

ESOL 1010: Academic Composition II

Section 1001 | Mo We Fr 9:30 – 10:20 a.m., East Hall 406

Fall 2023



Photo: Stock Images, MS Word

Writing means sharing. It's part of the human condition to want to share things - thoughts, ideas, opinions.

- [Paulo Coelho](#)

Instructor: Dr. Fernanda Capraro (she/her) | Please call me Dr./Prof. Fernanda

Email: fcaprar@bgsu.edu | 24/48-hour turnaround

Office: 323 East Hall | Office Phone: (419) 372-7554

Student Hours: Mondays, 4:30 – 5:30 p.m. | and by appointment

Virtual Office: <https://bgsu-edu.zoom.us/my/fcaprar>

Course Description

In this class, we'll review and practice grammar concepts in the context of writing assignments in a variety of genres. In the process, you'll learn rhetorical concepts, self-editing strategies, and academic vocabulary. You'll also learn about academic honesty and citation. By the end of the semester, you'll be a more independent and confident writer, with a variety of strategies you can use to accomplish writing tasks successfully after this class.

Course Instruction Mode

In-Person Learning

This course is conducted in person, which means we will meet in East Hall 406 on Mondays, Wednesdays, and Fridays from 9:30 – 10:20 a.m. During class, I will use a variety of teaching strategies that may include asking you to review material before class to engage in small group collaboration/discussion and whole group discussion. Additionally, I may lecture and incorporate various active learning strategies. I will do my best to share the purpose of activities and how they will help you succeed in the course. Classes are not recorded. Some classes may be held remotely at my discretion, and with advanced notice.

Learning Outcomes

You will...

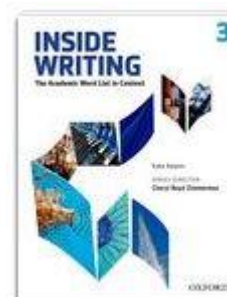
- develop an understanding of the process approach to writing and use it to compose various writing assignments.
- increase your fluency in writing.
- improve grammatical accuracy and stylistic variety in your writing.
- use academic and genre-appropriate vocabulary and tone.
- practice strategies and skills for critical reading and understanding academic texts.
- become more independent language learners by developing strategies to revise and edit your own writing.
- become more familiar with American norms of academic honesty, specifically how to avoid plagiarism and correctly use documentation styles and practices.



Required Materials

These materials must be purchased promptly and brought to class daily. Please note that it is illegal to make unauthorized copies of a textbook, so you must buy your own copy for this course, share a textbook with a classmate, or use the copy on reserve at Jerome Library.

- Adams, Kate. ***Inside Writing: The Academic Word List in Context 3***. New York: Oxford, 2014.
- Assigned course readings and other materials, provided on Canvas.
- A laptop you can bring to each class and use for your work outside of class. Your device must have the capability to use:
 - ✓ BGSU Outlook email
 - ✓ Canvas to access course materials, post on discussion boards, and submit assignments
 - ✓ [Zoom](#) for remote classes and office hours (as needed)
 - ✓ [Microsoft Office](#), especially MS Word for written assignments
 - ✓ a microphone, webcam, and speakers/headphones to listen to and record audio/video for assignments
- A sufficient internet connection to access the course Canvas site and download/stream/upload various media/files
- A reliable way of saving your work (like a USB drive or [OneDrive](#)).
- A college-level dictionary, Online options:
 - ✓ Merriam-Webster, <http://www.merriam-webster.com/>



- ✓ The Britannica Dictionary, <https://www.britannica.com/dictionary>
- ✓ Longman, <http://www.ldoceonline.com/>

Course Requirements

Most assignments in this course will be submitted using [Canvas](#). The assignments you submit through Canvas will be returned to the same location. I provide feedback on your assignments in Canvas. Review this [Canvas Community guide](#) for information about how to view my feedback.

Each of these writing assignments must be submitted to receive a passing grade. More detailed instructions will be given for each assignment.

Writing Projects (60%)

This semester, you will write **four formal writing projects**. Each of these projects explores a specific genre, or type, of writing. You'll not only learn how to write these specific genres effectively, but in the process, you'll learn skills for analyzing samples that you can apply to future writing tasks. Each project also emphasizes the writing process, so you will write more than one draft and receive feedback from your classmates and me. Finally, to demonstrate your progress at the end of the semester, you will compile a **final portfolio**.



Writing Process Activities (15%)

Since the process of writing is a key part of our work in this class, you will earn points for submitting rough drafts, attending conferences with me, participating in collaborative writing or peer review activities, and completing self-editing exercises. These activities are designed to help you do your best work in the writing projects. While the writing projects will be graded using rubrics, these writing process activities will be graded for completion only. *Note: if you are absent on a day we complete collaborative writing or peer review activities in class, you will receive a zero for that day's activity.*



Preparation and Participation (10%)

Throughout the semester, you'll complete **homework** activities and readings to help you prepare for class and practice writing skills, grammar, and vocabulary. These short assignments will be announced in class and posted on Canvas.



You are also expected to be prepared for each class and to **participate actively** during class. Class participation includes speaking in English, staying focused on the task at hand, taking notes, sharing your opinions about readings, checking answers to homework exercises with your classmates, and completing various other activities to practice writing, grammar, and vocabulary.

Fluency Writing (10%)

Finally, you will complete regular **fluency writing** activities to help you improve your writing speed and fluency. *If you are absent on a day we complete a fluency writing, you can make it up on your own using the topic posted on Canvas.*



Independent English Study (5%)

You will also complete ongoing **Independent English Study** to focus on improving your English skills and meeting your own goals. For example, you might work on academic vocabulary, reading skills, and/or grammar. I will provide suggested resources on Canvas, and you will track what you work on and submit documentation of your independent study



on Canvas. As part of this assignment, you will be required to visit the Learning Commons Writing Center at least once.

Grading Summary

Project	Percent of Grade
Formal Writing Projects	60%
Writing Process Activities	15%
Preparation & Participation	10%
Fluency Writing	10%
Independent English Study	5%
Total	100%

During the semester, you will get feedback on your in- and out-of-class work to help you know what you are doing well and how you can continue to improve your English skills. Pay close attention to this feedback, and of course, let me know if you have questions.

Formal writing projects will be evaluated using a *rubric* (a list of criteria), which will be provided in advance. Other assignments may be graded for completion only.

In addition to the feedback that you receive on your assignments, I will also be using the “Navigate” system on MyBGSU to communicate with you and your advisor about any problems with your attendance or performance that might keep you from

Admittance to University Writing Program (UWP)

At the end of the semester, you will automatically be eligible to enroll in **WRIT 1110** and co-requisite **WRIT 1010** if all of the following requirements are met:

- I have determined that your writing is strong enough;
- You have successfully completed the course requirements and earned at least a 70% (S);
- You have earned grades of 80% or higher on at least two formal writing projects, including one of the final two (Case Study and/or Report).

Course Grades

Undergraduate ESOL classes are graded on an *S/U* basis. You will receive one of the following final grades in this class:

S—Satisfactory. You met all course requirements and earned a grade of 70% or higher.

U—Unsatisfactory. You did not meet the course requirements or earn a minimum grade of 70%. A grade of U will not affect your grade point average (GPA). In most cases, though, it will mean that you need to repeat the course.

F—Fail. According to university policy, students may receive a grade of F under the following circumstances:

- Student withdraws after the formal deadline in the Academic Calendar
- Student stops attending without processing a withdrawal
- Student has not attended class or turned in course work

Likewise, students who violate BGSU's Academic Codes of Conduct also run the risk of earning an F in the course. **An F will count as zero quality points to your GPA.** Additionally, in most cases, you will need to repeat the course.

Summary: Requirements for Passing ESOL 1010

- Meet the Attendance Requirements (see below)
- Complete all formal writing projects (including the final portfolio)
- Demonstrate sufficient progress in writing skills
- Earn grades of 80% or higher on at least two (2) writing projects, including one of the final two (Brochure and Questionnaire/Report).
- Earn a course grade of at least 70%.

Failure to fulfill any one of the above requirements is sufficient grounds for a grade of U (unsatisfactory)

Classroom Procedures/Policies

Communication

During the semester, I help you to stay organized for our course by sending weekly announcements in Canvas that outline what we will do in class. I may also send other announcements about student opportunities or interests related to our course or other topics.

Canvas announcements will be posted frequently on the announcement page and course homepage or communicated via e-mail. You should check the announcement page and your e-mail regularly to access course-related announcements.

The best way to reach me is via email. My official BGSU email address is fcaprar@bgsu.edu. When sending an email message, you can expect a response within 24-48 business hours. If you have not received a response, please try to contact me again. If you need to reach me via phone, please call my office phone (419) 372-7554. Please leave a message if I don't answer.

If you would like to send me email, please add a topic in the subject line (e.g., Late Extension, Absence, Question, etc.) and at the beginning of your message, include the course name (*ESOL 1010*) and your full name (e.g., *Umar Niesen*). By having this information, I will read your email immediately.

Guidelines for Classroom Conduct

To learn, we must be open to the views of people different from ourselves. In this time, we share together over the semester, please honor the uniqueness of your fellow classmates and instructor and appreciate the opportunity we have to learn from one another. Please respect each others' opinions and refrain from personal attacks or demeaning comments of any kind. Finally, remember to keep confidential all issues of a personal or professional nature that are discussed in class.

Language and behaviors that are disruptive, abusive, or harassing may result in disciplinary action as specified by the [Student Code of Conduct](#).

Attendance Requirements

Attendance is essential for maintaining the best learning environment. Learning occurs in relationship not only between student and course materials, but, just as importantly, peer to peer, professor to student, and student to professor.

After the first day, **attendance is expected and will be recorded in Canvas**, but there is no penalty for missed classes. Everything we do in class is designed to help you meet the course learning objectives and do your best work on the formal writing projects. Class meetings are also your best opportunity to deepen your learning of important concepts and ask me questions about your work as well as connect with your classmates.

Plan to arrive on time and be prepared for class each day. However, **if you are sick**, especially with a fever or if you have been asked to quarantine or isolate for COVID-19, **do not come to class**. Similarly, if you have an emergency or are facing challenges, I understand that you would need to miss class. In these situations, just email me to let me know—we can work together to plan for you to catch up. If you are unable to attend class, contact a classmate for notes and review the materials posted on Canvas/OneDrive.

If you have missed more than two weeks of class or assignments, you may want to consider dropping or withdrawing from the course and take it another semester.

According to the BGSU [Add/Drop policy](#), you have seven (7) calendar days to drop this course. After the Add/Drop deadline has passed, you may [withdraw](#) from the course. If you formally withdraw from the class before the 12th week of a 15-week course, you will receive a grade of “W”. You are responsible for filing a course withdrawal request that notifies me on or before the last day of the 12th week.

Make-Up and Late Assignment Policy

It is important to make every effort to complete assignments on time. This ensures that your work will be graded promptly (within 1-2 weeks) and that you won’t fall behind on other assignments. However, I understand that you might need extra time on a few assignments during the semester.

Therefore, all students receive **three** 48-hour extensions that allow you to turn in an assignment within 48 hours after the regular due date (no excuses needed, no questions asked). For example, if an assignment is due on Tuesday, you can use an extension to submit your work on Thursday instead.

- To use an extension, notify me by email on or before the due date.
- Any late work submitted after the 48-hour extension will result in “0” points.
- Extensions cannot be used for group work or assignments due during finals week. Use your extensions wisely so that you don’t run out. *Note: for all late work, feedback/grades may be delayed.*

If you fall behind in your class work because of physical/mental health or a family/personal emergency, please contact your instructor by email as soon as possible so that we can develop a plan to get you back on track. At your instructor’s discretion, a plan will be considered for you to make up the work that you have missed.

Revision Policy

You may revise **one** of your writing projects again after the original final evaluation. To be eligible for revision, you must meet the following criteria:

- All drafts were complete (as specified on the assignment/detailed schedule)
- All drafts were turned in on time (or with a next class extension)
- You participated in collaborative writing/peer review and/or any required conferences
- Drafts show evidence of significant revision throughout the process

You must also

- schedule a conference with me to discuss your revision strategy AND
- turn in a 2-3 paragraph summary of your revision process and the changes you made to your draft.

You may opt to revise an assignment at any time, as long as it is submitted before the last revision due date/time specified in the syllabus on Canvas.

Academic Integrity & Outside Assistance

Academic integrity violations—cheating (which involves using prior work), plagiarizing, fabricating, and facilitating academic dishonesty— will result in a failing grade for the assignment and possibly the course.

All work submitted for a grade in this class must be your own original work. It must also be written originally for this class. You must responsibly credit sources of information (whether quoted, paraphrased, or summarized) in your submitted work. For more information on how the University defines and enforces academic honesty, see the [Code of Academic Conduct](#).

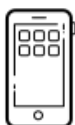
If you want help on writing assignments for ESOL 1010 outside of class, you have two options:

- Option 1: meet with me during office hours (or schedule an appointment).
- Option 2: visit the Learning Commons. You are encouraged to use this resource, **but you may only have one appointment per week to work on assignments for ESOL 1010**. Ask the tutor to send me a report from your visit and be prepared to show me the drafts you work on at the Learning Commons.
- Do **NOT** ask for help from family, friends, or private tutors outside of our class. Remember, one of the goals of ESOL 1010 is to help you become a more independent writer, so I need to know what you can write on your own, without help.

Technology Requirements

To successfully complete learning activities and assignments for this class, you will need a computer or device with access to the following technology tools:

- High-speed internet connection
- Word processor, spreadsheet, and presentation tool (you have access to Microsoft Word, Excel, PowerPoint and more by downloading [Office 365 on the BGSU ITS page](#))
- [BGSU email](#)
- [Canvas Computer Specifications](#)
- [Browser requirements in Canvas](#)



Refer to this [BGSU ITS page](#) for information about other tools you have access to through BGSU. BGSU undergraduate students with demonstrated financial need may be able to participate in the [Student Laptop Loan Program](#).

Technical Assistance

If you need technical assistance at any time during the course or to report a problem with Canvas, Zoom, or another technology, you can:

- Refer to the [BGSU ITS Knowledge Base](#)
- Start a chat session with a [BGSU ITS representative](#)
- Call BGSU ITS to speak with a representative at 419.372.0999

Devices in Class

As research on learning shows, unexpected noises and movement automatically divert and capture people's attention, which means you are affecting everyone's learning experience if your cell phone, tablet, laptop, etc. makes noise or is visually distracting during class.

For this reason, I...

- allow you to take notes on your laptop, but you must turn the sound off so that you do not disrupt other students' learning.
- allow you to use your smart phone for polling in class, but you do not permit texting or listening to music in class.
- allow you to use your laptop to search for information or definitions of concepts related to our class activities.

Artificial Intelligence Statement

The use of generative AI tools (e.g., ChatGPT, Dall-e, etc.) is permitted in this course for the following activities:

- Seeking additional explanations of course concepts;
- Brainstorming ideas for a course project/assignment;
- Drafting an outline to organize your thoughts; and
- Checking grammar and style.

The use of generative AI tools is not permitted in this course for the following activities:

- Composing responses to discussion board prompts;
- Finding answers for homework assignments/quizzes; and
- Writing entire sentences, paragraphs, or papers to complete class assignments.

Adapted from: Temple University Center for the Advancement of Teaching, BGSU ESOL Teacher Resources, BGSU Center for Faculty Excellence

BGSU AI Resources for Students and Faculty: <https://www.bgsu.edu/its/support/ai-resources.html>

Use AI ethically and responsibly. If used responsibly, generative AI tools can enhance your learning, However, if plagiarism is suspected, per existing policy, your instructor reserves the right to verify learning outcome achievement through alternative assessment. To learn more about the Ethics of AI, you can take [this free online course](#) created by the University of Helsinki.

University Policies

Student Conduct

A community exists on the basis of shared values and principles. At BGSU, students, recognized student organizations, and student groups are expected to uphold and abide by certain standards of conduct. You should familiarize yourself with the Codes, which create a set of expectations for student conduct, ensure a fair process for determining responsibility when student behavior may have deviated from those expectations, and provide appropriate sanctions when a student and/or student organization has violated the Code(s).

- Students who violate faculty expectations as outlined in the syllabus may be subject to conduct action.

- If you have questions, please do not hesitate to contact the Office of the Dean of Students at 419-372-2843 or odos@bgsu.edu.
- View the [Student Handbook](#).
- Learn more about and view the [Code of Academic Conduct](#).
- Learn more about and view the [Code of Student Conduct](#).

Title IX Statement

Bowling Green State University (BGSU) is committed to providing a safe learning environment for all students that is free of all forms of discrimination and harassment. Sexual misconduct and relationship violence in any form are antithetical to the university's mission and core values, violate university policies, and may also violate federal and state law. Faculty members are considered "Mandatory Reporters" and are required to report incidents of sexual misconduct and relationship violence to the Title IX Coordinator. If you or someone you know has been impacted by sexual harassment, sexual assault, dating or domestic violence, or stalking, please visit [BGSU's Title IX website](#) to access information about university support and resources.

Non-Discrimination in Employment and Education

Bowling Green State University is committed to maintaining an employment and educational environment that is free from unlawful discrimination, harassment, and retaliation. The University prohibits discrimination and harassment on the basis of protected class. Retaliation against any person for asserting their legal rights to be free from discrimination or harassment, for reporting discrimination or harassment, or for participating in activities is strictly prohibited. You may review [BGSU's Non-Discrimination in Employment and Education policy](#) for more information. To report concerns, please visit the [See It. Hear It. Report It.](#) page.

Freedom of Expression

Bowling Green State University, as a public institution, is committed to freedom of expression and the rights protected by the First Amendment. First Amendment rights have implications inside the classroom as well. Review the [Office of the Dean of Students page regarding Freedom of Expression](#) at Bowling Green State University for more information including the policy. To report concerns please visit the [See It. Hear It. Report It.](#) page.

Accessibility Services

Our course has been designed with accessibility in mind: materials will be posted in advance, using alt text, headings, and other best practices, in Canvas and on OneDrive. Instructor videos will include captions. Please contact me about any additional accommodations you may need to participate fully in the course. I also suggest working with BGSU's [Accessibility Services](#) office, which provides equal access and formal accommodations to students. If you have formal accommodations paperwork, please share it with me early in the semester.

Student Veteran-Friendly Campus

BGSU educators recognize student veterans' rights when entering and exiting the university system. If you are a student veteran or a student currently serving in any branch of the military, please let me know if accommodations need to be made for absences due to drilling or being called to active duty.

Non-academic Activities

Students who engage in university-sanctioned non-academic activities are expected to provide the instructor with documentation from the university organization as well as reasonable notice of the dates

he or she will be absent. Should you need to miss a class due to a university-sanctioned activity, understand that absence from classes, even if excused, does not relieve you of responsibility for completing required work. In such an event, you should consult with me before you miss class to make alternative arrangements for completing any work missed.

Religious Accommodations

It is the policy of the University to make every reasonable effort to allow students to observe their religious holidays without academic penalty. In such cases, it is the obligation of the student to provide the instructor with reasonable notice of the dates of religious holidays on which he or she will be absent. Should you need to miss a class due to a religious holiday, understand that absence from classes for religious reasons does not relieve you of responsibility for completing required work. In such an event, you should consult with me before you leave for the holiday to make alternative arrangements for completing any work missed.

University Closure

In most cases, the University will not close for winter conditions unless the Sheriff's Department declares a Level 3 emergency. Closing information will be communicated through BGSU's [AlertBG text system](#), BGSU e-mail notification, BGSU's website, and Toledo's Television stations. However, if an official agency such as the State Highway Patrol reports that hazardous driving conditions exist and travel is not advised, then students who commute to BG should not travel to campus—your safety is a priority! If severe weather affects your ability to come to class, contact me to let me know. You'll be responsible, as always, for making up missed work.



Learning Support Services & Resources

The Learning Commons: Writing Consultations

The Learning Commons in the Jerome Library supports students with free tutoring, including writing consultations at [The Writing Center](#). Consultants can provide feedback and guidance with writing assignments for any class you are taking (including ours!) as well as professional writing like resumes.



When setting up an appointment, please be sure to identify yourself as an ESOL student, and request to work with one of the consultants who has completed additional training for [working with ESOL writers](#).

University Libraries

The University Libraries provides access to books, articles, databases, subject-specific resources, special collections, quiet/group study spaces, research assistance, tutoring, and more. If you need help figuring out where to start, please visit the [University Libraries](#) website to learn more about all the information services and resources available to help you with your classes. If you need immediate help with your research papers, you can use any of these services:

- [Ask Us!](#) Librarians and library staff can assist you at the Research & Information Desk on the first floor of Jerome Library, as well as via phone, email, and [online chat](#).
- Schedule an [Individual Research Appointment](#) with a librarian (in-person or virtually) to help you with your research assignments.

Collab Lab

Are you looking for a collaborative, innovative, and creative space with technology needed for a class project? Visit the Collab Lab! The Collab Lab has six 27" iMacs with attached 22" Wacom Cintiq tablets.

Wacom pens are available at the Circulation Desk for checkout. Visit the [The Collab Lab](#) website for additional information.

Mental Health

Your mental health is important to me. If you are currently experiencing distress, call (419-372-2081) or walk in at the Counseling Center located in 104 College Park (715 E. Leroy Ave.). An on-call counselor is available Monday-Friday from 8am-5pm. The [BGSU Counseling Center](#) also provides a number of services such as [individual counseling](#), [Counseling Center groups](#), virtual [Let's Talk](#) sessions, and other [non-emergency services](#).

Falcon Food Pantry

The [Falcon Food Pantry](#) is here to support you with nutritious and accessible food. Students, faculty, and staff are welcome to stop by once a week to select a bag of food and hygiene items. The Falcon Food Pantry is located in 109 Central Hall and is open on Mondays and Thursdays from 12:00 PM to 3:00 PM and Wednesdays from 2:30 PM to 5:30 PM. Please bring your BGSU ID card with you.

Cross-Cultural Conversation Connection

The ESOL Program Office runs the CCCC Program (Cross Cultural Conversation Connection). This is a program designed to connect international students with domestic students. Students are placed in small groups for the purpose of informal conversations once a week for one hour. To sign up for the program, visit www.bgsu.edu/culturalconversations.



Schedule Overview & Due Dates

This schedule is designed to give you an idea about the overall direction and workload for this course.

Readings, detailed assignments, and specific due dates will be posted in advance on Canvas. It is essential that you check Canvas regularly and follow instructions carefully to be prepared and complete your assignments on time. There may be minor changes, with fair notice, as I continually reassess the needs and interests of our class.

Week	Topics	Assignments Due
1	Introductions & Syllabus Fluency Writing #1 Intro Academic Honesty Project	Reassessment (optional) – Tues., 8/22 Syllabus Bingo – Sun., 8/27
2	Continue Academic Honesty Project Inside Writing (IW) Unit 5: Movie Reviews Vocabulary Intro Independent Study	Academic Honesty Project – Sun., 9/3
3	Mon., Sept 4th Labor Day – No Classes Continue IW Unit 5: Movie Reviews Verb Tenses Fluency Writing #2 Intro Peer Reviews	Independent Study #1 – Fri., 9/8
4	Continue IW Unit 5: Movie Reviews Quizlet Vocabulary Quiz Subject/Verb Agreement Peer Review	Rough Draft Movie Reviews – Fri., 9/15

Week	Topics	Assignments Due
5	Movie Review Checklist Self-Editing Strategies – Word Form Fluency Writing #3 IW Unit 4: Brochures	Final Draft Movie Reviews – Sun., 9/24
6	Continue IW Unit 4: Brochures Vocabulary Brochure Scavenger Hunt Writing with Sources	Brochure Plan – Sun., 10/1
7	Continue IW Unit 4: Brochures Fluency Writing #4 Peer Review	Rough Draft Brochure – Fri., 10/6
8	Oct. 9 – 10th Fall Break – No Classes Brochure Checklist Self-Editing Strategies - Punctuation Quizlet Vocabulary Quiz	Final Draft Brochure – Sun., 10/15
9	IW Unit 2: Questionnaire & Report Vocabulary Adjective Clauses Fluency Writing #5 Oct. 20th Instructor Out of Town – No Class	Independent Study #2 – Sun., 10/22
10	Continue IW Unit 2: Questionnaire & Report Report Scavenger Hunt Reporting Verbs and Phrases Question Formation	Questionnaire & Report Plan – Fri., 10/27
11	Continue IW Unit 2: Questionnaire & Report Hedging & Boosting Vocabulary & Practice Fluency Writing #6	Rough Draft Questionnaire & Report – Sun., 11/5
12	Nov. 10th Veteran's Day – No Classes Active vs. Passive Voice Practice Conferences	Report Revision Plan – Sun., 11/12
13	Questionnaire & Report Checklist Self-Editing Strategies – Sentence Variety Fluency Writing #7 Quizlet Vocabulary Quiz	Final Draft Questionnaire & Report – Sun., 11/19
14	Nov. 22nd -24th Thanksgiving Break – No Classes Intro to Portfolio Portfolio Scavenger Hunt	Independent Study #3 – Mon., 11/27
15	Dec. 1st Last Day of Classes Portfolio and Reflections	Fluency Writing Chart – Wed., 11/29 Copy Permission Form – Fri., 12/1
Finals	Final Exam Meeting Times (per BGSU Exam Schedule) <i>BGSU requires all undergraduate courses to meet at their appointed final exam time.</i>	Final Portfolio & Reflection Presentation Wed., 12/6, 8:00-10:30 a.m.

All icons from <https://icons8.com>.

Book cover image from Oxford University Press ELT website (elt.oup.com)

Syllabus content adapted from ESOL Teacher Resource Materials.

Quotation from https://www.brainyquote.com/search_results?q=writing&pg=2