## Basic Course Information

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| Semester: | **Spring 2023** | Instructor Name: | **Adriana Torres** |
| Course Title & #: | **ESL 004 Grammar & Composition for ESL 4** | Email: | **adriana.torres@imperial.edu** |
| CRN #: | **20144** | Webpage (optional): | |
| Classroom: | **Room 3600** | Office #: | **Pending** |
| Class Dates: | **February 13 – December 9, 2023** | Office Hours: | **OFFICE TIME:**<br>**Mon./Tues  1:00 PM -2:00 PM (Pending)**<br>**Wed  5:00 PM- 6:00 PM Zoom (Pending)** |
| Class Days: | **Tuesday & Thursday** | Office Phone #: | |
| Class Times: | **10:15 AM – 12:45 PM** | Emergency Contact: | **Lency Lucas – Dept. Secretary 760-355-6337** |
| Units: | **5** | Class Format: | **Face to face** |

## Course Description

ESL 004 is an integrated grammar and writing course designed for students who want to develop English language skills at the intermediate level. Students learn and use grammatical structures found in academic English. Students also extend their knowledge of, and their ability to write, academic paragraphs. This course may be taken concurrently with other Level 4 ESL courses to strengthen student academic performance. Successful completion of this course will prepare students for ESL 005. CEFR B1. (Nontransferable, nondegree applicable)

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

ESL 003 or appropriate placement.

## Student Learning Outcomes

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

1. Correctly form and use verbs in a variety of tenses (ILO 1, ILO 2).
2. Write and/or identify a variety of sentences (simple, compound, complex, compound-complex), including questions and negatives (ILO 1, ILO 2).
3. Write a topic sentence with a topic and controlling idea (ILO 1).

## Course Objectives

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

1. Can produce straightforward connected texts (paragraphs and short papers) on a range of familiar subjects using a variety of sentence structures (simple, compound, complex);
2. Can develop content, organization, and coherence to communicate effectively in written work.
3. Can use basic punctuation (commas, periods, and question marks), capitalization, and formatting.
4. Can recognize and correct errors in own and other's writing including: subject/verb agreement, verb tense, modal use, sentence errors, and punctuation.
5. Can use a wide range of vocabulary appropriately when discussing familiar topics and everyday situations such as family, hobbies and interests, work, travel and current events.

## Textbooks & Other Resources or Links

**Textbook: Focus on Grammar**
**ISBN: 9780134119991**
**Publisher: Pearson**
http://vig.pearsoned.com/store/product/1,1207,store-14563_isbn-0134119991,00.html

**Website: MyEnglish Lab**
**NOTE:** You must purchase **MyEnglish** Lab as it is a required part of the course.
https://www.eltbuymylab.com/accesscode/focus-on-grammar-fifth-edition/

## Course Requirements and Instructional Methods

This is a face-to-face course delivered in a complete term format.  There are scheduled class meetings every Tuesday and Thursday, but your instructor will be available during the week, ZOOM and available other times through email/inbox.  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.

**MyEnglish Lab.**  MyEnglish Lab is a program that we will be using in our class as well. It is not optional! The purchase and use of MyEnglish Lab 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 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 share your writing in English in the following contexts:

(1) with a partner;
(2) in a small group;
(3) with your teacher.

You will also listen to audio clips and watch videos and will be expected to write about the content in English.  We will do a variety of activities in class.  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, listen, read, and write 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.'

**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

| Weekly Writing Assignments | 30% |
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| Vocabulary Sentences | 10% |
| Unit Assessments | 20% |
| Grammar Assignments | 10% |
| Mid Term Exam | 15% |
| Final Exam | 15% |
| *TOTAL* | *100%* |

## Course Policies

**When do assignments open and close?**  You have one week to complete each assignment.

**Can I complete work when I want?**  Yes, you can!  However, you must complete each assignment by the deadline.

**Can I complete my work after the deadline closes?**  No late work is accepted.

**What happens if I have a problem?**  If something happens, please email me as soon as possible!  I will work to help you!

**Attendance:**
Any student who lacks to complete assignments regularly or consecutively will be dropped. If you are absent 3 consecutive days, you will be dropped.

Regular participation is required.  Participation includes:

- o         Posting and responding to weekly topics;
- o         Completing weekly assignments in class;
- o         Completing weekly work in MyEnglish Lab;
- o         Submitting your work on time;

If there is a problem with completing your work (such as being in the hospital or being sick), please let me know.  I am willing to help you, but you need to make sure you communicate with me.

**Participation:**
To ensure your success, plan to participate in all class activities! There are many ways that we can participate, collaborate, and share ideas in an online environment. Here are a few:

• Contribute and share ideas in group settings.
• Attend virtual office hours to ask questions when you do not understand something.
• Reading information from the instructor as well as classmates.
• Be prepared and complete homework before due dates.
• Turning in assignments, quizzes, homework on-time

If you are feeling lost and need a study buddy, then send me an e-mail and I can pair you up with a fellow classmate.

**What happens if I don't participate?**

You may be dropped if you are no longer actively participating in the course, logging into Canvas, and engaging in course material. Active participation includes logging into Canvas and engaging with course content, completing and turning in homework, assignments, and quizzes. If you are unable to log onto Canvas for a long period, it is your responsibility to find out everything you missed. If you have a personal problem or issue, please communicate with me and let me know what's going on before too much time has passed.

**Netiquette and Respectful Use:**
IVC's Respectful Use and Netiquette Policy: IVC's official policy about netiquette is as follows:
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 (!!!!)

**Our Respectful Use and Netiquette Policy:** For this course, I expect all students to be treated with respect. If someone disagrees with an opinion, it is not an opportunity for name calling or belittling. It is a time to respectfully listen, contemplate, and learn. We do not have to agree on the discussion boards, but we do have to be respectful and kind. Any instances of disrespect in a discussion or group collaboration should be brought to the instructor's attention and may result in the disrespectful student losing points or being reported to the campus disciplinary officer.

**Late Work Policy:**
Any student struggling with a deadline should contact the instructor as soon as possible. With prior notice, some deadlines may be adjusted at the instructor's discretion. Without prior notice or contact, assignments may be submitted in the week following the original due date for reduced points. Quizzes and discussion assignments will not be accepted late and must be completed on or before the original due date.

## Academic Honesty Policy

**What's Academic Honesty?**

I expect that all students will conduct themselves with integrity. All students in my class are held to the highest academic honesty standards. Please help keep this a positive learning environment for all students by doing your own work. The following are some examples of plagiarism and/or cheating:

- buying, forging, or copying papers
- plagiarizing or copying chunks of text and then claiming them as your own
- getting someone else to write papers or to take quizzes or tests for you
- doing someone else's work for them
- copying others' homework and handing in others' work as your own
- submitting an assignment/journal that was completed for a different course
- memorizing an essay and using it for a timed essay exam
- Sharing information with another person during a test or exam.

*Summary: You may not copy or use material written by another person unless there is proper citation. Cheating or plagiarizing in any form will result in a "zero" for the assignment and/or referral to the Dean of Language Arts. For a complete description of academic honesty policies, see the Imperial Valley College Catalog (www.imperial.edu)

## 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

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

| Date or Week | Activity, Assignment, and/or Topic | Notes: |
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| Week 1 | Introduction to Course Review Parts of Speech and Simple Grammar Tenses<br>Start Student Lesson 1 | Reading and Writing Grammar |

| Date or Week | Activity, Assignment, and/or Topic | Notes: |
|---|---|---|
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| Week 2 | Continue: Review of the Progressive Grammar Tenses Writing Assignment 1-Sentence Structure (Subject-Verb) & Mixed Tenses - Exam Student Lesson 1 & 2 <br><br> **Please make sure you have your book for next week and that you register your code** | Grammar Reading and Writing Assessment |
| Week 3 | Journal -Writing 1 Present Perfect & Present Perfect Progressive Class Assignment, Writing Assignment 2 Quiz1 Student Lesson 3 | Reading and Writing Grammar |
| Week 4 | Journal -Writing 2 Present Perfect & Present Perfect Progressive Class Assignment, Writing Assignment 3 Unit Exam 2 Student Lesson 4 | Grammar Reading and Writing Assessment |
| Week 5 | Journal - Writing 3 Perfect Tenses Practice and Identify Sentences: Subject-Verb Agreement Quiz 2 Student Lesson 5 | Reading and Writing Grammar |
| Week 6 | Journal-Writing 4 Phrasal Verbs Class Assignment, Writing Assignment 4 Unit Exam 3 Student Lesson 6 | Grammar Reading and Writing Assessment |
| Week 7 | Practice Information Questions and Tag Questions Practice and Identify Sentences Fragment & Comma Splice Student Lesson 7 | Grammar Reading and Writing Assessment |
| Week 8 | Mid-Term Review Week Mid-Term Exam and Quiz 3 Student Lesson 8 | Grammar Final Writing Assessment |
| Week 9 | Time Word Connectors: First/Next/Then/After that/ Finally & Connectors: And/But/Or Practice Writing Assignment using Connectors & Quiz 4 Student Lesson 9 | |
| Week 10 | Journal-Writing 5 Gerunds and Infinitives Class Assignment, Writing Assignment 5 Unit Exam 4 Student Lesson 10 | Presentation Assessment |

| Date or Week | Activity, Assignment, and/or Topic | Notes: |
|---|---|---|
| Week 11 | Journal - Writing 6 Adjective Clauses and Class Assignment Class Assignment, Writing Assignment 6<br>Unit Exam 5<br>Student Lesson 11 | Grammar |
| Week 12 | Journal- Writing 7 Modal Verbs and Expressions Class Assignment, Writing Assignment 7<br>Unit Exam 6<br>Student Lesson 12 | Grammar<br>Reading and Writing Assessment |
| Week 13 | Journal-Writing 8<br>Passive Voice Conditional Sentences<br>Unit Exam 7<br>Student Lesson 13 | Grammar |
| Week 14 | Journal-Writing 8<br>Continue Conditional Sentence<br>Student Lesson 14 | Reading and Writing Assessment |
| Break | **SPRING BREAK** – No Work is Due, but this is a good time to catch up on Burlington, or even get ahead. | |
| Week 15 | Indirect Speech Class Assignment<br>Student Lesson 15 | Grammar Assessment |
| Week 16 | Finals Review Week<br>Final Exam- Week 16 | |

**\*\*\*Subject to change without prior notice\*\***