Basic Course Information

Semester:	**Spring 2026**	Instructor Name:	**Ms. Sandra Castro**
Course Title & #:	**ESL 820 - Literacy in ESL 1**	Email:	**sandra.castro@imperial.edu**
CRN #:	**22003**	Webpage (optional):	**N/A**
Classroom:	**Building PACE**	Office #:	**Part-Timers: Building 3900**
Class Dates:	**03/03/26 – 04/21/26**	Office Hours:	**N/A**
Class Days:	**T & TH**	Office Phone #:	**Lency- (760) 355-6337**
Class Times:	**05:30– 7:45 PM**	Emergency Contact:	**sandra.castro@imperial.edu**
Units:	**0.00**	Class Format/Modality:	**Face-To-Face**

Course Description

[Paste in the course description from the Course Outline of Record (COR), located at

ESL 820 is a course for speakers with little or no oral or written competency and limited L1 literacy. Students will learn literacy skills that will build a foundation for further ESL training or to form a foundation for their ability to operate within the U.S. Culture. Literacy skills include the development of fine motor skills, the ability to follow a line of print from left to right, and the identification of alphabetic, numeric and time symbols. Included will be instruction in culturally appropriate Non-verbal communication, greetings and farewells, basic social skills, school conduct, courtesies, etc. This course will provide basic literacy foundation for L2 learners so they may operate in their home and their immediate environment. (Nontransferable, nondegree applicable)

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

[Paste in the course perquisite(s) and/or corequisite(s) from the COR, located at https://imperial.curricunet.com/search

None

Student Learning Outcomes

[Paste in the course student learning outcomes from the COR, located at https://imperial.curricunet.com/Search]

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1.- Provide Basic personal information such as name and address.

2.- Identify, in English, parts of the body

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3.- Writing: Can write a short paragraph, given a model.

Course Objectives

[Paste in the course objectives from the COR, located at https://imperial.curricunet.com/Search*]*
Upon satisfactory completion of the course, students will be able to:

1. *Pronounce, write, and recognize numbers.*
2. *Write and Recite the Alphabet.*
3. *Use culturally appropriate social gestures such as waving, shaking hands, direct eye contact, nodding "yes" or "no", shrugging "I don't know".*
4. *Write one's name and address and phone number.*
5. *Understand the basics of personal hygiene.*
6. *Use and respond to simple greetings, farewells, ad courtesies.*
7. *Conduct themselves appropriately in the classroom, including raising one's hand, waiting one's turn, being non-disruptive, responding to simple classroom commands.*
8. *Point to common parts of the body, express one's state of healthy/being in one or two words, answer simple questions about oneself.*

Textbooks & Other Resources or Links

[Describe which textbooks and/or other resources are required for the course. Be sure to include ISBN.]
Instructor will provide copies. (Elli II)

Course Requirements and Instructional Methods

[Describe course activities, assignments, tests, homework, etc.]

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

[Provide detailed information related to grading practices and grading scale, including values and totals. Consider adding final grade calculation, rubrics, late assignment policy, and other grading practices.]

PASS / NO PASS   Only

-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.

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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

[Describe other policies such as attendance, academic honesty, netiquette, expected classroom behavior, etc.]

• 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. See General Catalog for details.

• Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absence 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.

• 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 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 owned 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.

Other Course Information

[Optionally, include other necessary information.]

Financial Aid

Your Grades Matter! In order to continue to receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirement. Makings 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

[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 03/03 – 03/05	-Introduction to the course, Syllabus, Canvas review, and introduce ourselves to the class.	-Syllabus

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Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
	-Personal Information: Such as Name and Address. -Pronounce, Write and recognize Numbers. -Packet with copies.	03/05 -Basic personal Information Form -Copy of The Numbers 1-100
WEEK 2 03/10– 03/12	-Introduce, Write And Recite The Alphabet	03/12 -Copy of The Alphabet
WEEK 3 03/17– 03/19	-Use culturally appropriate social gestures such as waving, shaking hands, direct eye contact, nodding "yes" or "no", and shrugging "I don't know".	03/19 -Social Gestures
WEEK 4 03/24– 03/26	-Write one's Name, Adress, and Phone Number.	03/26 -Plastic Boards - Dry Erase Markers - Paper and Pencil
WEEK 5 03/31 – 04/02	-Personal Hygiene: Essential, daily use items designed for cleaning the body, managing odor, and maintaining overall health. Oral care (toothpaste, brushes), Hair care (shampoo), Skin Cleansing (soap, body wash), Odor Control (deodorant, antiperspirant), and specialized items like feminine hygiene products , shaving tools, and hand sanitizers.	04/02 -Provide Vocabulary List
SPRING BREAK No Classes! 04/07 – 04/09		CAMPUS CLOSED
WEEK 6 04/14 – 04/16	-Use and Respond to simple Greetings, Farewells, and Courtesies. Conduct themselves appropriately in the classroom: Including raising one's hand, waiting one's turn, being non-disruptive, and respond to simple classroom commands.	04/16 -
WEEK 7 04/21	-Point to common PARTS Of The BODY REVIEW (April 21, 2026 Last Class)	04/21 Parts Of The Body

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Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
	Subject To Change Without Prior Notice	

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