Basic Course Information

Semester:	**Fall 2020**	Instructor Name:	**Sydney Rice**
Course Title & #:	**ESL 004 Grammar and Writing 4 (FTES)**	Email:	**Sydney.rice@imperial.edu**
CRN #:	**10319 – Rice**	Webpage (optional):	
Classroom:	**Online**	Office #:	**I will not be in my office this term. If you need to speak with me, please email me.**
Class Dates:	**Oct 12 – Dec 11**	Student Hours:	**ZOOM:** **Mon 6:00 – 6:30 pm** **Wed 9:00 – 10:00 am** **Friday 9:00 – 9:30 am** **NOTE: If you need help, please ask! Other times are always available.** **TR 6:00 – 7:00 PM (Remind and Email)**
Class Days/Times:	**This is a fully online class. There are no official class meetings, but you will need to do work throughout the week.**	Office Phone #:	I am not on campus and am not answering my campus phone. Please send a message through Remind which sends a text directly to my phone.
Class Times:	**Each module closes on Saturday at 11:59 PM**	Emergency Contact:	**Please contact Department Secretary, Lency Lucas 760-355-6337**
Units:	**5 units**		

Course Description

ESL 004 is a grammar class in an English-only environment designed for the hiqh-intermediate ESL student. The course will emphasize grammar, writing sentences, and paragraphs. (Nontransferable, nondegree applicable) (Nontransferable, AA/AS degree only)

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

ESL 003 or appropriate placement

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. Correctly form and use verbs in a variety of tenses (ILO 1, ILO 2).
2. Write and/or identify a variety of sentences (simple, compound, complex, compound-complex), including questions and negatives (ILO 1, ILO 2).
3. Write a topic sentence with a topic and controlling idea (ILO 1).

Course Objectives

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

1. Demonstrate competency in using conditionals, both real and unreal, in the present and in the past following "if" or "when", and following "wish."
2. Demonstrate ability in using, recognizing, and producing the passive voice.
3. Demonstrate ability to identify and correct sentence level errors: run-ons, comma splices, and fragments.
4. Demonstrate ability with using a variety of prewriting skills (brainstorming, outlining, clustering) which lead to the development of ideas and topics for paragraphs.
5. Demonstrate competency in writing sentences and an 8-10 sentence paragraph in one or more of the above-mentioned grammatical areas using correct capitalization, grammar, and mechanics.
6. Demonstrate competency in writing topic sentences with topics and controlling ideas.
7. Demonstrate competency in identifying and writing simple, compound, and complex sentences with correct punctuation; demonstrate competency in identifying and writing noun, adjective, and adverb clauses.
8. Demonstrate competency in using gerunds and infinitives as subjects and objects; understanding infinitives of purpose; and using verb+ infinitive, verb+ gerund, and verb/noun/adjective+ infinitive/gerund combinations.
9. Demonstrate mastery in recognizing and using modal verbs of - Ability (can/could/be able to) - Permission (can/could/may) - Request (can, could will, would) - Advice (should, ought to, had better) - Necessity (have to/must/can't) - Possibility (may/might/could) - Demonstrate ability in using modals verbs of - Advisability in the past (should have, ought to have, could have, might have) - Speculations in the past (may have, might have, could have, must have, had to have)
10. Demonstrate mastery in creating statements and questions in the following tenses: - simple present - present progressive - simple past - past progressive Demonstrate competency with the following tenses: - future - present perfect - present perfect progressive Demonstrate ability with the following tenses: - past perfect - past perfect progressive - future progressive - future perfect
11. Demonstrate advanced competency in classifying parts of speech and identifying parts of a sentence.

Textbooks & Other Resources or Links

Burlington English
Website: https://shop.burlingtonenglish.us/
Class Code: 467C5B

NOTE: You must buy Burlington English as it is a required part of the course. If you do not do you work in Burlington, you will not pass the class.

Course Requirements and Instructional Methods

This is a fully online course delivered in a short-term format. There are no scheduled class meetings, but your instructor will be available several times during the week on ZOOM and available other times through email or Remind. It is VERY important for you to make sure you do your work each week! Because of the flexibility to complete your work outside of class, deadlines WILL NOT be extended.

Burlington English. Burlington English is the program we will be using in our class. It takes the place of a textbook. Burlington English is not optional. Purchase and use of Burlington English is required.

Manage your time. Do not try to complete your assignments in one day. It will be too much for you to do and too much for your brain to handle. "Online" does not mean "easy". If you do not do your work, or you do not submit your work when it is due, you will not pass the class.

Communicate in English in class. This course is designed to help you improve your speaking and listening skills in English. If you do not practice using English or do not use English to communicate in class with your teacher and your classmate, your progress will be slower.

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 recorded, online 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 will also 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.'

Instructional Methodology: Demonstration Discussion Group Activity Individual Assistance Lecture Distance Learning Audio Visual Computer Assisted Instruction

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

Burlington English (lessons and vocabulary)	40%
Communication	10%
Grammar	15%
Reading and Writing	10%
Unit Assessments	10%
Final Lesson Papers	15%
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.
- If you are absent, you have 1 week to make up any speeches, tests, or assignments give in class.
- Because completing online coursework is flexible, deadlines will not be extended due to sickness or absence for the online portion of the class.

REMEMBER: Please communicate with your professor! If you are sick or will miss a class, please send an email or a message through Canvas or Remind. I am willing to work with you if I know the situation.

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, only students enrolled in the class may attend; children are not allowed.

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.

How do I access services now that we are mostly online?
- CANVAS LMS. Canvas is Imperial Valley College's 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.   In order to accommodate students and maximize student success during the COVID-19 Pandemic, all tutoring support is being provided through one Zoom link (IVC online Tutoring).   When campus is open again, there are several learning labs to assist students. Whether you need support using computers, or you need a tutor, please consult your Campus Map for the Math Lab; Reading, Writing & Language Labs; and the Study Skills Center.
- Library Services. Visit the Spencer Library's page on the IVC website for a wealth of valuable resources and online access to databases, e-books and more. Contact us so we can help you with instructional and research development skills (for those conducting research and writing academic papers). When campus re-opens, students also have access to tutoring services in the Study Skills Center as well as private study rooms for small study groups. There is more to our library than just books!
- Career Services Center. The Career Services Center is dedicated to serve all IVC students and Alumni. Services include Career Assessments, Resume and Cover Letter Assistance, Interview Preparation, Internship Opportunities and Job Placement.

Child Development Center. The Preschool and Infant/Toddler Centers are on-campus demonstration lab programs that meet the educational, research, and service needs of the institution and community at large. The Preschool program (children three to five years of age) and the Infant/Toddler program (newborn to three years of age) is in buildings 2200 and 2300. Service is available to families who meet the California Department of Education qualifications for enrollment. The centers are open during COVID from Monday-Friday 7:15-5:30. Breakfast, lunch and snack are provided through the California Adult and Child Food Program. Location: Buildings 2200 and 2300. Phone: (760) 355-6528 or (760) 355-6232. Application: https://forms.imperial.edu/view.php?id=150958

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. When campus is open, the DSP&S office is 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, but you must make an appointment. In addition, Pioneers Memorial Healthcare District provides basic health services for students, such as first aid and care for minor illnesses. Contact the IVC Student Health Center at 760-355-6128, or when campus reopens, visit 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 for appointments, or when campus reopens visit Room 1536, for 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 in three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie. The Center also serves as a central hub that connects military/veteran students, as well as their families, to campus and community resources. The goal is to ensure a seamless transition from military to civilian life. When campus reopens, the Center is 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, book grants, transportation assistance, individualized counseling, tutoring, and community referrals to eligible students. Our staff is available to assist and support students in navigating personal, psychological, academic, and/or career-related issues through empathy, cultural-competence, and a commitment to equity and social justice. Also under the umbrella of EOPS is the CARE (Cooperative Agency Resources for Education) Program, designed to serve single parents and assist with addressing 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 about the EOPS or CARE Programs please contact our Program Office 760.335-6407 and/or visit our Program website www.imperial.edu/students/eops for eligibility criteria and application procedures. We look forward to serving you! - EOPS/CARE Staff

Student Equity Program

The Student Equity & Achievement 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. SEA addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, LGBTQIA+, Veterans, foster youth, homelessness, and formerly incarcerated students. The SEA Program also houses IVC's Homeless Liaison, Foster Youth Liaison, Formerly Incarcerated Liaison, and Military Affiliated Liaison, who provide direct services and referrals to students in need. SEA strives 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 enrollment, education, degree and certificate completion, and the ability to transfer to a university. SEA also provides outreach at local Imperial County high schools to ensure graduating seniors are successfully matriculated into the college and have a strong support system. Please visit us online for assistance at https://imperial.edu/students/student-equity-and-achievement/ or call us at 760-355-6465 or when campus reopens, visit Building 401.

What if I cannot afford food, books, or need other help?

> We have many resources that are available to you. Please tell us what you need by submitting your request(s) here: https://imperial.edu/students/student-equity-and-achievement/

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

Below is the anticipated schedule. We will follow the schedule as close as possible, but there may be changes on dates depending on our class.

For the most up-to-date information on due dates, check the calendar on Canvas. Also, please note the due dates for MyELT. Do not forget to do your exercises by the deadline! **I will not change the due dates!**

A hybrid class means you will come to class and do work, but you will also complete a lot of work online. The work will include weekly discussion video posts, weekly reflections, exercises in Canvas as well as exercises on MyELT. Each week to the course will **open on Sunday** and **close Saturday night at 11:59**. Your work must be complete by each Saturday night by 11:59. **Do not wait until the last minute to start your work.** You will not have enough time and you will lose points.

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 Oct 12 – Oct 17	Student Lesson 5, Part A	Burlington English Think and Discuss Listen and Take Notes Reading and Writing Grammar Think and Reflect
Week 2 Oct 18 – Oct 24	Student Lesson 5, Part B **Please make sure you have your book for next week and that you register your code**	Burlington English Think and Discuss Listen and Take Notes Grammar Reading and Writing Presentation Assessment
Week 3 Oct 25 – Oct 31	Student Lesson 6, Part A	Burlington English Think and Discuss Communication Listen and Take Notes Reading and Writing Grammar Think and Reflect
Week 4 Nov 1 – Nov 7	Student Lesson 6, Part B	Burlington English Think and Discuss Listen and Take Notes Grammar Reading and Writing Presentation Assessment
Week 5 Nov 8 – Nov 14	Student Lesson 7, Part A	Burlington English Think and Discuss Communication Listen and Take Notes Reading and Writing Grammar Think and Reflect
Week 6 Nov 15 – Nov 21	Student Lesson 7, Part B	Burlington English Think and Discuss

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
		Listen and Take Notes Grammar Reading and Writing Presentation Assessment
Nov 22 – Nov 28	**THANKSGIVING BREAK** – No Work is Due, but this is a good time to catch up on Burlington Week 8 will also be open for you if you want to work ahead.	
Week 7 Nov 29 – Dec 5	Student Lesson 8, Part A	Burlington English Think and Discuss Communication Listen and Take Notes Grammar Reading and Writing Assessment Think and Reflect
Week 7 Dec 6 – Dec 11	Student Lesson 8, Part B	Burlington English Think and Discuss Communication Listen and Take Notes Grammar Final Writing Assessment Think and Reflect

Tentative, subject to change without prior notice