

Basic Course Information

Semester:	Fall 2025	Instructor Name:	A. Torres
Course Title & #:	ESL 004 Grammar & Comp. for Intermediate ESL	Email:	adriana.torres@imperial.edu
Class Dates:	August 11-December 6	Office Hours:	Tuesdays 11:00AM-1:00PM & Wednesdays 10:00-11:00AM
Class Days:	Mondays & Wednesdays	Office:	806
Class Times:	11:20 AM – 1:55 PM	Office Contact:	Canvas (Inbox)
Class Room #	412	Emergency Contact:	Lency Lucas – Dept Secretary 760-355-6337
Class Format:	Face – to - Face		
CRN:	10150		

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 or 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

Focus on Grammar 4 - 5th Edition (Purple Textbook)

My English Lab

Canvas/Inbox

Binder or Notebook (Class Notes)

Dictionary (Optional)

Course Requirements and Instructional Methods

This is a face-to-face course.

It is VERY important for you to make sure you do your work each week! Deadlines WILL NOT be extended!

My English Lab is an online platform we will also be using in our class. Doing these exercises is NOT optional

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. 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 write or speak in English in the following contexts:

- (1) with a partner;
- (2) small groups;
- (3) a formal presentation in front of the class;
- (4) with your teacher;
- (5) mini-writing activities;
- (6) with strangers in or out-of-class assignments.

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 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.'

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

Participation (Homework)	20%
Grammar and Language	20%
Writing	20%
Unit Assessments	20%
Final Exam	20%
TOTAL	100%

A = 90 – 100% (passing grade)

B = 80 – 89% (passing grade)

C = 70 – 79% (passing grade)

D = 60 -69% (non-passing grade)

F = 59% and below (non-passing grade)

Anything submitted after the deadline will receive: No Credit.

Course Policies

A student who fails to attend the first meeting of a class or does not complete the first mandatory activity in 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. **I will drop a student who does NOT participate or completes weekly assignments. Even though it is the student's responsibility to drop or officially withdraw from the class. See the General IVC 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 All students are expected to be on time and prepared for class. All students should be respectful to each other and the instructor. Remember that we are all here to learn, and learning requires practice. Nobody

Attendance is Important!

Regular participation is required. Participation includes:

- Writing and responding to weekly discussions;
- Completing weekly work in class;
- Completing weekly work in your textbook;
- 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. **Students that do not complete assignments on time or are absent consecutively will be DROPPED!**

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 a face-to-face environment.

Here are a few:

- Contribute and share ideas in group discussion groups.
- Attend 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

What happens if I don't participate?

You may be dropped if you are no longer actively participating in the course and engaging in course material. Active participation includes engaging with course content, completing and turning in homework, assignments, and quizzes or tests. 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 in 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 and Artificial Intelligence (AI)

What's Academic Honesty?

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.

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 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;
- 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)

Artificial Intelligence (AI)

Artificial Intelligence (AI) should not be used without permission from your teacher. This includes using:

- ChatGPT
- Grammarly
- Grammarly Pro

- You.com
- Microsoft Co-Pilot

In our class, all of your papers will run through Turnitin, IVC's plagiarism software. Turnitin also runs a report for AI. Remember: you are in this class to learn, and develop YOUR writing skills.

If the report shows you copied your paper from somewhere else or have used AI, I will email you. You may receive a zero (0) on the assignment or you may be asked to write another paper on a different topic.

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*****

Week	Activity, Assignment, and/or Topic	Tests
Week 1	Class Introduction; Review ALL verb tenses; Parts of Speech; Write and Correct Sentences.	Test your grammar; Assess your learning.
Week 2	Simple Tenses; Progressives; Future Tenses.	
Week 3	Perfect tenses; Subject – Verb agreement; Tag Questions.	
Week 4	The Perfect tenses continued; Tag Questions Fragments and Phrases; Dependent and Independent clauses.	Test your grammar; Assess your learning.
Week 5	Sentence Structure (Simple Sentences); Phrasal Verbs; Subject Relative Pronouns Adjective Clauses.	
Week 6	Phrasal Verbs; Adjective Clauses; FANBOYS; Compound Sentences; Write Topic Sentences with Controlling Idea.	Test your grammar; Assess your learning.

Week 7	Adjective Clauses with Subject Relative Pronouns; Adjective Clauses with Object Relative Pronouns; Compound Sentences	Test your grammar. Assess your learning.
Nov 24 – Nov 28	THANKSGIVING/FALL BREAK – No Work Due	Move Ahead
Week 8	MID – TERM REVIEW & MID – TERM EXAM	
Week 9	Modal and Similar Expressions; Advisability in the Past; Speculations About the Past; Write Topic Sentences with Controlling Idea.	Test your grammar; Assess your learning.
Week 10	Passive Voice; Passive with Modals and Similar Expressions; Write Topic Sentences with Controlling Idea.	
Week 11	Passive Voice; Passive with Modals and Similar Expressions; Passive Causative (Continued..); Compound & Compound - Complex Sentences.	Test your grammar; Assess your learning.
Week 12	Present Real Conditional Sentences; Future Real Conditional Sentences.	
Week 13	Present and Future Unreal Conditional Sentences; Past Unreal Conditional Sentences; Compound & Compound – Complex Sentences.	Test your grammar; Assess your learning.
Week 14	Direct and Indirect Speech; Tense changes in Indirect Speech; Indirect Instructions, Commands, Advice, Requests, Invitations, Indirect Questions, Embedded Questions	
Week 15	Direct and Indirect Speech; Tense changes in Indirect Speech; Indirect Instructions, Commands, Advice, Requests, Invitations, Indirect Questions, Embedded Questions. (Continued...).	Test your grammar; Assess your learning.
Week 16	Final Review, Final Exam & Final Writing Summary	

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