

Basic Course Information

Semester	Fall 2014	Instructor Name	Angélica Magaña
Course Title & #	Conversation 2	Email	angelica.magana@imperial.edu
CRN #	10205		
Room	404	Office	
Class Dates	August 18, 2014 - September 27, 2014	Office Hours	Schedule with instructor.
Class Days	Monday & Wednesday	Office Phone #	
Class Times	5:05-6:15	Contact if student will be out or emergency	Please email instructor.
Units	1		

Course Description

ESL 042 is a short-term intensive course designed for students to participate in a variety of authentic exchanges in academic and workplace environments. Topics include asking for permission, help, and advice, and opening/closing telephone conversations.

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. Demonstrate the ability to open and close a telephone conversation. ILO1

Course Objectives

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

1. Demonstrate competency in defining words.
2. Demonstrate competency in asking for permission, help, and advice.
3. Demonstrate competency in agreeing, disagreeing, and offering and accepting apologies.
4. Demonstrate competency in opening and closing a telephone conversation.
5. Demonstrate competency in talking about the future: stating intentions and discussing probability.

Textbooks & Other Resources or Links...

- A Conversation, Book 1: English in Everyday Life, 4th Edition, Tina Kasloff. ISBN-13: 978-0131500457
- Recommended Text: an English-English dictionary

Course Requirements and Instructional Methods

- Audio Visual
 - Demonstration
 - Discussion
 - Group Activity
 - Lecture
 - Individual Assistance
 - Online: using sources online for independent practice in order to reinforce
- and review key concepts presented in course material.
- Two hours of independent work done out of class per each hour of lecture of class work, or 3 hours lab, practicum, or the equivalent per unit is expected.

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

A points-based system is used for student grades.

- Class Activity
- Oral Assignments
- Quizzes
- Written Assignments
- Homework
- Projects/Presentation
- Midterm
- Final Exam

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.

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.
- 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.

Academic Honesty

- 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 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 School 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.

Additional Help – Discretionary Section and Language

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Learning Labs: There are several ‘labs’ on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Study Skills Center (library). Please speak to the instructor about labs unique to your specific program.
- Library Services: There is more to our library than just books. You have access to tutors in the Study Skills Center, study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313, if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities, please refer to the IVC General Catalog available online at http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

Anticipated Class Schedule / Calendar:

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 August 18 & 20	Syllabus & Introduction Defining Words	
Week 2 August 25 & 27	Asking for Permission, Help, and Advice	
Week 3 September 1 & 3	Agreeing, Disagreeing, and Offering and Accepting Apologies	
Week 4 September 8 & 10	Review and Midterm	
Week 5 September 15 & 17	Opening and Closing Telephone Conversations	
Week 6 September 22 & 24	Talk about the Future: stating intentions and discussing probability	
Week 7 September 29	Final Exam	

