



Welcome to ESL 004!

WELCOME! I am really looking forward to being your instructor this semester! First things first, feel free to call me Kemp. It's short, easy, and I'll know you're talking to me. To help you get to know me, here's my background: I am from El Centro. I have been teaching at IVC for about ten years now, and I really enjoy helping students learn and achieve their goals.

I think that my job as a teacher is to help students learn the skills that they need to be successful in the future. That means we'll be talking about what you want to learn or get better at so that I can help you. It also means that I am going to try my best to use our time in this class to focus on things that I think are useful. I expect a lot from my students, but I know that you can do all the assignments, practice your English, and really improve your reading skills this semester.

I LOVE to hear and answer your questions because I know that you will be getting the information you need. Please ask me anything and tell me if you have any confusion, problems, or issues. Again, my goal is to make sure you learn what you need to learn in order to be successful and meet your goals. We can do it together!

Basic Course Information

Semester:	Spring 2026	Instructor Name:	Elizabeth Kemp
Course Title & #:	ESL 004: Grammar & Comp for Intermediate ESL	Email:	Elizabeth.kemp@imperial.edu
CRN #:	20144	Webpage:	Imperial.instructure.com
Classroom:	2726	Office #:	2790
Class Dates:	Feb. 17 – June 12, 2026	Office Hours:	Monday: 10:55-11:15 am and 2:00-2:30 pm at IVC (after classes) Wednesday: 10:55-11:15 am and 2:00-2:30 pm at IVC (after classes) Friday: 1:30-3:00pm ONLINE
Class Days:	Mondays and Wednesdays	Office Phone #:	760-355-6398
Class Times:	11:20am –1:55 pm Online homework due before class	Emergency Contact:	Lency Lucas (ESL receptionist) (760) 355-6337
Units:	5	Class Modality	Face to Face

Course Description

What IVC says: 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)

What that means: We are going to work on improving both your grammar and writing skills, including writing clear sentences, organizing them into paragraphs, and describing with details to help you communicate clearly

when writing emails, academic paragraphs and more. We will do a lot of work to brainstorm, write, revise, and write again because there is always room for improvement! Get ready to write 😊

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

ESL 003 or appropriate placement

Student Learning Outcomes

What IVC says: 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.
2. Write and/or identify a variety of sentences (simple, compound, complex, compound-complex), including questions and negatives.
3. Write a topic sentence with a topic and controlling idea.

What that means: By the end of the class, you will be able to write sentences with correct verbs, combine your ideas using conjunctions and dependent clauses, and organize a paragraph using a well-formed topic sentence.

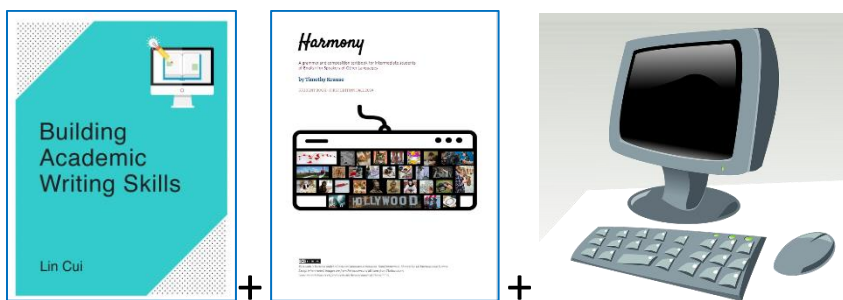
Course Objectives

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

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

Textbooks & Other Resources or Links

We'll be writing and improving our grammar with the help of some tools:



1. **Textbooks and other informational materials.** We will be using a couple of free textbooks. [Academic Writing Skills by Lin Cui](#) and [Harmony by Tim Krause](#) will be our main textbooks (you can click the links

to preview, read, download, and/or print them), and we will also be using other online materials and textbooks. These will all be available to you for free on Canvas.

2. **The internet.** Make sure you can either use the internet at home or schedule time for yourself to use the computer labs at school.
3. **A computer.** You'll need to type sentences and paragraphs, save and upload documents, complete practice activities, and take quizzes online in this class. It's hard to do those things on a cell phone.
4. **Paper and a pen or pencil.** We're going to learn a lot. You probably should write some things down
5. **Each other!** We're going to be doing a lot of practicing. Be brave, kind, and respectful as we practice writing and learning a new language together.



We will be using technology in this course. Assignments, quizzes, and discussions will be held or submitted on Canvas. Additionally, you may be asked to download, upload, and/or print resources. Please be sure that you have access to a reliable computer and internet connection.

Course Requirements, Instructional Methods, and Workload

This class will consist of both face-to-face and online activities including grammar activities, brainstorming, sentence writing, paragraph writing, revising, editing, grammar activities and quizzes, and maybe some essay writing.



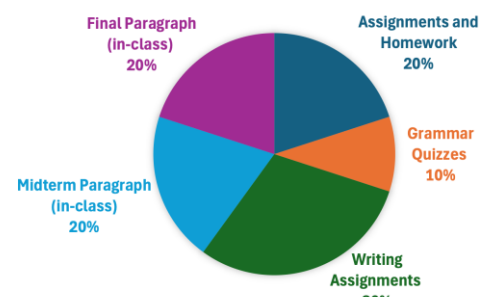
Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

What that means: This is a 5-unit course. This means you can expect up to 10 hours of homework every week, plus time in class. Plan on doing homework for a few hours every day and not everything all in one day.

Course Grading Based on Course Objectives

This class uses a weighted grading system. The points for each assignment count toward a category. The weights are:

Grading Category	Percentage of Total Grade	Chart
Assignments and Homework	20%	
Grammar Quizzes	10%	
Writing Assignments	30%	

Midterm Paragraph (in-class)	20%	COURSE GRADE CALCULATION 
Final Paragraph (in-class)	20%	
Total	100%	

A = 90-100%; B = 80-89%; C = 70-79%; D = 60-69%; F = 59% or below. Students must earn 70% or higher to pass.

- Grades for assignments will be posted in Canvas.
- Assignments will not be accepted late and must be completed on or before the original due date to get points.
- In-class writings may not be done late but may be completed early under special circumstances. Contact the instructor.

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.

In this class: Some assignments will use AI to do things like finding grammatical errors or generating images. However, AI should not be used to complete assignments for you. Instead, AI should be used as support AFTER you have done your own thinking and writing. For example, if you write a your own paragraph, you could ask AI to make a list of the grammatical errors in it and then use that list to make revisions. Or, if you write a paragraph, you could ask AI to evaluate your topic sentence and tell you if it's strong or needs revision. However, asking AI to write your topic sentence for you would be considered cheating because you aren't doing the writing yourself. Our goal is to practice our own English grammar and writing skills, and practicing is the best way to do that.

Acceptable AI Use (Good)	Unacceptable AI Use (Bad)
Practice using descriptive language to describe an image for AI to generate	Using AI to write a descriptive sentence and image
Using AI as a grammar tutor by uploading your own writing and asking it to highlight and explain grammatical errors for you to correct	Using AI to correct your grammar
Using AI to give feedback on your rough draft	Using AI to write your rough draft
Using AI to help you narrow down or choose a topic	Using AI to come up with topics or ideas for you

In our course, it's important to remember that you need practice to improve. Our goal is to improve our English writing skills, so it's important to use our brains first and start with our own words and ideas. For example, AI should not be used for brainstorming because that would replace your own ideas. It also should not be used for paragraph writing or

discussions because that would replace your own words. It can be used for extra practice, images, and editing IF you do the work first 😊 Any AI use should be documented and cited, including the tool used and all prompts given.

Course Policies

Attendance Policy: 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.

Participation Policy: People learn better when they are connected as a community. I encourage and expect all students to work together and participate in discussion boards, video posts, and occasional, optional video conferences using English only.

Respectful Use and Speech Policy: All students should be respectful to each other and the instructor. Remember that we are all here to learn, and learning requires practice. Nobody is perfect, and nobody in the class should feel scared or embarrassed about making mistakes. They are a part of learning! 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.

Plagiarism and Academic Honesty Policy: Because I want to ensure that you are practicing and learning in this class, I take plagiarism pretty seriously. Plagiarism happens when you copy words or ideas from somewhere else and submit it or repeat it as your own work. We get better at what we practice, and when we copy, we only get better at copying, not the important English skills we should be practicing. Plagiarism is academic dishonesty and is a very serious problem. Plagiarism includes:

- copying and pasting information from webpages (this includes using the internet for support and taking ideas, sentences, summaries, etc. without giving credit);
- copying answers from an answer key or Teacher's book;
- copying the work from another student in your class, in another class, or from a previous class;
- copying information from a webpage or book in Spanish and submitting the English translation as your work.
- using AI or text generators to complete your assignments.

To help keep track of plagiarism, I use Turnitin in our class. Turnitin will run a report and show how much of the paper is exactly like another paper or webpage. If more than 20% of your paper is copied from another source, you will be asked to re-do the assignment. If more than one assignment is copied from another source during the semester, you may receive a 0 on the assignment.

What that means: You'll be expected to submit assignments on time or early, be kind and respectful to your classmates, and do all of your own work to the best of your ability without copying or using anyone else's words, ideas, or writing. All the work in class and for homework is designed to help you practice and get better. As with any skill that you learn, you have to practice. If someone else (or the internet) is doing the work for you, they are getting the practice, and they will get better. That's your job as a student. Please do your own work.

Other Course Information

This is a special course for two reasons:

1. We are using a new textbook and building materials ourselves. It's important that you provide your feedback and opinions to help create the course and include the most helpful materials.
2. This is a writing course. Writing takes time, and thinking takes time. It's important to schedule enough time for homework to do your best brainstorming, writing, and editing.

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

Week	Module/Topic
Weeks 1-2	Getting Started – Parts of Speech and Sentences Writing Assignment 1 – compose an email with complete sentences
Week 2	Describing with Details Writing Assignment 2 – write descriptive sentences
Week 3-4	Perfecting the Paragraph Writing Assignment 3 – write a descriptive paragraph
Week 4-5	Writing Topic Sentences Writing Assignment 4 – revise your paragraph
Week 6-7	Writing Supporting Sentences Writing Assignment 5 – compare/contrast
Week 8	Midterms – in-class paragraph
Week 9-10	Editing and Revising
Week 11-12	Writing about Reasons Writing Assignment 6 – opinion
Weeks 13-14	Paragraphs and Essays *maybe
Week 15	Revising and submitting final writing assignment
Week 16	Finals Week – in-class writing



*This is just a guideline. Assignments and due dates may change throughout the semester. Due dates and instructions for all assignments will be in Canvas.