

Basic Course Information

Semester:	Fall 2016	Instructor Name:	Josefina Ponce
Course Title & #:	ESL 032: Verb Review 2	Email:	josefina.ponce@imperial.edu
CRN #:	10366	Webpage (optional):	
Classroom:	304B	Office #:	2793
Class Dates:	10/25/16 to 12/08/16	Office Hours:	M/W: 12:00-1:30 p.m. T/R: 12:50-1:20 p.m.
Class Days:	Tuesday / Thursday	Office Phone #:	(760)355-6475
Class Times:	2:00-3:15 p.m. 5:00 -6:20 p.m.	Emergency Contact:	Maria Sell (Department Secretary) (760) 355-6337 or email me.
Units:	1		

Course Description

This course is designated to review and reinforce proper use of the simple present, present progressive, simple past, and past progressive verb tenses. It is a recommended supplement for students in Low Intermediate and Intermediate ESL courses. (Nontransferable, non-degree applicable)

Student Learning Outcomes

1. Demonstrate ability to open and close a telephone

Course Objectives

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

1. Student will demonstrate competency in understanding and using the simple present and the simple past.
2. Student will demonstrate the ability to create sentences in the simple present and the simple past in both oral and written forms.
3. Student will demonstrate competency in understanding and using the present progressive and the past progressive.
4. Student will demonstrate the ability to create sentences in the present progressive and the past progressive in both oral and written forms.

Textbooks & Other Resources or Links

1. O'Sullivan, J., Grammar Connection 1: Structure Through Content, Cengage, 2007.
2. A good college dictionary (recommended)

Course Requirements and Instructional Methods

Lectures based on each lesson. Students will engage in activities related to the lessons – whole group activities, pair work, and individual work.

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 (Western Association of Schools and Colleges) has adopted a similar requirement.

It is estimated that each student should invest 4 hours (or more) a week on class preparation, reading, writing assignments, Each student is responsible for required readings and written/spoken assignments from each unit in the textbooks and teacher assigned projects related to this course.

No late assignments will be accepted without previous arrangements.

NOTES:

1. No makeup tests allowed (including the final exam).
2. Coming to class or leaving earlier will be considered as an absence.
3. You may be dropped after three absences.

Course Grading Based on Course Objectives

TASK	PERCENTAGE OF GRADE
1. Homework	10%
2. Progress Tests	50%
3. Attendance and Participation	10%
4. Final Exam	30%
TOTAL	100%

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

The teacher expects students will...

- contribute fully in individual and group work;
- speak English only in the classroom;
- be prepared for class by completing all homework assignments;
- ask questions, ask questions, ask questions!!!!
- 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.

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important 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, 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 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.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- [Blackboard Support Site](#). The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- [Learning Services](#). There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- [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. Please contact them 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.

- [Student Health Center](#). A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District and El Centro Regional Center provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6310 in Room 2109 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Tentative, subject to change without prior notice

Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic	Assignments
<p>Week 1</p>	<p>-Intro to class materials, expectations, and procedures Unit 6: Simple Present Tense: -Affirmative Statements -Negative Statements -Spelling and Pronunciation of 3PS (-s Form)</p>	<p>Buy the textbook for the class -Exercises assigned in class</p>
<p>Week 2</p>	<p>Unit 8: Simple Present Tense: -Yes/No Questions/Short Answers -Wh-Questions Unit 11: Pres. Progressive Tense: -Affirmative Statements -Negative Statements</p>	<p>-Exercises assigned in class</p>
<p>Week 3</p>	<p>Unit 12: Pres. Progressive Tense: -Yes/No Questions/Short Answers -Wh-Questions Past Progressive Tense: -Affirmative Statements -Negative Statements</p>	<p>-Exercises assigned in class</p>
<p>Week 4</p>	<p>Past Progressive Tense: -Yes/No Questions/Short Answers -Wh-Questions Unit 18: Simple Past Tense: -Affirmative Statements -Negative Statements</p>	<p>-Exercises assigned in class</p>
<p>Week 5</p>	<p>Unit 18: Simple Past Tense: -Yes/No Questions/Short Answers -Wh-Questions Unit 19: Simple Past Tense: -Yes/No Questions/Short Answers -Wh-Questions</p>	<p>-Exercises assigned in class</p>
<p>Week 6</p>	<p>-SLO Assessment -IVC Student Evaluation -Final Exam</p>	<p>-Exercises assigned in class</p>