and equitable to all students in an atmosphere that fosters integrity on the part of student, staff, and faculty alike. The students’ responsibility is to perform to the best of their potential in all academic endeavors. This responsibility also includes abiding by the rules and regulations set forth by individual faculty members related to preparation and completion of assignments and examinations. The submission of work which is not the product of a student’s personal effort, or work which in some way circumvents the given rules and regulations, will not be tolerated. It is the responsibility of the faculty to clearly define the requirements and rules applicable to their courses for all students.” – Class Catalog, p. 150

This means no copying, cheating or plagiarizing. Your work is only your work. If you are caught doing any of these things, you will receive an “F” on the assignment, as will anyone else involved, and you may be dropped from the class.

**Important Dates**
- Saturday, July 2: Last day to add most classes
- Saturday, July 2: Last day to drop for a refund (resident students)
- Saturday, July 5: Last day to drop a class with no record of grade
- Friday, July 7: Last day to request a class be changed to Pass/No Pass
- Friday, July 25: Last day to drop with a "W"
- Monday, July 4: College closed—Independence Day

**Support for Students**
If you feel you need extra help, go sooner rather than later. The longer you wait, the more work you will have to do.

- **Writing and Reading Tutoring** in ATC 309
- **Math, Science and Technology Tutoring** in S43
- **General Subject Tutoring** in ATC 305
- **Listening and Speaking Center** in ATC 304
- **Skills Courses and Workshops** ATC 302

**Final Note**
I do want you to succeed here at De Anza, so if you have any questions please don't hesitate to call, email, or talk to me during office hours.
responsibility to contact a classmate to find out what you missed and to get homework assignments.

Classmate’s name, phone #, and email
1. ____________________________________________
2. ____________________________________________

If you decide to withdraw from the course, please let me know AND drop the course so you do not get a failing grade.

**Plus Passing Portfolio**

**Portfolio**
To pass ESL 263, starting this quarter (summer 2011), students must pass both the class of ESL 263 and pass a portfolio of their written work. Only students who have passed ESL 263 submit the portfolio.

The portfolio will include 2 in-class WAs, 1 out of class WA, and a reflective WA. More information will follow.

**Electronic Dictionary**
No electronic dictionaries are allowed in class. If I see one, it becomes mine until the end of class. You can use any English-only paper dictionary.

**English Only Please!**
Although we have great respect for your first language, the purpose of this class is to improve your English skills. You will do that most successfully if you speak English at all times during class. If you speak a language other than English, you will have to buy the whole class coffee at Peets.

**Cell Phones**
Please don’t use any communication device during class. No emailing or texting during class. Don’t even read emails or texts. If your cell phone rings during class, you will have to bring cookies to the next class meeting for everyone. If you are a caretaker, please put your phone on vibrate.

**Plagiarism and Cheating**
“De Anza College is committed to excellence in the pursuit of learning and academic achievement by its students. In furtherance of this goal, the college is committed to providing academic standards that are fair
DE ANZA COLLEGE Summer 2011
ESL 263-61
Low Advanced Grammar and Writing

Instructor: Michelle Marchiano  Office Hour: By appointment
Time/Room: MW 6:00-9:50pm/L42  Phone number: (408) 864-8999 ext 3046
Email: marchianomichelle@deanza.edu
Website: www.deanza.edu/faculty/marchianomichelle
Twitter Acct: michelleESLDA

Course Description
Develop skills for writing clear, organized, well-developed, multiple paragraph compositions that demonstrate analytical thinking and level-appropriate grammar, sentence structure and vocabulary.

Prerequisites
ESL 251, 252 and 253 with a grade of C or better, or qualifying score on the English as a Second Language placement test.

Required Texts and Materials
- Fitzpatrick, Mary Engaging Writing 1
- Raimes, Ann Grammar Troublespots

Recommended Text
- Longman Advanced English Dictionary

Missed Exam/Quiz and Late Paper Policy
No make-up exams or quizzes will be given. No late assignments will be accepted. The only exceptions are if a dinosaur blocks the door of your house or you get stuck in a snowstorm on Highway 85. If you have a serious problem, email me as soon as possible.

Turnitin.com
All writing assignments must be submitted to Turnitin.com before the start of class on the day the assignment is due. If it is not submitted, you will receive a zero. You cannot turn it in late to the website. I will hand out instructions on how to use it.

Class Collaboration
In this class, you will be working with your classmates every day on reading, exercises and writing assignments. You must depend on each other to be successful. Be courageous and proactive—ask your classmates for suggestions and advice! Be kind and generous—give your classmates help and support!

Attendance
You are expected to attend every class. If you miss more than 1 class session, you may be dropped. Two tardies equals one absence. If you arrive late, you need to make sure I changed your attendance from absent to tardy. If you are absent, it is your