

Basic Course Information

Semester:	Fall 2017	Instructor Name:	Vanessa Quezada Ayala
Course Title & #:	ESL 031 Verb Review 1	Email:	vanessa.quezada@imperial.edu
CRN #:	11148	Webpage (optional):	n/a
Classroom:	3000	Office #:	Part-Time Faculty Office, Rm 809
Class Dates:	August 14-September 20	Office Hours:	by appointment only
Class Days:	Mondays & Wednesdays	Office Phone #:	(Please use email)
Class Times:	10:15 A.M.-11:40 P.M.	Emergency Contact:	ESL Department Office (760) 355-6337
Units:	1.00		

Course Description

This course is designed to review and reinforce proper use of the verbs "to be" and "to have", and the simple present and present progressive verb forms. It is a recommended supplement for students in Beginning and Low Intermediate ESL courses. (Nontransferable, nondegree applicable)

Recommended preparation or prerequisite(s): ESL 001

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Select the correct verb to be versus to have needed to complete a passage in English (ISLO1).

Course Objectives

1. Demonstrate competency in understanding of the difference between the verb "to be" and the verb "to have" and to use them correctly in both oral and written forms.
2. Demonstrate competency in the understanding of the difference between the simple present and present progressive forms and be able to create sentences using the correct tense in both oral and written forms.

Textbooks & Other Resources or Links

No textbook is required. Materials will be handed in in class and/or posted online on Canvas. You are responsible for retrieving materials posted on Canvas.

*If you don't know how to use Canvas, ask for help!
Canvas Support information available on page 4.*

Course Requirements and Instructional Methods

- This course consists of direct instruction (lectures) as well as individual and group work.
- There will be announced and unannounced quizzes.
- You are expected to attend every class meeting and do all the assigned work.
- You are responsible for checking your homework when an answer key is provided.
- You are also expected to do and turn in homework assignments in a timely manner.
- You are expected to participate actively in class.

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.

Course Grading Based on Course Objectives

Attendance/Participation	10%
Homework	30%
Quizzes	30%
Final	30%

90%-100% = A / 80%-89% = B / 70%-79% = C 60%-69% = D / 0%-59% = F

Attendance

“Eighty percent of success is showing up.”

- If you are 30 min. late, you will be marked ‘absent’. If you are 10 min. late, you will be marked ‘tardy’. Three tardies equal 1 absence. Do not leave class early because you could also be marked tardy or absent.
- Talk to me if you have a valid excuse to leave early or miss class. If you are absent, it is your responsibility to find out what we did in class and whether there is any assigned homework. Keep in mind that students who are punctual and attend every class meeting have more possibilities of passing the class with a good grade.
- Homework must be turned at the beginning of class. If you are late, your homework is considered late. Late homework will receive partial credit only.
 - If you know that you are going to be absent on a day students are taking a quiz/test you must speak with me to make an appointment to take the quiz/test in advance. No make-up quizzes/tests will be permitted without prior arrangement.
 - 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.

Classroom Etiquette

The purpose of this class is to help you develop your English skills; therefore, you are expected to communicate in English only. Please, refrain from speaking in your native language.

This class is an opportunity for you to practice using English, so take advantage of it!

- 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.

Online Netiquette

Whenever you communicate with me via email, follow the rules described below. I usually reply to emails as soon as possible. However, you need to be aware that sometimes it may take me up to 48 hours to reply especially if you email me on weekends. Your emails need to be written in English. I will ignore emails written in Spanish or any language other than English.

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others’ opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!)].

Academic Honesty

-Cheating will not be tolerated in this class. If you are caught cheating, you will receive a zero on the test or assignment. If the behavior is repeated, you will be reported, and the consequences could be very serious. ***Cheating on a test or assignment is not worth the risk!***

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.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **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](#); [Study Skills Center](#), and the World Languages Tutoring 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 provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 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.

Veteran's Center

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, alexis.ayala@imperial.edu.

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student

Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.

- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

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.

Anticipated Class Schedule/Calendar

*****Tentative, subject to change without prior notice*****

Date or Week	Activity, Assignment, and/or Topic
Week 1 8/14-8/18	-Course Introduction/Syllabus -To Be & To Have in the Simple Present Tense -Other irregular verbs
Week 2 8/21-8/25	-Affirmative & Negative Statements in the Simple Present Tense -Yes/No Questions & Wh-questions in the Simple Present Tense
Week 3 8/28-9/1	-Affirmative & Negative Statements in the Present Progressive Tense -Yes/No Questions & Wh-questions in the Present Progressive Tense
Week 4 9/4-9/8	Simple Present vs. Present Progressive, Part I
Week 5 9/11-9/15	Simple Present vs. Present Progressive, Part II 9/11: deadline to drop with "W"
Week 6 9/18-9/22	Review Session & Final Exam

Deadline to drop WITH "W": September 11, 2017
It is your responsibility to drop the course using Webstar

Get the names and phone numbers of two classmates in case you need to find out if there is any homework.

Class Contacts:

Name _____ Phone _____

Name _____ Phone _____