

Basic Course Information

Semester:	Fall 2017	Instructor Name:	Julie Craven
Course Title & #:	ESL 013, Speaking and Listening or ESL 3	Email:	Julie.craven@imperial.edu
CRN #:	10336	Webpage (optional):	
Classroom:	3600	Office #:	2786
Class Dates:	8/14/2017-12/4/2017	Office Hours:	M-12:45-1:45, T-12:45-2:15, W-12:45-1:45, Th 12:45-1:15
Class Days:	T/Th	Office Phone #:	760-355-5750
Class Times:	7:30-10:00	Emergency Contact:	
Units:	5		

Course Description

ESL 013 is a grammar based listening and speaking class in an English only environment for the intermediate ESL student. Students will further develop listening comprehension and will increase fluency, accuracy, and confidence in oral production.

Student Learning Outcomes

1. Apply knowledge of ESL pronunciation rules in oral and/or aural exercises. 2. Participate in speeches, conversation, and presentations utilizing the format and vocabulary of the identified speech act. 3. Listen to a passage or conversation to identify the main ideas and supporting details either orally or in writing.

Course Objectives

1. Development of knowledge and use of verb tenses. 2. Development of knowledge and use of affirmative, negative, and interrogative sentences. 3. Development of knowledge and use of modal auxiliary verbs. 4. Development of knowledge and use of comparative, superlative, and equative adjectives. 5. Development of knowledge and use of nouns and pronouns. 6. Development of knowledge and use of object pronouns and phrasal verbs. 7. Development of correct pronunciation of vowels and consonants and corresponding receptive skills. 8. Oral production of dialogs. 9. Development of situational/functional English. 10. Development of receptive listening skills. 11. Development of knowledge and use of vocabulary.

Textbooks & Other Resources or Links

Q: Skills for Success, level three, Oxford University Press, ISBN: 0194756122. Notebook with notebook paper. English/English dictionary (Longman recommended.)

Course Requirements and Instructional Methods

In this class, you will take four unit tests. You will also need to give one formal oral presentation at the end of the semester. In addition, you will be required to do homework activities in the text and be prepared to review them in class. Each unit requires group discussions that will allow you to practice your English. Furthermore, each unit has two groups of vocabulary words you will need to understand as well as grammar, pronunciation, and listening sections. You will also be given dictations for each of the two listening sections per unit.

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

Your grade will be based on a point system. You will receive points for unit exams, a formal presentation, and class participation. If you want to receive a high grade in this class, you must take and pass all exams, give and pass one formal presentation, and actively participate in class. You must be in class to actively participate. Therefore, if you come late to class, take longer than necessary breaks, leave early, or are absent frequently, you will not receive participation points. Also, you must pay attention in class and attempt to speak English in order to receive participation points. Unit exams are typically forty points. Thus, 36-40 points is an A grade. 32-35 point is a B grade. 28-31 points is a C grade. 24-27 is a D grade, and under 24 points is an F grade. You may make up only ONE test. You must make up a test within one week of missing it. Also, homework can be turned in one class session late. If you are absent on the day homework is due, it is still late. You cannot give me homework two class sessions late. Please remember this policy. Late homework will lose points, so try not to turn homework in late.

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. The first time I see a student using technology of any kind in the classroom, I will ask him/ her to put it away. The second time, I will take the device from the student for the class period. If you are using technology in class, you are not participating and will lose participation points.
- 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.
- When I am playing the book's CD, there should be no talking. Students must be able to listen carefully to the CD in order to improve their listening comprehension skills. Also, when students are participating in group discussions, they must speak quietly because many students will be talking at the same time.
- When I am in front of the classroom teaching, there should be no unnecessary talking. Do not socialize in class. If you have a question, you may ask me one, but do not socialize with your classmates.
- Do not leave the classroom unless it is absolutely necessary. It is a distraction to me and your classmates when you leave and come back to the classroom. Leave the classroom for emergencies only.

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 (!!!!)].

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 provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 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.

Anticipated Class Schedule/Calendar

The instructor will provide a tentative, provisional overview of the readings, assignments, tests, and/or other activities for the duration of the course. A table format may be useful for this purpose.]

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests

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*****Tentative, subject to change without prior notice*****