![Imperial Valley College logo]

Basic Course Information

Semester:	**Spring 2024**	Instructor Name:	**Christopher Cardona**
Course Title & #:	**ESL 004 Grammar & Comp. for ESL 4**	Email:	**Christopher.Cardona@imperial.edu**
CRN #:	**20145**	Webpage (optional):	
Classroom:	**2733**	Office #:	**2788**
Class Dates:	**April 15 – June 7, 2024**	Office Hours:	M/W 5:00 – 6:00 PM (Room 2733) R 7:00:00 AM - (Email)
Class Days:	**MW**	Office Phone #:	**(Please send me an email)**
Class Times:	6:00 PM – 8:30 PM	Emergency Contact:	**Lency Lucas – Dept Secretary 760-355-6337**
Units:	5	Class Format:	Hybrid

Course Description

ESL 004 is an integrated grammar and writing course designed for students who want to develop English language skills at the intermediate level. Students learn and use grammatical structures found in academic English. Students also extend their knowledge of, and their ability to write, academic paragraphs. This course may be taken concurrently with other Level 4 ESL courses to strengthen student academic performance. Successful completion of this course will prepare students for ESL 005. CEFR B1. (Nontransferable, nondegree applicable)

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. Can produce straightforward connected texts (paragraphs and short papers) on a range of familiar subjects using a variety of sentence structures (simple, compound, complex);
2. Can develop content, organization, and coherence to communicate effectively in written work.
3. Can use basic punctuation (commas, periods, and question marks), capitalization, and formatting.
4. Can recognize and correct errors in own and other's writing including: subject/verb agreement, verb tense, modal use, sentence errors, and punctuation.
5. Can use a wide range of vocabulary appropriately when discussing familiar topics and every day situations such as family, hobbies and interests, work, travel and current events.

Textbooks & Other Resources or Links

If you just finished ESL 014, you do not need to buy the code again.

Burlington English
Website: https://shop.burlingtonenglish.us/ **Class Code**: E5EZ9E

NOTE: You must buy **Burlington English** as it is a required part of the course. If you do not do your work in Burlington, you will not pass the class. Remember: **If you just finished ESL 014, you do not need to buy the code again.**

Course Requirements and Instructional Methods

This is a Hybrid course delivered in a short-term format. There are scheduled class meetings and your instructor will be available several times during the week on ZOOM and available other times through email. 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. "Hybrid" 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)	30%
Communication	15%
Grammar	20%
Reading and Writing	15%
Unit Assessments and Final Lesson Papers	20%
TOTAL	*100%*

Course Policies

When do modules open and close? You have one week to complete each module. Modules open on Sunday morning and close at 11:59 pm Monday night.

Can I complete work when I want? Yes, you can! However, you must complete each module by the deadline. (Monday night at 11:59 pm).

Can I complete my work after the module closes? NO! You must complete each module by the deadline. No late work is accepted.

What happens if I have a problem? If something happens, please email me as soon as possible! I will work to help you!
Attendance:

Any student who does not attend class or complete the orientation unit and take at least one practice quiz by the end of the first day of class will be dropped. If you want to add the class, there must be space in the class. I do not drop students at any other time during the semester.

Regular participation is required. Participation includes:

- o   Posting and responding in weekly discussions;
- o   Completing weekly work on Canvas;
- o   Completing weekly work in Burlington English;
- o   Submitting your work on time;

If there is a problem with completing your work (such as being in the hospital or being sick), please let me know. I am willing to help you, but you need to make sure you communicate with me.
Participation:

To ensure your success, plan to participate in all class activities! There are many ways that we can participate, collaborate, and share ideas in an online environment. Here are a few:

• Contribute and share ideas in group discussion boards.
• Attend virtual office hours to ask questions when you do not understand something.
• Reading information from the instructor as well as classmates.
• Be prepared and complete homework before due dates.
• Turning in assignments, quizzes, homework on-time

If you are feeling lost and need a study buddy, then send me an e-mail and I can pair you up with a fellow classmate.

What happens if I don't participate?

You may be dropped if you are no longer actively participating in the course, logging into Canvas, and engaging in course material. Active participation includes logging into Canvas and engaging with course content, completing and turning in homework, assignments, and quizzes. If you are unable to log into Canvas for a long period, it is your responsibility to find out everything you missed. If you have a personal problem or issue, please communicate with me and let me know what's going on before too much time has passed.

Netiquette and Respectful Use:
IVC's Respectful Use and Netiquette Policy: IVC's official policy about netiquette is as follows:
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 (!!!!)

Our Respectful Use and Netiquette Policy: For this course, I expect all students to be treated with respect. If someone disagrees with an opinion, it is not an opportunity for name calling or belittling. It is a time to respectfully listen, contemplate, and learn. We do not have to agree in the discussion boards, but we do have to be respectful and kind. Any instances of disrespect in a discussion or group collaboration should be brought to the instructor's attention and may result in the disrespectful student losing points or being reported to the campus disciplinary officer.

Late Work Policy:
Any student struggling with a deadline should contact the instructor as soon as possible. With prior notice, some deadlines may be adjusted at the instructor's discretion. Without prior notice or contact, assignments may be submitted in the week following the original due date for reduced points. Quizzes and discussion assignments will not be accepted late and must be completed on or before the original due date.

Academic Honesty Policy and Artificial Intelligence (AI)

What's Academic Honesty?

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

I expect that all students will conduct themselves with integrity. All students in my class are held to the highest academic honesty standards. Please help keep this a positive learning environment for all students by doing your own work. The following are some examples of plagiarism and/or cheating:

- buying, forging, or copying papers
- plagiarizing or copying chunks of text and then claiming them as your own
- getting someone else to write papers or to take quizzes or tests for you
- doing someone else's work for them
- copying others' homework and handing in others' work as your own
- submitting an assignment/journal that was completed for a different course
- memorizing an essay and using it for a timed essay exam
- Sharing information with another person during a test or exam.

*Summary: You may not copy or use material written by another person unless there is proper citation. Cheating or plagiarizing in any form will result in a "zero" for the assignment and/or referral to the Dean of Language Arts. For a complete description of academic honesty policies, see the Imperial Valley College Catalog (www.imperial.edu)

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

Tentative, subject to change without prior notice

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 April 15 – April 22	Student Lesson 5, Part A	Burlington English Think and Discuss Listen and Take Notes Reading and Writing Grammar Think and Reflect
Week 2 April 22 – April 29	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 April 29 – May 6	Student Lesson 6, Part A	Burlington English Think and Discuss Communication Listen and Take Notes Reading and Writing Grammar Think and Reflect
Week 4 May 6 – May 13	Student Lesson 6, Part B	Burlington English Think and Discuss Listen and Take Notes Grammar Reading and Writing Presentation Assessment
Week 5 May 13 – May 20	Student Lesson 7, Part A	Burlington English Think and Discuss Communication Listen and Take Notes Reading and Writing Grammar Think and Reflect
Week 6 May 20 – May 28	Student Lesson 7, Part B	Burlington English Think and Discuss Listen and Take Notes Grammar

		Reading and Writing Presentation Assessment
Week 7 May 28 – June 4	Student Lesson 8, Part A	Burlington English Think and Discuss Communication Listen and Take Notes Grammar Reading and Writing Assessment Think and Reflect
Week 8 June 4 – June 8	Student Lesson 8, Part B	Burlington English Think and Discuss Communication Listen and Take Notes Grammar Final Writing Assessment Think and Reflect

***Subject to change without prior notice**