcerns/).
The Disability Resource Center serves students with disabilities. Common disabilities include physical, neurological (e.g. Autism, ADD/ADHD), and mental health (e.g. depression, anxiety). If you are a student who has a disability or if you think you may need accommodations in order to have equal access in your classes, programs, activities, and any other services, please contact the DRC.

If you require assistance in an emergency, please meet with your individual instructors to develop a safety plan for while in class and contact the DRC to develop a safety plan for while you are elsewhere on campus. The DRC office is located in building B Room 132. You can contact the DRC by stopping by the office at B132, calling our front desk phone number (425) 564-2498, emailing drc@bellevuecollege.edu. Deaf students can reach us by calling TTY: (425) 564-6189, or by Skype (account name DRC at BC). For more information about the services we offer, including our Initial Access Application, visit our website at Disability Resource Center (http://www.bellevuecollege.edu/drc).

Service Animals are allowed in this classroom. Emotional Support Animals need to be approved through the DRC. All other animals will be asked to leave. If you believe you need your animal with you, please connect with the DRC and refrain from bringing your animal until a decision has been made.

**STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY**

Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one’s own without crediting the source), and fabrication and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at: Student Code (Links to an external site.)

**PLAGIARISM AND CHEATING**

Plagiarism is using someone else’s words or ideas as your own on assignments. It is cheating and is not acceptable in American classes.

There are different kinds of cheating: plagiarism, “borrowing” a classmate’s homework (partially or wholly), using an essay or a presentation from a previous quarter, using “cheat notes,” and copying answers from classmates’ papers during tests.

Examples of plagiarism are:

* Copying from a Web page, book or article
Buying papers
Copying from another student
Using a friend’s paper from a previous quarter

If you plagiarize:

First time: your teacher will work with you so that you understand what not to do
Second time: Fail the assignment
Third time: Fail the class and be reported to the Associate Dean of Student Services. Possibly be asked to leave the school

This link provides a good, short summary of how to avoid plagiarism:
http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml (Links to an external site.)

• STUDENT CONCERNS

Should you have concerns about any part of the class, please come to me with them. If for any reason you don’t feel comfortable coming to me, the usual next step would be to speak with the ELI Department Chair, Ivan Breen <ibreen@bellevuecollege.edu>. You can also refer concerns to the Arts and Humanities Division Associate Dean, Tuan Dang <tuan.dang@bellevuecollege.edu> or the Assistant Dean, Scott Bessho <scott.bessho@bellevuecollege.edu>. An additional resource for concerns you find aren’t being addressed by faculty or administration is the Ombuds Office <http://www.bellevuecollege.edu/ombuds/default.html (Links to an external site.)>.

• ACCESSIBILITY

The online elements of this course are designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

IMPORTANT LINKS
• BELLEVUE COLLEGE E-MAIL AND ACCESS TO MYBC

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to: Create Email (Links to an external site.)
BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the Technology Help Desk (Links to an external site.)

- PUBLIC SAFETY

PUBLIC SAFETY AND EMERGENCIES

Public Safety is located in the K building and can be reached at 425-564-2400 (easy to remember because it’s the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at RAVE Alert Registration (Links to an external site.)

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these three rules:

1) Take directions from those in charge of the response - We all need to be working together.

2) Do not get in your car and leave campus (unless directed to) - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.

3) In an emergency, call 911 first, then Public Safety.

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time. You may also visit the Public Safety (Links to an external site.) web page for answers to your questions.