IMPERIAL VALLEY COLLEGE

Basic Course Information

Semester:	**SPRING 2021**	Instructor Name:	**SUSANA MONTANO**
Course Title & #:	**ESL for Beginning Literacy I ESL 820**	Email:	**susana.montano@imperial.edu**
CRN #:	**22048**	Webpage (optional):	
Classroom:	**ONLINE**	Office #:	
Class Dates:	**03/01/21 – 04/21/21**	Office Hours:	**Monday 4:30 – 5: 30 p.m.**
Class Days:	**M-W**	Office Phone #:	**760-455-1905**
Class Times:	**5:30 – 7:15 pm**	Emergency Contact:	**CALL OR EMAIL INSTRUCTOR**
Units:	**0**	Class Format:	**ONLINE ZOOM**

Course Description

A course for speakers with little or no oral or written competency and limited L1 literacy.Students will learn basic skills that will build a foundation for further ESL training or to form a foundation for their ability to operate within the U.S. culture, Literacy skills include the development of fine motor skills, the ability to follow a line of print from left to right, and the identification of alphabetic, numeric, and time symbols. Included will be instruction in culturally appropriate Non-verbal communication, greetings and farewells, basic social skills, school conduct, courtesies, etc. This course will provide basic literacy foundation for L2 learners so they may operate in their home and their immediate environment. (Nontransferable, AA/AS degree only).

Course Prerequisite(s) and/nor Corequisite(s)

None

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. **Provide basic personal information such as name and address (IL01, 1L03)**
2. **Identify, in English, parts of the body. (IL01)**

Course Objectives

o Upon satisfactory completion of the course, students will be able to:
1. Pronounce, write, recognize and recognize numbers.
2. Write and recite the alphabet.
3. Use culturally appropriate social gestures such as waiving, shaking hands, direct eye contact, nodding "yes" or "no", shrugging "I don't know".
4. Write one's name and address and phone number.
5. Understand the basics of personal hygiene.

6. Use and respond to simple greetings, farewells, and courtesies.
7. Conduct themselves appropriately in the classroom, including raising one's hand, waiting one's turn, being non-disruptive, responding to simple classroom commands.
8. Point to common parts of body, express one's state of health/being in one or two words, answer simple questions about oneself.

Textbooks & Other Resources or Links

No texts are required for this class.

Course Requirements and Instructional Methods

1. Discussion
2. Group Activity
3. Lecture
4. Audio Visual
5. Demonstration
6. Distance Learning

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.

Communicate in English with community members. For example: use English when speaking with others at stores, banks, and schools.

Reading and Writing

Review class material in preparation for next class meeting.

What if I need to borrow technology or access to WIFI?

1. To request a loaner laptop, MYFI device, or other electronic device, please submit your request here: https://imperial.edu/students/student-equity-and-achievement/

2. If you'd like access the WIFI at the IVC campus, you can park in parking lots "I & J". Students must log into the IVC student WIFI by using their IVC email and password. The parking lots will be open Monday through Friday from 8:00 a.m. to 7:00 p.m.

   Guidelines for using parking WIFI:
    -Park in every other space (empty space BETWEEN vehicles)
   -Must have facemask available
   -For best reception park near buildings
   -Only park at marked student spaces
   -Only owners of a valid disabled placard may use disabled parking spaces
   -Only members of the same household in each vehicle
   -Occupants **MUST** remain in vehicles
   -Restrooms and other on-campus services not available

-College campus safety will monitor the parking lot
-Student code of conduct and all other parking guidelines are in effect
-Please do not leave any trash behind
-No parking permit required
If you have any questions about using parking WIFI, please call Student Affairs at 760- 355-6455.

Course Grading Based on Course Objectives

Pass/ No Pass Only

Course Policies

- 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.

What does it mean to "attend" an online class?

Attendance is critical to student success and for IVC to use federal aid funds. Acceptable indications of attendance are:
- Student submission of an academic assignment
- Student submission of an exam
- Student participation in an instructor-led Zoom conference
- Documented student interaction with class postings, such as an interactive tutorial or computer-assisted instruction via modules
- A posting by the student showing the student's participation in an assignment created by the instructor
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- An email from the student or other documentation showing that the student has initiated contact with a faculty member to ask a question about an academic subject studied in the course.

Logging onto Canvas alone is NOT adequate to demonstrate academic attendance by the student.

Other Course Information

- 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 (!!!!)].

How am I expected to act in an online "classroom" (especially Zoom)?
Attending a virtual meeting can be a challenge when there are many students on one conference call. Participating in such meetings may count as class attendance, but disruptive behavior may also result in you not being admitted to future meetings. Follow the tips below for best results:

1) **Be RESPECTFUL**
   a. Your written, verbal, and non-verbal communications should be respectful and focused on the learning topics of the class.
2) **Find a QUIET LOCATION & SILENCE YOUR PHONE (if zooming)**
   a. People walking around and pets barking can be a distraction.
3) **EAT AT A DIFFERENT TIME.**
   a. Crunching food or chugging drinks is distracting for others.
   b. Synchronous zoom times are set in advance so reserve meals for outside class meetings.
4) **ADJUST YOUR LIGHTING SO THAT OTHERS CAN SEE YOU**
   a. It is hard to see you in dim lighting so find a location with light.
   b. If your back is to a bright window, you will be what is called "backlit" and not only is it hard on the eyes (glare) but you look like a silhouette.
5) **POSITION THE CAMERA SO THAT YOUR FACE AND EYES ARE SHOWING**
   a. If you are using the camera, show your face; it helps others see your non-verbal cues.
   b. You may be at home, but meeting in pajamas or shirtless is not appropriate so dress suitably. Comb your hair, clean your teeth, fix your clothes, etc. before your meeting time to show self-respect and respect for others.
6) **Be READY TO LEARN AND PAY ATTENTION**
   a. Catch up on other emails or other work later.
   b. If you are Zooming, silence your phone and put it away.
   c. If you are in a room with a TV – turn it off.
7) **USE YOUR MUTE BUTTON WHEN IN LOUD PLACES OR FOR DISTRACTIONS**
   a. Pets barking, children crying, sneezing, coughing, etc. can happen unexpectedly. It's best if you conference in a private space, but if you can't find a quiet place, when noises arise **MUTE** your laptop.
8) **REMEMBER TO UNMUTE WHEN SPEAKING**

a. Follow your instructor's directions about using the **"raise hand"** icon or chat function to be recognized and to speak, but make sure you have unmuted your device.

b. Do not speak when someone else is speaking.

9) **REMAIN FOCUSED AND PARTICIPATE IN THE MEETING**

a. Especially when the camera is on YOU, we can all see your actions. Engage in the meeting. Look at the camera. Listen to instruction. Answer questions when asked.

b. Do not use the Zoom meeting to meet with your peers or put on a "show" for them.

10) **PAUSE YOUR VIDEO IF MOVING OR DOING SOMETHING DISTRACTING**

a. Emergencies happen. If you need to leave the room or get up and move about, stop your video.

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit http://www.imperial.edu/studentresources or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

[Provide a tentative overview of the readings, assignments, tests, and/or other activities for the duration of the course. A table format as in the example below may be used for this purpose.]

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 August 19 - 21	Syllabus & Introduction Chapter 1-15-Science of Development	Pages 1-502
Week 2 August 28 - 30	Chapter 1-15 continued Chapter 16 -Biology of Mind	Pages 504-505
Week 3 September 4-6	Paper: Distinguishing myth from science during first 2 years of life.	Due 9-16-2015

Subject to change without prior notice