

Basic Course Information

Semester:	Fall 2016	Instructor Name:	Diane Harris
Course Title & #:	ESL 042: Conversation 2	Email:	diane.harris@imperial.edu
CRN #:	10371	Webpage (optional):	
Classroom:	810	Office #:	1716 (across from the tennis courts)
Class Dates:	August 15-September 21	Office Hours:	M–9-10 am T/W/THR–1:00 -2:00 pm
Class Days:	Mondays and Wednesdays	Office Phone #:	(760)355-6171
Class Times:	10:15-11:40 am	Emergency Contact:	Maria Sell- Department Secretary (760) 355-6337 or email me.
Units:	1		

Course Description

ESL 042 is a short-term intensive course designed for students to participate in a variety of authentic exchanges in academic and workplace environments. Topics include asking for permission, help, and advice, and opening/closing telephone conversations. (Nontransferable, nondegree applicable)

Student Learning Outcomes

1. Demonstrate ability to open and close a telephone conversation.
- 2.

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Demonstrate competency in defining words.
2. Demonstrate competency in asking for permission, help, and advice.
3. Demonstrate competency in agreeing, disagreeing, and offering and accepting apologies.
4. Demonstrate competency in opening and closing a telephone conversation.
5. Demonstrate competency in talking about the future: stating intentions and discussing probability.

Textbooks & Other Resources or Links

Required Text: Kasloff Carver, T., S. Douglas, S. Lynn 2009. *A Conversation Book 1* Pearson ISBN: 9780131500457.

Suggested Resources: Longman American Dictionary, Thesaurus

Course Requirements and Instructional Methods

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

1. Create a conversation incorporating some conversation strategies covered in class, such as agreeing, disagreeing, apologizing, opening a telephone conversation, etc.
2. Call a movie theater customer service to ask about today's schedule. Record the conversation strategy used by the representative to open and close the telephone conversation.

Homework: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of the semester. WASC has adopted a similar requirement.

Please write your name, date, class code, and page number to identify your homework. Homework is due at the beginning of the class. You will complete some activities from the textbook, and I will check them in class. **I will not give you credit for your homework after we have covered it in class.** Chatting, repeated exits from the classroom, sleeping, and doing other homework, etc. do not show good participation and are disruptive to the class.

In class Speaking: You will be given tasks to complete in class. I will grade you on your speech.

In class Reading and Writing: Read a script of a telephone conversation provided by the instructor. Identify conversation strategies used in the dialogue. Rewrite the conversation using different expressions for the identified strategies.

Quizzes: You will have announced and unannounced quizzes each week based on speed expressions and vocabulary of each chapter. Quizzes will be oral and written.

Final Exam: Final exams will be oral and written. The final will cover speech expressions and vocabulary from all chapters. **There will be no late or make up exams, homework, quizzes, etc. unless you have spoken to me before the due date or testing date.**

Course Grading Based on Course Objectives

TASK	PERCENTAGE OF GRADE
1. Homework	25%
2. In Class Speaking	25%
3. Quizzes	25%
4. Final Exam	25%
	100%

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.
- **NOTE: The last day to drop with a "W" is Sept. 14. It is YOUR RESPONSIBILITY to drop using WebSTAR.**

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).

- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

Bad!! Bad!! Bad!! Do I really have to say it?

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- [Blackboard Support Site](#). The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- [Learning Services](#). There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- [Library Services](#). There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services](#) (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- [Student Health Center](#). A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District and El Centro Regional Center provide basic health services for

students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6310 in Room 2109 for more information.

- [Mental Health Counseling Services](#). Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Helpful Hints: Don't be afraid to make mistakes. You can't learn if you don't try. Find a little kid who speaks English and practice with him or her. If the kid laughs at you, you aren't embarrassed, right? It's just a kid.

Please feel free to call me or come see me in my office if you have any questions.

Get names and phone numbers in case you miss the assignment or can't read your own handwriting. □□

Class Contacts: Name _____ Phone _____

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Anticipated Class Schedule/Calendar

***Course Calendar

English 42

Fall 2016

Date	In Class	Homework
Week 1 1Aug 15	Registration. Syllabus Unit 6--Shopping	Unit 6 pages 81-96
Week 2 2Aug 22	Unit 7--Your Calendar	Unit 7 pages 97-112
Week 3 Aug 29	Unit 8--Your Health	Unit 8 pages 113-128
Week 4 Sept 5 Mon Hol	Unit 9--Your Work	Unit 9 pages 129-144
Week 5 Sept 12	Unit 10--Your Free Time	Unit 10 pages 145-160
Week 6 Sept 19	Review for Final Exam Final Exam--Sept. 21	

Tentative, subject to change without prior notice