

Basic Course Information

Semester:	Spring 2023	Instructor Name:	Manuel Guzmán
Course Title & #:	ESL 003 Grammar and Composition - Low Intermediate ESL	Email:	manuel.guzman@imperial.edu
CRN #:	20142	Office #:	2781.2 (2700 building)
Units:	5	Office hours:	Monday 11:00 am – 12:00 pm (Only)
Classroom:	ONLINE	Phone #:	760-355-5712
Class Dates:	4/17 – 6/9/2023	Online Office Hours:	Thursday 3:00-4:30 pm. (Pronto) Thursday 4:30-6:00 pm. (e-mail)
Class Days:	<u>This is a fully online class.</u> There are no official class meetings, but you will need to do work throughout the week.		
Class Times:	Each module closes on Sunday at 11:59 pm.		

Course Description

ESL 003 is an integrated writing and grammar course designed for ESL students to develop language skills at the low intermediate level. Students will learn to write organized paragraphs on familiar topics. Course will also emphasize increasing vocabulary and grammar knowledge through reading and other activities. This course may be taken concurrently with other ESL Level 3 courses. Successful completion of this course will prepare students for ESL 004. (CEFR A2) (Nontransferable, nondegree applicable)

Course Prerequisite(s) and/or Corequisite(s)

None

Student Learning Outcomes

1. Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:
 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. Write and edit sentences and paragraphs on familiar topics;
2. Develop content, organization, and coherence to communicate effectively in written work;
3. Produce a series of simple phrases and sentences linked with simple connectors like “and”, “but” and “because”;
4. Describe plans and arrangements, habits and routines, past activities, and personal experiences;
5. Use simple descriptive language to make statements about and compare objects and possessions, and

- to express likes and dislikes, and preferences;
6. Demonstrate knowledge and use of vocabulary to deal with concrete and everyday needs.

Textbooks & Other Resources or Links

Buy Burlington English (course material)

**** If you were in ESL 013 and already have Burlington, you do not need to buy it again. Your account is still active. ****

For both your Listening/Speaking (**ESL 013**) and your Grammar/Writing (**ESL 003**) courses, you will use Burlington English. To buy access to Burlington English, you need to purchase your subscription through eShop. The total cost, for both classes, is approximately \$34. You will need to have a credit card to make the purchase.

To get started, copy this class code: **AAED69**



BURLINGTONENGLISH® [Then click here to go to Burlington English eShop \(Links to an external site\).](#)

Burlington English Website: <https://shop.burlingtonenglish.us/>

Course Requirements and Instructional Methods

This is a fully online course delivered in a short-term format. There are no scheduled class meetings, but your instructor will be available several times during the week through email or Pronto. It is VERY important for you to make sure you do your work each week! Because of the flexibility to complete your work outside of class, deadlines WILL NOT be extended.

Burlington English. Burlington English is the program we will be using in our class. It takes the place of a textbook. Burlington English is not optional. Purchase and use of Burlington English is required.

Manage your time. Do not try to complete your assignments in one day. It will be too much for you to do and too much for your brain to handle. “Online” does not mean “easy”. If you do not do your work, or if you do not submit your work when it is due, you will not pass the class.

Communicate in English in class. This course is designed to help you improve your speaking and listening skills in English. If you do not practice using English or do not use English to communicate in class with your teacher and your classmate, your progress will be slower.

You may be expected to speak in English in the following contexts:

- (1) with a partner;
- (2) in a small group;
- (3) in a formal presentation in front of the class;
- (4) with your teacher;
- (5) in recorded, online assignments;
- (6) with strangers in out-of-class assignments.

You will also listen to audio clips and watch videos and will be expected to discuss and write about the content in English. We will do a variety of activities in class. Sometimes there will be lecture and you will

need to take notes (and ask questions!). Sometimes you will do individual writings and exercises, and sometimes you will do pair/group writings and exercises. You will also take tests throughout the term.

Success: Acquiring another language requires focused effort. Sitting in class is simply not sufficient for you to succeed. You must study, speak, read, and listen to English as much as you possibly can outside of class. College guidelines suggest that you study two hours for every hour of class. Since this is a five-hour class, this would mean that you are expected to study or participate in some other learning activity for an additional ten hours every week.'

Instructional Methodology: Demonstration Discussion Group Activity Individual Assistance Lecture Distance Learning Audio Visual Computer-Assisted Instruction

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.

WHAT DOES THIS MEAN? You should plan on working at least 10 hours a week in this class.

Course Grading Based on Course Objectives

Burlington English (lessons and vocabulary)	30%
Communication	10%
Grammar	20%
Reading and Writing	20%
Unit Assessments / Final Writings	20%
TOTAL	100%

90%+ = A 80-89% = B 70-79% = C 60-69% = D 59% or below = F

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.
- If you are absent, you have 1 week to make up any speeches, tests, or assignments given in class.
- Because completing online coursework is flexible, deadlines will not be extended due to sickness or absence for the online portion of the class.

REMEMBER: Please communicate with your professor! If you are sick or will miss a class, please send an email or a message through Canvas or Remind. I am willing to work with you if I know the situation.

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.

Online Netiquette

- 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

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the importance 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.

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

Below is the anticipated schedule. We will follow the schedule as close as possible, but there may be changes on dates depending on our class.

For the most up-to-date information on due dates, check the calendar on Canvas. Also, please note the due dates for Burlington English. Do not forget to do your exercises by the deadline! I will not change the due dates!

An asynchronous class means you will do all your work online. The work will include weekly discussion video posts, weekly reflections, exercises in Canvas, and exercises on Burlington English. Each week the course will open on Sunday and close on Saturday night at 11:59. Your work must be complete by each Sunday night by 11:59. Do not wait until the last minute to start your work. You will not have enough time and you will lose points.

When does each module open? Each module opens Saturday night at 11:59 pm.

How long is each module open? Modules are open for 7 days.

When does each module close? Each module closes Sunday night at 11:59 pm.

How much time should I spend on each module? You should plan on spending at least 10 hours a week on each module. Remember: You are completing 16 weeks' worth of work in 8 weeks.

COURSE CALENDAR **

ESL 013

Spring 2023

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 4/17 – 4/23	<ul style="list-style-type: none">FIRST DAY OF CLASS ATTENDANCE: MUST be completed by February 17th at 11:59 pm.Introduction: Welcome to Orientation for ESL 013Burlington Student Module 5	Burlington English Think and Discuss Listen and Take Notes Reading and Writing Grammar Think and Reflect
Week 2 4/23 – 4/30	Burlington Student Module 6, Part A	Burlington English Think and Discuss Listen and Take Notes Reading and Writing Grammar Think and Reflect
Week 3 4/30 – 5/7	Burlington Student Module 6, Part B	Burlington English Think and Discuss Listen and Take Notes Reading and Writing

		Grammar Think and Reflect
Week 4 5/7 – 5/14	Burlington Student Module 7, Part A	Burlington English Think and Discuss Listen and Take Notes Reading and Writing Grammar Think and Reflect
Week 5 5/14 – 5/21	Burlington Student Module 7, Part B	Burlington English Think and Discuss Listen and Take Notes Reading and Writing Grammar Think and Reflect
Week 6 5/21 – 5/28	Burlington Student Module 8, Part A	Burlington English Think and Discuss Listen and Take Notes Reading and Writing Grammar Think and Reflect
Week 7 5/28 – 6/4	Burlington Student Module 8, Part B	Burlington English Think and Discuss Listen and Take Notes Reading and Writing Grammar Think and Reflect
Week 8 6/4 – 6/9	Review and Final	Burlington English Think and Discuss Listen and Take Notes Reading and Writing Grammar Think and Reflect

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