

### Basic Course Information

Semester:	<b>Fall 2018</b>	Instructor Name:	<b>Manuel Guzmán</b>
Course Title & #:	<b>ESL 042: Conversation 2</b>	Email:	<a href="mailto:manuel.guzman@imperial.edu">manuel.guzman@imperial.edu</a>
CRN #:	<b>11495</b>	Units:	<b>1</b>
Classroom:	<b>304 B</b>	Office #:	<b>809</b>
Class Dates:	<b>10/23 – 12/06/2018</b>	Office Hours:	<b>Room 809 T 12:00-1:00 pm. ONLINE Th 12:00-1:00 pm.</b>
Class Days:	<b>Tuesday / Thursday</b>	Office Phone #:	<b>(760)355-6135</b>
Class Times:	<b>05:05 PM - 06:20 PM</b>	Emergency Contact:	760-355-6337 (Lency Lucas)

### 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. (Nontransferable, nondegree applicable)

### 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 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

- **Teacher selected texts and exercises from ESL Library.** <https://esllibrary.com/>

It is also helpful to have a good English/English dictionary. There are two dictionaries I recommend:

Longman Dictionary of Contemporary English (6<sup>th</sup> ed): ISBN-13: 978-1447954200

Longman Advanced Dictionary of American English (3<sup>rd</sup> ed): ISBN-13: 978-1447913139

## Course Requirements and Instructional Methods

If you intend to master English, you must use it. Therefore, you should be prepared to speak and write with your classmates and teacher in English. You may be expected to speak in English in the following contexts: (1) with a partner; (2) in a small group; (3) in a formal presentation in front of the class; (4) with your teacher; (5) in telephone assignments; (6) with strangers in out-of-class assignments. You will also listen to audio clips and watch videos and will be expected to discuss and 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 should also expect that you will 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.

**Additional Responsibilities:** I lecture on topics. I do not necessarily cover the book page-by-page. It is your responsibility to read the section in the textbook relevant to the topic on which I lecture. **If you have questions about material you have read that you feel I did not address in my lecture, it is your responsibility to raise those questions in class.**

**This class will have multiple forms of instruction, including:**

Lecture

Group work

Individual work

Online work

**Assignments will include:** worksheets, reading reports, writing, reading and responding, exams, other exercises focusing on speaking skills and comprehension.

**Remember:** Announcements are posted on Canvas. Please make sure to check Canvas or your email for updates.

**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.

### Out-of-class

1. Create a conversation incorporating some conversation strategies covered in class, such as agreeing, disagreeing, apologizing, opening a telephone conversation, etc.
2. Call a movie theater customer service to ask about today's schedule. Record the conversation strategy used by the representative to open and close the telephone conversation.

### Reading and Writing

1. Read a script of a telephone conversation provided by the instructor. Identify conversation strategies used in the dialogue. Rewrite the conversation using different expressions for the identified strategies.

## Course Grading Based on Course Objectives

TASK	PERCENTAGE OF GRADE
1. Homework	15%
2. Participation / Presentations	10%
3. Vocabulary Notebook	10%
4. Quizzes	20%
5. Out of class assignments	20%
6. Final Exam	25%

**Homework:** All homework assignments must be handed in on the date they are due. If you fail to complete or turn in the homework on the date it is due, you will receive a grade of zero for that assignment. If you are absent, you may send your homework with a friend, email it to me, or send it to me through Canvas or Remind. After an absence, you have one week to submit your work. If your work is not submitted by the next class session, the zero will remain permanent.

**Final Exam:** There is no final exam. Instead you will have several exams during the term. Your last exam will be administered on the last day of the class.

## 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.
- Class attendance will be taken at the beginning of class meetings. If you come late, see me to check in during the break. If you are going to miss a class, it is your responsibility to get the assignments and turn them in on time.
- Sometimes, our work on one day depends on work done on another day. If you miss the one day, then you may find it difficult to perform the tasks on the other day. Also, we often work in groups. If you miss a class, you may disappoint your colleagues.

## 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 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.

## 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.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **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 counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information..

## Veteran's Center

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

## Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, [lourdes.mercado@imperial.edu](mailto:lourdes.mercado@imperial.edu).

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, [alexis.ayala@imperial.edu](mailto:alexis.ayala@imperial.edu).

### **Student Equity Program**

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.
- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

### **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.

Imperial Valley College Course Syllabus

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ESL 042		COURSE CALENDAR ***	Fall 2018
Week	Weekly classwork	Homework / Quiz	
Week 1	Introductions /Asking for Help	Submit autobiography into Canvas Dialog Recording 1	
Week 2	Asking for Help/Asking for Permission	Dialog Recording 2 Quiz # 1	
Week 3	Asking for Permission/Expressing Confusion	Dialog Recording 3 Quiz # 2	
Week 4	Expressing Confusion/Expressing an Opinion	Dialog Recording 4 Quiz # 3	
Week 5	Expressing an Opinion/Saying Sorry	Dialog Recording 5 Quiz # 4	
Week 6	<b>Final Exam</b>	Recorded autobiography - Canvas	

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

**Mistakes are a sign that you are taking risks and learning.  
It's OK to make lots of them!**