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MIAMI DADE COLLEGE WEST CAMPUS - WORLD LANGUAGES DEPARTMENT

**EAP Course Syllabus & Lab Policies-Fall 2017**

**EAP 0340L Writing Level 3 Lab**

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Instructor: Ms. Wanda Curtiss [wcurtiss@mdc.edu](mailto:wcurtiss@mdc.edu)

Lab Assistants: Ms. Bertha Cabrera [WestEAP@mdc.edu](mailto:WestEAP@mdc.edu)

Ms. Jennifer Deronville [jderonvi@mdc.edu](mailto:jderonvi@mdc.edu)

EAP Lab: Bldg. 2, Room 2120,

Telephone: 305-237-8948 or 305-237-8986

ISBN #: 0134669991 / 9780134669991

Course ID: ZU3K-28IC-O4BK-4YEM

(This access card may be used for two courses - EAP 0440L)

Access may be purchased from Campus Bookstore. Please bring your access card to a lab staff to register before September 11, 2017. Students who fail to purchase access before September 11, 2017, will be dropped from the course and encouraged to register for mini-term courses.

* Please review My English Lab Quick Start Guide on page 5.
* Please review course content and outline on page 6.

Students can create their MDC account or reset their password by visiting: www.mdc.edu/current.  The Computer Courtyard staff (located inside the library) can also help students with MDC account issues.

Please follow the steps below to Log on to a computer at MDC:

* **Use your MDC Account**
* **Username**: **mymdc\firstname.lastname###**
* **Password: \*\*\*\*\*\*\*\*\*\***

***My English Lab* Directions for Students**

All students registered in EAP Writing courses MUST purchase an access card for each Lab course. If you are registered in Levels 3 or 5, the access code may be used for two semesters.

Each course has a unique access card and ISBN#. For assistance in logging in and registering your access card, you MUST visit the Academic Support lab in Room 2121.

**Registration and Login**

* To **Register** your access code, go to [www.MyEnglishLabHelp.com/register](https://na01.safelinks.protection.outlook.com/?url=http%3a%2f%2ft.yesware.com%2ftt%2fcc963fc2d2240368e92a3c2d0d44cf2712b3eb96%2f7afc828498d40b4def3544957cf310ab%2f3f6e19ded27e99ee14421e195f83ee91%2fwww.myenglishlabhelp.com%2fregister&data=01%7c01%7cwcurtiss%40mdc.edu%7cad70721a30994e8a0cb008d3c06a8098%7cb0626806ceff4393821ef9a3e666893b%7c0&sdata=5RhOS%2bEOCtY3yh5eMSz323xuJZOueR1tBm1BNKXPjMQ%3d)
* To **Login**, go to [www.MyEnglishLabHelp.com/login](https://na01.safelinks.protection.outlook.com/?url=http%3a%2f%2ft.yesware.com%2ftt%2fcc963fc2d2240368e92a3c2d0d44cf2712b3eb96%2f7afc828498d40b4def3544957cf310ab%2f04606b629d90081009fcebeb9279b36f%2fwww.myenglishlabhelp.com%2flogin&data=01%7c01%7cwcurtiss%40mdc.edu%7cad70721a30994e8a0cb008d3c06a8098%7cb0626806ceff4393821ef9a3e666893b%7c0&sdata=2nzUS3%2bCN%2ftq18nuGNgIxWSHgI14ZIMqIpBF9PNcHjM%3d)
* After you register with Pearson, you MUST go to “SETTINGS,” My Courses, Join a Course
* Begin working on assigned activities in the “To Do List”

**Course Description**: Students develop the ability to write basic, structured academic paragraphs on familiar topics and execute other academic writing tasks (1 credit).

Prerequisite: EAP 0240 or equivalent proficiency Co-requisite: EAP 0340

**Course Competencies**:

Competency 1:  The student will develop writing fluency and vocabulary, and produce basic, structured academic paragraphs on familiar topics.

Competency 2: The student will write basic, single paragraphs using simple, compound, and/or complex sentences (when appropriate) focusing on accuracy of grammatical form, organization, clarity and substance in Standard English appropriate to the level.

Competency 3:  The student will proofread and edit grammar, mechanics, and sentence structure appropriate to the level.

Competency 4: The student will use appropriate reference tools to edit writing.

Competency 5:  The student will use the basic functions of the computer as a word processing tool.

Competency 6:  The student will execute other academic writing tasks such as: factual, short answer responses to test questions, brief outlines of text, basic definitions, and e-mail.

**General Information:**

1. Students may attend the lab any time during lab operating hours.

2. The lab staff will assist students in any way they can.

3. During the semester the EAP lab reserves the right to give priority to Speech lab students to work in the EAP lab since it is the only lab on campus that has headphones.

4. The EAP lab is not responsible for personal belongings. Any items (e.g., keys, memory sticks, jewelry, cellular phones, textbooks, etc.) will be taken to Security. MDC ID’s will be taken to Student Life.

5. EAP lab staff can move students’ belongings and log them out if they have been out of the lab for 10 minutes or more, especially during peak periods in the Lab.

6.  **Academic dishonesty.**Cheating of any kind is not allowed (e.g., cheating, collusion, plagiarism). Students are to work independently. The result will be disciplinary action and/or failing the course as outlined in the Student’s Rights and Responsibilities Guide.

7. The EAP Discipline at MDC West requires that students enrolled in EAP Writing Lab and/or EAP Speech Lab complete a minimum of 15 hours to meet the 1 CREDIT LABORATORY COURSE. Having partially completed hours will not guarantee partial credit but rather **no credit**.

**Grade Breakdown**

* **Completion of pre-test and post-test**   **10%**

- **Completion of all lab activities including diagnostic/post-test 80%**

All assigned activities in each 3 sets must be completed according to the corresponding due dates. All activities are located under “Subjects” and any EAP staff can guide students on how to use ***MyEnglishLab***.

- **Completion of all 15 hours in the Lab 10%**

- The 15 hours will be divided into 3 periods. The first 5 hours must be completed by the first due date.

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| --- | --- | --- |
| **1s Set: 5 Hours** | **2nd Set: 5 Hours** | **3rd Set: 5 Hours** |
| **September 28, 2017** | **October 28, 2017** | **December 11, 2017** |

**EAP Lab Writing Resources**

* Assigned Lecture Textbook
* My English Lab Access Card
* <http://owl.english.purdue.edu/> , The Purdue Online Writing Lab
* [www.Grammarly.com](http://www.Grammarly.com)
* <http://eapsupportlab.weebly.com>, EAP Support Lab Weebly Website

**EAP Activities Announcements**:

All EAP students are encouraged to attend campus events to help expand their knowledge and immerse in the campus culture. All EAP students are encouraged to participate in the Student showcase to be held during International education Week in November.

**EAP AMBASSADOR**

The EAP Ambassador is a voluntary position for an EAP student. This volunteer will help to guide EAP students and will work closely with the EAP Chair’s Council in planning the EAP end-of-term showcase. This person will also work closely with the EAP Lab Manager to seek additional resources and activities for EAP students. If interested, please email [WestEAP@mdc.edu](mailto:WestEAP@mdc.edu) or call 305-237-8948.

**Lab Policies:**

1. Students are expected to use **academic-oriented**software while in the lab. In addition, students need to be **actively engaged**with this software to receive credit towards their time requirement. Work is supposed to be completed in the lab as well as at home. If students finish the exercises prior to the hour time requirement, there are other academic programs they must use. Students who do not use their time in the lab to study will be asked to leave.

2.  **Unauthorized Internet access is prohibited**(e.g., Facebook, Twitter, YouTube, personal e-mail).

3.  **No guests**are allowed (including children). This is college policy.

4.  **No food or beverages**are allowed. Please do not eat or drink around the computers.

5.  **Cellular phones**: Students should set their cellular phones on vibrate or silent mode upon entering the lab. Students talking on their cellular phone in the lab will be dismissed for the day.

**Student Responsibilities:**

**1.** The EAP Lab is equipped with the necessary software and hardware to complete lab-related activities.

• Work may be saved on external accessories such as USB Flash Drives.

• A staff member of the Lab should be contacted immediately in the event that there are technical difficulties with any piece of equipment.

**2.** Students are given a Time Log at the beginning of the term. Students must not lose this form because EAP lab staff needs to corroborate student hours in the event that there are time discrepancies. Students are accountable for tracking their hours and will be told total lab hours accumulated upon logging out and leaving the lab.

**3.** Students must always bring their MDC Student ID card to the lab in order to work in the lab.

**4.** Students MUST log out of the Lab Attendance System when leaving the lab, or they will automatically lose their lab hours for the day.

**5.** Upon entering the lab, they must present their MDC ID card for the staff to log them into the computerized attendance system.

**6.** Students are RESPONSIBLE for immediately notifying EAP Lab Staff if there are any changes in their lab level, lab section, or surname; otherwise a failing grade will be assigned.

**7.** If students become seriously ill, they must contact the manager or a staff member as soon as possible.

**8.** Dropping/adding or withdrawing from the lab course is the student’s responsibility.  If you are dropped from your lecture course, you will automatically be dropped from your EAP lab course without notice.