



Basic Course Information

Semester:	Fall 2025	Instructor Name:	Rosa Contreras
Course Title & #:	ESL 003 Grammar and Composition for Low Intermediate ESL	Email:	rosa.contreras@imperial.edu
CRN #:	10482	Webpage (optional):	Canvas
Classroom:	Room 404	Office #:	2789
Class Dates:	August 11 – December 06	Office Hours:	TBD – See Canvas
Class Days:	Mondays	Office Phone #:	760-355-5707
Class Times:	11:20 am – 01:55 pm	Emergency Contact:	ESL Dept. 760-355-6337
Units:	5	Class Format/Modality:	Asynchronous/ Fully Online

Course Description

ESL 003 is an integrated writing and grammar course designed for ESL students to develop language skills at the low intermediate level. Students will learn to write organized paragraphs on familiar topics. Course will also emphasize increasing vocabulary and grammar knowledge through reading and other activities. This course may be taken concurrently with other ESL Level 3 courses. Successful completion of this course will prepare students for ESL 004. (CEFR A2) (Nontransferable, nondegree applicable)

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

RECOMMENDED PREPARATION: - ESL 890 and ESL 891, or placement through an approved multiple-measure process, including an appropriate score on an approved ESL placement test.

RECOMMENDED COMPANION COURSE: ESL 013 and ESL 023

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. Write sentences in English with correct subject/verb agreement.
2. Correctly form and use verbs in a variety of tenses.
3. Demonstrate knowledge of, and ability to use, correct punctuation and mechanics.

Course Objectives

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

1. Write and edit sentences and paragraphs on familiar topics;
2. Develop content, organization, and coherence to communicate effectively in written work;
3. Produce a series of simple phrases and sentences linked with simple connectors like “and”, “but” and “because”;
4. Describe plans and arrangements, habits and routines, past activities and personal experiences;
5. Use simple descriptive language to make statements about and compare objects and possessions, and to express likes and dislikes, and preferences;

6. Demonstrate knowledge and use of vocabulary to deal with concrete and everyday needs.

Textbooks & Other Resources or Links

Grammar in Context 2

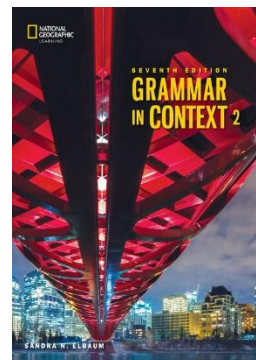
7th Edition

Publisher: National Geographic Learning

Author: Sandra N. Elbaum

ISBN: 9798214333496

****Make sure to purchase the book with the Spark Platform Access Code****



You will also need: • Notebook or paper • Pen, pencil, and highlighters • Regular access to a computer with internet, Canvas, email, and Microsoft Word

NOTE: We will be using technology in this course. Assignments, quizzes, and discussions will be held or submitted on Canvas. Additionally, you may be asked to download, upload, and/or print resources.

Course Requirements and Instructional Methods

This is a HYBRID course.

Class meetings in person are required. We will meet face-to-face on campus AND you will do work online (Canvas/e-textbook). You will have about a week to complete each module; modules open on Monday morning and close on Saturday at 11:59pm.

This class will have multiple forms of instruction, including:

- Lecture/Video
- Group work
- Individual work
- Online work (Canvas)

Assignments will include various forms of writing (individual and group), editing, reading, and responding, exams, other exercises focusing on sentence structure and form, as well as grammar and mechanics.

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonable 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

This course is built for you to succeed; however, you **MUST** do your work! If you do not do your work, you will not pass.

This class uses a weighted grading system. The points for each assignment count toward a category. The weights are as follows:



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CATEGORY	PERCENT
Discussions on Readings	15%
Assignments (Canvas)	15%
Self-Assessments & Participation	15%
Writing Tasks	20%
SPARK Assignments	15%
Unit Exams + Final Exam	20
TOTAL	100%

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.

Plagiarism and Academic Honesty Policy: Because I want to ensure that you are practicing and learning in this class, I take plagiarism very seriously. Plagiarism happens when you copy words or ideas from somewhere else and submit it or repeat it as your own work. We get better at what we practice, and when we copy, we only get better at copying, not the important English skills we should be practicing. Plagiarism is academic dishonesty and is a very serious problem.

Plagiarism and cheating includes: • copying and pasting information from webpages • copying answers from an answer key or Teacher's book • copying the work from another student in your class, in another class, or from a previous term • copying information from a webpage or book in Spanish and submitting the English translation as your work • using AI in any way.

To help keep track of plagiarism, I use Turnitin Similarity in our class. Turnitin Similarity will run a report and show how much of the paper is exactly like another paper, webpage, or AI generated. **Any AI usage will result in an automatic zero.**

IMPORTANT: Work that show signs of AI use will receive a zero.

Accessibility Statement

Imperial Valley College is committed to providing an accessible learning experience for all students, regardless of course modality. Every effort has been made to ensure that this course complies with all state and federal accessibility regulations, including Section 508 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and Title 5 of the California Code of Regulations. However, if you encounter any content that is not accessible, please contact your instructor or the area dean for assistance. If you have specific accommodations through **DSPS**, contact them for additional assistance.



We are here to support you and ensure that you have equal access to all course materials.

Course Policies

Attendance Policy: 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.

Regular participation is required. Participation includes:

- Posting and responding in weekly discussions
- Completing weekly work on canvas
- Submitting your work on time
- Attending our mandatory Face-to-Face Class Meetings

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.

Late Work Policy: Late work is accepted but will be subjected to a **-5% daily point deduction**. Discussions will not be accepted late. Assignments lock after two weeks.

Participation Policy: People learn better when they are connected as a community. I encourage and expect all students to work together and participate in discussions and group activities using English Only!

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 groups and online discussion boards.
- Reading information from the instructor as well as classmates.
- Be prepared and complete homework before due dates.
- Turning in assignments, quizzes, homework on-time.

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 attending mandatory in-person class meetings, 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. 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.

IMPORTANT:

- If you are missing any five assignments after Week 4 of the semester, you will be dropped from the course due to lack of participation.
- If you are missing any ten assignments after the Week 8, you will be dropped from the course due to lack of participation.
- If you are missing two Writing Tasks before the drop date (date after which you will get a grade other than "W"), expect to be dropped from the course.

Tutor Verification Requirement for all Writing Tasks



In order for your final draft of any Writing Task to be graded, you must submit Tutor Verification showing that you worked with a tutor to revise and/or edit your draft.

👉 This requirement applies to all Writing Tasks in this course—no exceptions.

You may fulfill this requirement in one of the following ways:

- Meet in person with a tutor and receive written feedback directly on your draft
- Meet with a tutor via Zoom and obtain comments during the session
- Submit your draft online to a tutor and receive written feedback in return

It is your responsibility to meet all project deadlines. Not receiving a response from online tutoring does *not* excuse missing the Tutor Verification requirement. Plan ahead and allow time for possible delays.

✅ **How to Submit Tutor Verification:** You must submit one of the following:

- A photo or screenshot of your draft showing tutor comments
- OR, if you met with an IVC tutor, they may email me directly to confirm your visit and summarize what you worked on

Writing Tasks submitted without Tutor Verification will not be graded, and will result in zero.

Any AI usage will result in an automatic zero.

Respectful Use and Speech Policy: All students should be respectful to each other and the instructor. Remember that we are all here to learn, and learning requires practice. Nobody is perfect, and nobody in the class should feel scared or embarrassed about making mistakes. They are a part of learning! 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 discussions, but we do have to be respectful and kind. Any instances of disrespect in a discussion will result in the student being asked to leave the class.

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/emojis) to help convey meaning, and 11. Use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)]

Financial Aid

Your Grades Matter! In order to continue to receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirement. Making SAP means that you are maintaining a 2.0 GPA, you have successfully completed 67% of your coursework, and you will graduate on time. If you do not maintain SAP, you may lose your financial aid. If you have questions, please contact financial aid at finaid@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

Date or Week	Activity, Assignment, and/or Topic	Due Dates
Week 1 August 11-16	Syllabus & Introduction Module Week 1: Intro to the course components	Saturday, Aug. 11 by 11:59pm
Week 2 August 18-23	Module Week 2: The Simple Present	Saturday, Aug. 23 by 11:59pm
Week 3 August 25-30	Module Week 3: The Simple Present Statements	Saturday, Aug. 30 by 11:59pm
Week 4 September 1-6	*Note* Campus CLOSED on Monday, Sept. 1st in observance of Labor Day Module Week 4: The Simple Present Questions and Prepositions Unit 1 Writing Task Unit 1 EXAM	Saturday, Sept. 6 by 11:59pm
Week 5 September 8-13	Module Week 5: The Present Continuous	Saturday, Sept. 13 by 11:59pm
Week 6 September 15-20	Module Week 6: Simple Present vs Present Continuous	Saturday, Sept. 20 by 11:59pm
Week 7 September 22-27	Module Week 7: The Future Tense Unit 2 Writing Task Unit 2 EXAM	Saturday, Sept. 27 by 11:59pm
Week 8 Sept. 29-Oct. 4	Module Week 8: The Simple Past (Form, Use, Regular vs Irregular)	Saturday, Oct. 4 11:59pm
Week 9 October 6-11	Module Week 9: The Simple Past (Questions and Negatives) Unit 3 Writing Task Unit 3 EXAM	Saturday, Oct. 11 by 11:59pm
Week 10 October 13-18	Module Week 10: Possessives and Pronouns	Saturday, Oct. 18 by 11:59pm
Week 11 October 20-25	Module Week 11: Nouns Unit 5 Writing Task Unit 5 EXAM	Saturday, Oct. 25 by 11:59pm
Week 12 Oct. 27-Nov. 1	Module Week 12: Modifiers, Adverbs, and Adjectives	Saturday, Nov. 1 by 11:59pm
Week 13 November 3-8	Module Week 13: The Past Continuous	Saturday, Nov. 8 by 11:59pm
Week 14 November 10-15	*Note* Campus CLOSED on Monday, Nov. 10th in observance of Veteran's Day Module Week 14: Modals (Obligations, Permission, Ability, Expectation)	Saturday, Nov. 15 by 11:59pm
Week 15	Module Week 15: Modals (Advice, Deductions, Possibility) Unit 8 Writing Task	Saturday, Nov. 22 by 11:59pm

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November 17-22	Unit 8 EXAM	
Thanksgiving Break	<i>Thanksgiving Break November 24 – November 29th</i>	Thanksgiving Break
Week 16 December 1-5	IMPORTANT: Final Writing Task DUE Thursday, December 4th at 11:59pm Final Exam on SPARK	Final Essay, 12/4th by 11:59pm Module, 12/6th by 11:59pm

*****Subject to change without prior notice*****