

Basic Course Information

Semester:	Spring 2022	Instructor Name:	Julie Craven
Course Title & #:	ESL 004 Grammar and Composition	Email:	Julie.craven@imperial.edu
CRN #:	20144	Webpage (optional):	
Classroom:		Office #:	2786
Class Dates:	February 14, 2020-June 10, 2022	Office Hours:	Tuesdays 1:00-3:00 online via Zoom and Wednesdays 11:00-1:00 in my office at IVC
Class Days:	Asynchronous	Office Phone #:	760-355-5750
Class Times:	Asynchronous	Emergency Contact:	
Units:	5		

Course Description

ESL 004 is a grammar class in an English only environment designed for the high intermediate ESL student. The course emphasizes grammar and writing sentences and paragraphs.

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

ESL 003 or appropriate placement

Student Learning Outcomes

- 1. Correctly form and use verbs in a variety of tenses.*
- 2. Write and/or identify a variety of sentences, simple, compound, complex, and compound complex in interrogative, affirmative, and negative forms.*
- 3. Write a topic sentence with a topic and controlling idea.*

Course Objectives

- 1. Demonstrate competency using conditionals both real and unreal in the present, past, and future following if, when, and wish.**
- 2. Demonstrate ability using and recognizing passive voice in basic tenses.**
- 3. Demonstrate ability to identify and correct sentence level errors, such as run ons, comma splices, and fragments.**
- 4. Demonstrate ability to use a variety of prewriting skills, such as brainstorming, outlining, and clustering, which lead to the development of topics and supporting ideas for paragraphs.**
- 5. Demonstrate competency writing sentences and an 8-10 sentence paragraph using correct capitalization, grammar, and mechanics.**
- 6. Demonstrate competency writing topic sentences with topics and controlling ideas.**
- 7. Demonstrate competency identifying and writing simple, compound, and complex sentences with correct punctuation; demonstrate competency writing and identifying noun, adjective, and adverb clauses.**
- 8. Demonstrate competency using gerunds and infinitives as subjects and objects. Understand infinitives of purpose, and use verb + infinitive, verb + gerund, and verb/noun/adjective + infinitive/gerund combinations.**
- 9. Demonstrate mastery recognizing and using modals of ability, permission, request, advice, necessity, and possibility. Demonstrate ability using modals of advice and speculation in the past.**
- 10. Demonstrate mastery creating statements and questions in the following tenses: simple present, present progressive, simple past, and past progressive. Demonstrate competency of the following tenses: simple future, present perfect and present perfect progressive. Demonstrate ability with the following tenses: future progressive.**
- 11. Demonstrate advanced competency classifying the parts of speech and identifying the parts of a sentence.**

Textbooks & Other Resources or Links

Focus on Grammar 4, Marjorie Fuchs, Margaret Bonner, Pearson, fifth edition, ISBN-978-0134583303, Focus on Grammar 4 Workbook, Marjorie Fuchs and Margaret Bonner, Pearson, fifth edition, ISBN-9780134579603, Verb Tense Review Manual by Julie Craven (You can find it in our Canvas class in the pages section. I recommend printing it.) English/English dictionary, notebook with white lined academic notebook paper

Course Requirements and Instructional Methods

In order to be successful in ESL 004, you must attend every class session. This is a face to face class, so I will take attendance at the beginning of class, and your participation is part of your grade. You must read all homework pages that are assigned in the text and workbook and do all the corresponding practices. We will review those pages and practices in class, and you will have the opportunity to ask me questions for clarification. You also need to print out my Verb Tense Review Manual, read all information assigned in the manual, and do the corresponding practices. I wrote the Verb Tense Review Manual, and you can find it in the pages section of our Canvas class. If you are confused or have questions, talk to or email me during class, in my office, or during my online office hours and/or attend review sessions with our embedded tutor. You will not learn and retain this grammar unless you apply it in your speaking and writing. You need to make an effort to use the grammar you learn in my class, so doing the writing assignments is very important, and trying to practice the grammar orally is essential. Grammar is difficult, but it can also be very interesting and using correct English grammar will improve your life in many ways. Study hard and seek me and out tutor for help whenever you need it.

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 the points you receive for quizzes, tests, writing assignments, and class participation. Examinations will be 30% of your grade. Quizzes will be 30%, and writing assignments will be 30%. Class participation is 10% of your grade. Participating means being involved in the class by asking and answering questions.

Attendance

[Required Information: The below information is the IVC attendance policy. Use this information in addition to any specific attendance policies you have for your course.]

- 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

[Required Information: Describe your policies regarding classroom conduct. The below is suggested language and may be modified for your course.]

- 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

[Required Information for web-enhanced, hybrid and online courses: Describe your policies regarding netiquette. The below is suggested language and may be modified for your course.]

- 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

[Required language.]

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

[Suggested Language.]

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)

[Required language.]

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

[Required language.]

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

[Required language.]

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)

[Required language.]

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.

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.

Student Equity Program

[Required language.]

- 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

[Required language.]

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

[Required language.]

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

[Required Information – Discretionary Language and Formatting: 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
Week 1 February 15-17	Syllabus & Introduction Simple present and present progressive tenses	
Week 2 February 22-24	Simple present and present progressive tenses	
Week 3 March 1-3	Simple past and past progressive tenses	
Week 4 March 8-10	Simple past and past progressive tenses	
Week 5 March 15-17	Future and future progressive tenses	
Week 6 March 22-24	Future and future progressive tenses	
Week 7 March 29-31	Gerunds and infinitives/Make, have, let, help, and get	
Week 8 April 5-7	Gerunds and Infinitives/make, have, let, help, and get	
Week 9 April 12-14	Adjective clauses with subject relative pronouns	

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 10 April 26-28	Adjective clauses with object relative pronouns	
Week 11 May 3-5	Adjective clauses	
Week 12 May 10-12	Modals and similar expressions	
Week 13 May 17-19	Modals	
Week 14 May 24-25	The passive overview	
Week 15 May 31-June 2	Passive Voice	
Week 16 June 7-9	Final Exam	

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

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Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 11 May 3-5		

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 12 May 3-5		
Week 13 May 10-12		
Week 14 May 17-19		
Week 15 May 24-26		
Week 16 May 31-June 2		
Week 17 June 7-9		

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