



Basic Course Information

Semester:	Fall 2023	Instructor Name:	Manuel Guzmán
Course Title & #:	ESL 003 Grammar and Composition - Low Intermediate ESL	Email:	manuel.guzman@imperial.edu
CRN #:	10148	Office #:	2751
Classroom:	2751	Online Office ours:	Monday 4:00-5:30 pm. (Pronto or e-mail)
Class Dates:	8/14 – 12/6/2023	Office hours:	Wednesday 4:30–6:00 pm. (2751)
Class Days:	Mondays and Wednesdays	Office Phone #:	N/A
Class Times:	6:00 – 7:15 pm.	Emergency Contact:	manuel.guzman@imperial.edu
Units:	5	Class Format/Modality:	Hybrid (Face-to-face and online)

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. The 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)

RECOMMENDED PREPARATION: - ESL 890 and ESL 891, or placement through an approved multiple-measure process, including an appropriate score on an approved ESL placement test
RECOMMENDED COMPANION COURSE: ESL 013 and ESL 023

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. 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;*

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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

Title of Book: Grammar in Context 1 and online workbook (MyELT) NEW COPIES ONLY

Author: Elbaum (National Geographic Learning)

Edition: 7th

13-digit ISBN Number: 978-03571-40499

Course Requirements and Instructional Methods

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 lectures 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:

1. Watch a movie of your choice. Summarize the plot in a 7-10 sentence paragraph including simple, complex, and compound sentences.
2. Watch a movie of your choice. Write a 7-10 sentence paragraph predicting what will happen to the main characters after the end of the story. Use some of the four tenses expressing future and a variety of simple, complex, and compound sentences.

Reading and Writing

1. Read a short newspaper/magazine article. Write 10 questions based on the information presented in the article. Exchange your questions with another student. Read his/her questions and answer them in compound or complex sentences.
2. Read a newspaper/magazine article provided by the instructor; create an outline for this article.
3. Organize pictures on a storyboard. Create a 10-sentence story based on the pictures.

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

MyELT	30%
Out-of-class assignments	5%
Presentations	5%
Vocabulary notebook	5%
Writing assignments - paragraphs	15%
Unit Assessments	30%
Final exam	10%
TOTAL	100%

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



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Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

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, 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.
- IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

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.

Course Policies

- 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



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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 (!!!)].

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.

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Anticipated Class Schedule/Calendar

COURSE CALENDAR **

ESL 003

Fall 2023

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 8/14	<ul style="list-style-type: none"> • Introduction to the Course • Syllabus • Review – parts of speech, parts of a sentence, writing a paragraph. • Paragraph 1 • Unit 1 – Student Life 	MyELT
Week 2 8/21	<ul style="list-style-type: none"> • Unit 1 – Student Life 	MyELT
Week 3 8/28	<ul style="list-style-type: none"> • Unit 2 – Places to Visit 	MyELT
Week 4 9/4	<ul style="list-style-type: none"> • 9/4/23 - No Class (Labor Day) • Unit 2 – Places to Visit • Unit 3 - Housing 	MyELT
Week 5 9/11	<ul style="list-style-type: none"> • Unit 3 - Housing 	MyELT Paragraph 1
Week 6 9/18	<ul style="list-style-type: none"> • Unit 4 – What's in a Name • Paragraph 2 	MyELT
Week 7 9/25	<ul style="list-style-type: none"> • Unit 4 – What's in a Name • Unit 5 – Saving the Planet 	MyELT
Week 8 10/2	<ul style="list-style-type: none"> • Unit 5 – Saving the Planet 	MyELT
Week 9 10/9	<ul style="list-style-type: none"> • Unit 6 – Our Future 	MyELT
Week 10 10/16	<ul style="list-style-type: none"> • Unit 6 – Our Future • Unit 7 – In Flight 	MyELT Paragraph 2
Week 11 10/23	<ul style="list-style-type: none"> • Unit 7 – In Flight • Paragraph 3 	MyELT
Week 12 10/30	Unit 8 – Shopping	MyELT



Week 13 11/6	<ul style="list-style-type: none"> • Unit 8 – Shopping • Unit 9 - Healthy Living 	MyELT
Week 14 11/13	<ul style="list-style-type: none"> • Unit 9 - Healthy Living 	MyELT
(November 19-25) No Class – Thanksgiving Recess		
Week 15 11/27	<ul style="list-style-type: none"> • Unit 11 – American Experiences 	MyELT
Week 16 12/4	<ul style="list-style-type: none"> • FINAL EXAM 	<ul style="list-style-type: none"> • MyELT • Paragraph 3 • Out-of-Class assignments

Subject to change without prior notice