

Basic Course Information

Semester:	Spring 2018	Instructor Name:	Leticia Pastrana
Course Title & #:	ESL 003: Grammar and Composition	Email:	Leticia.pastrana@Imperial.edu
CRN #:	20306/20309	Webpage (optional):	
Classroom:	201/304 B	Office #:	405
Class Dates:	February 12th to June 8th	Office Hours:	Monday 7:30-9:30 (Electronic Office Hours: Email, Remind TEXT Message, or Phone (760) 348-8779) Room 405 office hours on: Monday 6:00-6:30 pm Tuesday 7:00-7:30 am Wednesday 6:00-6:30 pm Thursday 12:50-1:20 pm
Class Days:	Tuesdays and Thursdays	Office Phone #:	Office Number (760) 355-6336 Cell Number (760) 348-8779
Class Times:	20309 7:30-10:00 20306 10:15-12:45	Emergency Contact:	Lency Lucas, Department Secretary is an option or email me. (760) 333-6337
Units:	5		

Course Description

ESL 003 is a grammar class in an English-only environment designed for the intermediate ESL student. The course will emphasize grammar, writing sentences, and short paragraphs.

Student Learning Outcomes

1. Write sentences in English with correct subject/verb agreement.
2. Correctly form and use verbs in a variety of tenses.
3. Demonstrate knowledge of, and ability to use, correct punctuation and mechanics.

Course Objectives

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

1. Demonstrate competency in classifying the following parts of speech: nouns, verbs, pronouns, adjectives, adverbs, articles, conjunctions, and prepositions.
2. Demonstrate mastery in creating affirmative and negative statements, yes/no questions, and wh questions, and competency with the verb "be" and other verbs in the simple present; demonstrate competency to use the present progressive, the simple past, past progressive, and the four future forms to indicate planning, predicting, and scheduling; demonstrate the ability to use, recognize, and produce the present perfect and present perfect progressive.
3. Demonstrate competency in using, recognizing, and producing modal verbs of ability, request, permission, advice, suggestion, preference, necessity; demonstrate ability to use, recognize, and produce modal verbs of prohibition, expectation, possibility, impossibility, and conclusion.
4. Demonstrate mastery using singular and plural nouns including correct spelling and appropriate possessive

forms, and with expressions of quantity for count and non-count nouns with corresponding articles.

5. Demonstrate mastery in recognizing and using expressions of quantity for count and non-count nouns.

6. Demonstrate mastery in using, recognizing, and producing subject and object pronouns, and possessive adjectives;

7. Demonstrate mastery in recognizing and using prepositions of time and location.

8. Demonstrate mastery in using, recognizing, and producing adjectives in correct word order as well as adverbs of frequency; demonstrate the competency to use, recognize and produce comparative, superlative, and equative forms.

9. Demonstrate competency in using, recognizing, and producing verb + gerund combinations, verb+ infinitive combinations, and verb+ infinitive or gerund combinations; demonstrate the ability to understand infinitives of purpose and gerunds/infinitives as subjects and objects.

10. Demonstrate ability in using, recognizing, and producing dependent and independent clauses in both compound and complex sentences.

11. Demonstrate the ability to use, produce, and recognize level appropriate vocabulary in a variety of oral, aural, and written exercises.

12. Demonstrate ability to identify sentence parts: subject, verb, and complement.

13. Demonstrate competency in understanding basic subject/verb agreement.

14. Demonstrate competency in recognizing level appropriate time expressions and the ability to write in appropriate tense according to these expressions.

15. Demonstrate the ability to recognize sentence types including simple, compound, and complex sentences; write noun, adjective, and adverb clauses in reported speech and that-clauses; write compound sentences with coordinating conjunction and semicolons, transitions, and correct punctuation.

16. Demonstrate the ability to use a variety of prewriting skills (brainstorming, outlining, clustering) which lead to the development of ideas and topics for paragraphs; demonstrate the ability to write topic sentences with topics and controlling ideas.

17. Demonstrate the ability to write a 7-10 sentence paragraph in one or more of the above-mentioned grammatical areas with correct capitalization, commas, and ending punctuation (period, question mark, and exclamation point).

Textbooks & Other Resources or Links

Required:

Focus on Grammar 3 (4/3) with MyEnglish Lab (online workbook) and Maximize your writing 1.
ISBN 9780135115671

Notecards and binder

Course Requirements and Instructional Methods

1. **On-Line Work:** Much of your homework will take place online. You **MUST**, therefore, purchase and use the online part of this class. Please note that online access for this class is available for one year. However, it can only be used by **ONE** person. You cannot share or sell your code. The program that the class uses is web-based. This means that you can access it from anywhere that you can access the internet.

You are expected to have your books and be registered online by the 3rd week of instruction. Online work will be assigned on a weekly basis and must be completed by the time stated by your instructor.

Late assignments will NOT be accepted. This means that you can't wait until the end of the term to try to complete your work. If you have questions about the information covered online, you will need to

bring these questions with you to class as we will not typically go over exercises that you complete online.

2. **Participation:** Your participation in class will be assessed through daily activities that must be turned in every class session. Your work will be checked but you will not receive a grade only participation points. **If you are absent, you will not get point for participation.** If you are late to class and miss the activity, you can stay after class to complete and turn in, but only on the same day that it is done in class. I teach the class at 7:30 and 10:00 if you need to come to another class if you will need to miss your class please let me know. You will be counted as present. The classrooms are different so check the syllabus for room numbers.

3. **Notecards:** You will be required to make a minimum of 5 notecards to study with for each unit. We will work on notecards together in class for the first month. After that, it will be your responsibility to create your cards. I will check for notecards for the unit/s we covered the previous week every Wednesday during class. Notecards for each unit must be stamped by me and will count for 5 points every unit even if you have more than 5 cards. You can use your stamped notecards on the quizzes. **I recommend you work with the embedded tutor to make your notecards.**

4. **Written Homework:** You will have daily homework from your maximize your writing textbook. While we will do some work in class, a majority will be done outside of class. I will check the pages left for homework and give you a stamp in your book to verify you did the work. **No late homework accepted even if you are absent.** If you will be absent, you can text me pictures of your completed homework with your name and class visible on the picture before or during class time. **Please text using the remind.com app. I recommend you work with the embedded tutor to complete this homework.**

5. **Writing Assignments:** You will have 4 written assignments over the semester. You will have two weeks to complete this assignment and there will be no late work accepted. **I recommend you work with the embedded tutor to complete this writing assignment.**

6. **Quizzes:** You will have a quiz after every 2 or 3 units. **Quizzes will be announced in advance.** If you are absent, you have one week from the day you were absent to have made up the quiz. If the quiz was on Monday, you have until Friday to make up the quiz. If you were absent on Wednesday, you have until Tuesday to make up the quiz. **Makeup quizzes must be scheduled in the Study Skills Center in the library.** It is your responsibility to schedule your appointment. If you do not go within the week, you will get a zero. **The lowest quiz score will be dropped at the end of the semester automatically.** If you are late for a quiz, I will not extend your time. You can choose to use the time remaining or stay after class to take the quiz. **You do not have a week to make up the quiz if you are late** and you must take it after class the same day to receive credit.

7. **Exams:** After every section in the textbook we will have a written exam that covers all the units in that part. You cannot use your notecards on the exam. If you are absent, you have one week from the day you were absent to have made up the exam. If the quiz was on Monday, you have until Friday to make up the exam. If you were absent on Wednesday, you have until Tuesday to make up the exam. **Makeup exams must be scheduled in the Study Skills Center in the library.** It is your responsibility to schedule your appointment. If you do not go within the week, you will get a zero.

8. **Final Exam:** The final exam will be held on the last day of class in the same classroom. There are no make-ups for the final exam. If you miss the final without contacting me, you will get a zero.

Embedded Tutor: This semester we will have an embedded tutor in our class that will be able to help you in class and during tutoring sessions. I strongly recommend you take advantage of this free service to get extra help doing your homework, notecards, writing assignments and preparing for quizzes and exams.

Classroom communication: I will use canvas to post information and to send class emails. I will also use remind.com a texting app. It is optional but useful to send me text messages and receive text messages from me as well.

7:30-10:00 class. To download the app text 81010 with the message @esl0037 OR you can email esl0037@mail.remind.com

10:15-10:45 class. To download the app text 81010 with the message @esl0031 OR you can email esl0031@mail.remind.com

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

TASK	PERCENTAGE OF GRADE
1. Online/Written Homework	30%
2. Writing Assignments	10%
3. Participation	10%
4. Notecards	5%
5. Quizzes	10%
6. Exams	15%
7. Final Exam	20%
	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.

Classroom Etiquette

The teacher expects students will...

- contribute fully in individual and group work;

- speak English only in the classroom;
- be prepared for class by completing all homework assignments;
- ask questions, ask questions, ask questions!!!!

- 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

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.

Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic
Week1 2-13 and 2-15	-Class Introduction -Parts of Speech -Articles/ Adjectives/ Adverbs
Week 2 2-20 and 2-22	-Review of the Simple Present and Present Progressive
Week 3 2-27 3-1	-Review of the Simple Past/ Used to - Past Progressive

Imperial Valley College Course Syllabus – ESL 003 Grammar and Composition

Date or Week	Activity, Assignment, and/or Topic
Week 4 3-6 3-8	- Review of the future forms <i>be going to</i> and <i>will and future possibility</i> -Future time clauses
Week 5 3-13 3-15	Wh questions: Subject and Object -Phrasal Verbs
Week 6 3-20 3-22	Modal verbs of ability, permission, request, and advice -
Week 7 3-27 3-29	- Modals verbs continued
Week 8	Spring Break April 2-7 NO SCHOOL
Week 9 4-10 4-12	-Present Perfect
Week 10 4-17 4-19	Present Perfect continued-
Week 11 4-24 4-26	-Present Perfect and Simple Past
Week 12 5-1 5-3	-Present Perfect Progressive -Reflexive and reciprocal pronouns
Week 13 5-8 5-10	-Present Perfect Progressive and Present Perfect
Week 14 5-15 5-17	-Gerunds and Infinitives
Week 15 5-22 5-24	Modals of necessity and conclusions
Week 16	Review for final exam

Imperial Valley College Course Syllabus – ESL 003 Grammar and Composition

Date or Week	Activity, Assignment, and/or Topic
5-29 5-31	
Week 17 6-5 6-7	Final Review and Final Exam

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