## Basic Course Information

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| Semester: | **Spring 2024** | Instructor Name: | **Monica Castro** |
| Course Title & #: | **Basic ESL/civics ESL811** | Email: | **Monica.castro@imperial.edu** |
| CRN #: | **22029** | Webpage (optional): | |
| Classroom: | **3300** | Office #: | **Pronto/whatsapp/email** |
| Class Dates: | **Feb/13-Apr/9 2024** | Office Hours: | **M/W 12** |
| Class Days: | **Tuesdays** | Office Phone #: | |
| Class Times: | 5:30- 9:20  pm | Emergency Contact: | |
| Units: | Non –credit  0 | Class Format/Modality: | Face to face |

## Course Description

This course is designed to prepare students with the oral skills needed to be successful in the interview process of becoming a citizen of the United States. Emphasis will be in oral communication and vocabulary development in the basic English language. This course will enable the students to become familiar with the contents of the N-400 application because questions for the interview are drawn from the application. Students will learn interviewing techniques and respond to simple requests for personal information.

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

None

## Student Learning Outcomes

Learn about US history and government by using the USCIS study guide and self-test. Fill out simple forms requesting personal information. Read sentences targeting difficult words for vocabulary guide Write dictated sentences.

## Course Objectives

1. Learn about US history and government by using the USCIS study guide and self test
2. Fill out simple forms requesting personal information
3. Read sentences targeting difficult words from the USCIS study guide and vocabulary list from the reading test
4. Write dictated sentences using the sample sentences provided by USCIS
5. Focus on concepts of democracy rights and responsibilities of citizenship
Students will be able and prepare to pass the USCIS citizenship examination

## Textbooks & Other Resources or Links

No textbooks

## Course Requirements and Instructional Methods

The self study guide, flash cards and other materials provided by the USCIS to prepare the students to pass the citizenship test. Filling out forms requesting personal information and becoming familiar with the contents of the citizenship application N-400 Develop ability to read and write sentences using vocabulary

Method of evaluation Class activity

Oral assignments

Problem solving exercise

Written assignments

IVC Student Resources

USCIS.com N-400 application for naturalization

Reading vocabulary
Writing vocabulary

## Course Grading Based on Course Objectives

*Pass /No pass*

## Academic Honesty (Artificial Intelligence -AI)

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.

## Course Policies

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

Classroom Etiquette

• Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.

Updated 6/2023

• Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception.

• 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 importance 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.

## 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.