



IMPERIAL VALLEY COLLEGE

Basic Course Information

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| Semester: | Fall 2025 | Instructor Name: | Leticia Pastrana |
| Course Title & #: | ESL 004 Grammar & Comp. for Intermediate ESL | Email: | Leticia.pastrana@imperial.edu |
| CRN #: | 21404 | Webpage (optional): | |
| Classroom: | Hybrid We meet Mondays in person in room 413 and the second class is online in Canvas with no online class meeting. | Office #: | 405 |
| Class Dates: | February 17 to June 12, 2026 | Office Hours: | Monday 11:00-1:00 Room 405 Tuesday 10:00-11:00 Room 405 Wednesday 10:00-10:30 Online Thursday 10:00-10:30 Online |
| Class Days: | Monday -in person room 413 Wednesday -Online no class meeting online | Office Phone #: | (760) 355-6336 |
| Class Times: | Monday 8:15-10:50 am | Emergency Contact: | Lency Lucas Division Secretary (760)355-6337 |
| Units: | 5 | Class Format/Modality: | Online with no class meetings |

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

There is no textbook for you to purchase for this class. We have two OER textbooks that will be available electronically for you to download and use online. You will need to purchase a \$15.00 access to the FORGE on www.libretexts.org.

You will need to access course work in three

1. First, here on Canvas. These will appear as quizzes which are really activities for you to complete as well as class discussion boards and think and reflect questions.
2. Second, you will also have to access an outside website to complete grammar practice exercises. The website is free to you. You do not have to pay anything to access it and the activities will directly link to the site.
3. Third, you will have to complete your writing assignments on the Forge word processor. You will write your homework from beginning to end. You cannot write somewhere else and then copy and paste. For example you cannot write with paper and pen and then type up your assignment. For writing assignments, you will need continuous access to the internet while you are working. You will [create an account here](#), and then use the class code to join the class: LP-9U45F

Recommended Text

A good dictionary can be a good friend and can help you improve your writing. One of the best dictionaries for English language learners is the [Longman Dictionary of Contemporary English](#)[Links to an external site.](#). The Longman dictionary will not only give you the definition of a word, but also provide examples of how to use the word correctly in a sentence. Additionally, you can hear the word pronounced in both British and American English. To access the dictionary, go to <https://www.ldoceonline.com/>

Course Requirements and Instructional Methods

This class is an hybrid course meaning that we meet IN PERSON on Mondays from 8:15-10:50 and other class time is online / asynchronous meeting there is no second meeting either in person or online. It is VERY important for you to make sure you do your work each week! Because of the flexibility to complete your work, deadlines WILL NOT be extended. 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) with your teacher; (4) in recorded, online assignments; (5) with strangers in out-of-class assignments.



I expect that you will consistently check the Announcements in Canvas, review the Calendar for due dates, participate in weekly Discussions, turn in your own work and complete all assignments, discussions and online quizzes/exams on time.

Success: Acquiring another language requires focused effort. 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.

Ungrading and Contract-Based Grading Policy

This course uses an ungrading approach combined with contract-based grading. Ungrading emphasizes learning, practice, feedback, and revision rather than frequent numerical or letter grades. Students develop grammar accuracy and writing skills through guided practice, multiple drafts, peer review, and instructor feedback.

Your final course grade is determined by a grading contract. By completing specific learning tasks and meeting clearly defined expectations, you earn the grade you choose to work toward.

What Is a Grading Contract?

A grading contract is an agreement between you and the instructor that explains what work must be completed and how consistently in order to earn a final course grade. This course values:

- Regular attendance and active participation
- Completion of grammar and writing practice
- Submission of multiple drafts of writing assignments
- Participation in peer review activities
- Thoughtful incorporation of instructor and peer feedback
- Reflection on your own learning and progress

Grades are based on engagement and process, not on writing being "perfect."

Writing and Revision Expectations

Students in this course will complete several short and extended writing assignments. For most writing assignments, students are expected to:

- Submit an initial draft on time
- Participate in peer review, giving and receiving feedback
- Revise writing based on peer and instructor feedback
- Submit a revised draft that shows effort to improve grammar, clarity, and organization

Revisions should demonstrate meaningful changes, not only minor edits.

Contract Criteria by Grade

Grade of A (Excellent Engagement and Progress)

To earn an A, students must meet all of the following:

- Attend class regularly (no more than 3 absences)
- Participate actively in grammar practice, writing workshops, and peer review
- Complete at least 90% of grammar homework, writing tasks, and in-class activities
- Submit all major writing assignments, including required multiple drafts and revisions
- Participate consistently and thoughtfully in peer review activities
- Demonstrate clear effort to incorporate instructor and peer feedback into revised drafts
- Complete required self-reflections on grammar and writing development

An A represents strong commitment to the writing process, consistent engagement, and steady improvement.

Grade of B (Consistent Engagement and Satisfactory Progress)

To earn a B, students must meet most of the following:

- Attend class regularly (no more than 4 absences)
- Participate in grammar practice and writing workshops most of the time
- Complete at least 80% of assigned grammar and writing work
- Submit most major writing assignments, including at least one revised draft
- Participate in peer review, though feedback may be brief or inconsistent
- Show effort to incorporate feedback, even if revisions are limited

A B represents reliable participation and satisfactory progress in grammar and writing.

Grade of C (Minimum Course Requirements Met)

To earn a C, students must meet the minimum expectations:

- Attend class inconsistently but remain enrolled
- Participate occasionally in grammar and writing activities
- Complete at least 70% of assigned work
- Submit some writing assignments, with limited revision
- Participate minimally in peer review
- Show basic awareness of feedback but limited application

A C represents basic completion of course requirements with limited engagement in the writing process.

Grade of D (Insufficient Participation and Completion)

A D is earned when students:

- Miss a significant number of classes
- Rarely participate in grammar practice, writing workshops, or peer review



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- Complete less than 69% of assigned grammar and writing work
- Do not submit required drafts or revisions
- Show little or no engagement with feedback

A D indicates that course expectations were not met.

Final Grade Determination

At the end of the semester, students will complete a self-assessment reflecting on their attendance, participation, grammar practice, writing assignments, revisions, and use of feedback. The instructor will review this self-assessment along with course records to determine the final grade according to the grading contract. The instructor reserves the right to assign the final grade based on documented evidence.

Late Policy: Anything due that must be submitted in Canvas or can be submitted up to 6 days late. Anything submitted after the deadline will receive a deduction.

Discussions are due by the deadline and will not be accepted late.

Writing assignments will be completed on the Forge word processor. Assignments can only be submitted late with instructor approval. If you don't get instructor approval, the assignment will automatically submit whatever you have completed on the due date. Extensions with instructor approval will extend the deadline.

Academic Honesty (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.

In our class, all of your papers will be written in the Forge. The Forge is an instructional tool where you will write all your assignments from start to finish. It has a word processor which will show all your work. In this tool, work that is copy and pasted will be highlighted. The expectation is that all work will be written directly in the Forge word processor so that large amounts of pasted language will be considered as plagiarized work either from another source or AI.

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 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;

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- 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) Artificial Intelligence (AI) Artificial Intelligence (AI) should not be used without permission from your teacher. This includes using:

- ChatGPT • Grammarly • Grammarly Pro • You.com • Microsoft Co-Pilot

Course Policies

When do modules open and close? You have one week to complete each module. Modules open on Monday 11:30 am and close Saturday at 11:59 pm.

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

Attendance: Any student who does not complete the orientation unit or 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 will drop students after two weeks of non attendance or non-completion of assignments.

Regular participation is required. Participation includes:

- o Posting and responding in weekly discussions;
- o Completing weekly work on Canvas;
- o Submitting your writing work on time on the Forge;

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.

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 February 17-21 | Monday in Class: Monday is a holiday. The semester starts on Tuesday Feb. 17 th . Online: Chapter 1 (simple present and present progressive) and sentence writing (components of a sentence) | Watch videos on chapter 1: Complete review exercises on Canvas: Participate in a discussion; Assess your learning. |



| Date or Week | Activity, Assignment, and/or Topic | Pages/ Due Dates/Tests |
|--|--|--|
| (Monday 16th is Washington Day holiday) | | |
| Week 2 Feb. 23-28 | Monday: Practice chapter 1 (simple present and present progressive) Online: Chapter 2 (comparative and superlative adjectives/ nouns -singular and plural and count/non-count) Writing: Commonly confused words and spelling | Watch videos on chapter 2: Complete review exercises on Canvas: Participate in a discussion; Assess your learning. |
| Week 3 March 2-7 | Monday: Practice chapter 2 (adjectives and nouns) Online: Videos of future tense Writing: Writing paragraphs (topic sentence, supporting sentences and concluding sentences) | Watch videos on chapter 3: Complete review exercises on Canvas: Participate in a discussion; Assess your learning. |
| Week 4 -March 9-14 | Monday: Practice future tense Online: Chapter 4 Simple past and past progressive Writing: Purpose, audience, tone, and content | Watch videos on chapter 4: Complete review exercises on Canvas: Participate in a discussion; Assess your learning. |
| Week 5 March 16-21 | Monday : practice simple past and past progressive Online: more simple past and past progressive Writing : The writing process: Prewriting and Drafting | Watch videos on chapter 4: Complete review exercises on Canvas: Participate in a discussion; Assess your learning. |
| Week 6 March 23-28 | Monday: Practice simple past and past progressive continued Online: Videos on present perfect (chapter 5) Writing: Developing a strong, clear thesis statement | Watch videos on chapter 5: Complete review exercises on Canvas: Participate in a discussion; Assess your learning. |
| Week 7 March 30-April 4 | Monday: Practice chapter 5- the present perfect Online: Sentence types Writing: Writing introductory paragraphs and Body Paragraphs | Watch videos on sentence types: Complete review exercises on Canvas: Participate in a discussion; Assess your learning. |
| Spring break April 5th-12 No Classes and No Homework! Enjoy your Spring Break! | | |
| Week 8 April 13-18 | Monday- Review the present perfect Online: Videos of chapter 6 : Pronouns (subject and object) Writing: Basic elements of a first draft, writing a conclusion | |
| Week 9 April 20-25 | Monday: Midterm test of chapters 1-5 Online: Compound sentences (FANBOYS), Videos of chapter 7 Writing: Revising and editing your essay | |



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| Date or Week | Activity, Assignment, and/or Topic | Pages/ Due Dates/Tests |
|---|---|--|
| Week 10 April 27-May 2nd | Monday: Practice modal verbs Online: Videos of chapter 8 Gerunds and infinitives Writing: Completing a peer review | |
| Week 11 May 4-9 | Monday: Practice gerunds and infinitives Online: Chapter 9: Phrasal Verbs Writing : editing your draft for standard grammar and mechanics | Complete review exercises on Canvas: Participate in a discussion. Assess your learning. Work on writing assignment. Editing assignment |
| Week 12 May 11-16 | Monday: Practice phrasal verbs Online: Chapter 10: Passive voice in the simple present Writing: Parallelism | Complete review exercises on Canvas: Participate in a discussion. Assess your learning. Work on writing assignment. |
| Week 13 May 18-23 | Monday Online: Videos chapter 9 adjective clauses (subject) | Complete review exercises on Canvas: Participate in a discussion. Assess your learning. Work on writing assignment. |
| Week 14 May 26-30 (Monday 25th is Memorial Day holiday NO CLASS Monday) | Monday: Practice adjective clauses Online; Videos chapter 9 continued adjective clauses (object) Writing: Complex sentences | Complete review exercises on Canvas: Participate in a discussion. Assess your learning. Work on writing assignment. |
| Week 15 June 1-6 | Review for final | |
| Week 16 June 8-12 (Friday the 12th is the last day of the | Final exam and writing | |

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