

Welcome to College English as a Second Language IV

Spring 2013

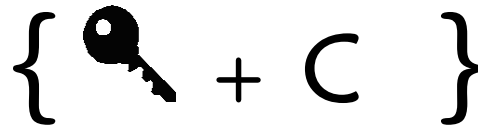
Class: **ESL 4B/4C must be taken together.**
4B – Reading & Vocabulary. 4C – Speaking & Listening.
These combined classes focus on grammar and sentence structure of oral communication, which includes, using informal speech, increasing vocabulary, and general improvement in pronunciation, listening, word building and reading skills.

Class Numbers: **3141 (4B) and 3142 (4C)**

Units: 6 units (ESL 4B & ESL 4C – 3 units each)

Days and Time: Tuesdays *and* Thursdays, 7:00 p.m. to 10:00 p.m.

Instructor: Ms. Danielle Keesee



Classroom: CSB 208 (CSB = Guadalupe S. Ramirez Collaborative Studies Building)

Office Hour: 6:25 pm – 7 pm, Tuesdays and Thursdays, in the classroom.

Email: keeseedg@lamission.edu

ABSENCES and RESPONSIBILITIES

- **You are responsible for work you missed due to an absence. Ask a classmate what you missed if you are absent.** AFTER studying on your own or with a classmate, then ask me for help if you don't understand. I'm happy to help students after they have tried to do the lessons they missed.
- You can be absent from 2 classes without calling and without it affecting your grade (Exception: Missing a test day).

Right now, get contact info from some classmates, so that if you are absent you can find out


- 1) what the homework was,
- 2) what was covered in class and,
- 3) if any test dates were announced.


Name _____ Phone # _____ Email _____

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REQUIRED TEXTBOOKS

 **Reading Explorer 3** **Book + CD**
Published by Cengage Press, 2009

 **Lecture Ready 1, Strategies for Academic Listening, Note-Taking, and Discussion** **Book + CD**
Published by Oxford University Press, 2006

YOUR GRADE IN THIS CLASS

Your grade is based on the following **POINTS**:

Academics – 85 points

Tests	50	*There are no make-up tests or quizzes.
Quizzes (includes surprise quizzes)	10	*There are no make-up tests or quizzes.
Final (May 28, 2013)	15	*No make-up tests, including final.
Improvement in class	10	
(...in pronunciation and/or understanding of new material)		

Behavior – 15 points

Respectful Participation and Effort	5
Not removed from classroom, 1st time	2 ++
Not removed from classroom, 2nd time	3 ++
Not removed from classroom, 3rd time	5 ++
Total possible points	<u><u>100</u></u>

++ **Not removed from classroom** ++

Due to the severe problem with excessive, disrespectful, disruptive talking while class is in session, behavior has become part of your grade. Students who are asked to leave the classroom one time will lose 2 points. If asked to leave a second time, 3 more points are subtracted from all possible points. If asked to leave a 3rd time, 5 more points will be taken away. In addition, it would very unlikely that a student who has been asked to leave the classroom three times would earn the 5 points for participation and effort.

All of this means: Students who are attentive and respectful get 15 free points; students who disrupt class and do not respect the classroom environment lose 15 points.

* You can arrange to take a test earlier than planned – one time.

Try to avoid this because I make a different, more difficult, version of the test.

* If you miss a test, the next test counts double (i.e. the grade earned on the second test is the grade you will receive for both the current test and also for the previous, missed test).

This class is Pass/No Pass (Pass/Fail). This means that you must earn equivalent to a grade of C or better to pass and move on to ESL 5B/5C. A 'C' is a minimum of 70% correct or 70 out of every 100 points possible. Below 70% = No Credit, or No Pass (NP).

Tests and Quizzes

- ✍ **The test dates are announced numerous times.**
(except for the surprise quizzes that check to see if you have been doing class work and/or homework)
 - I quit checking homework done in the books, and sometimes I do not collect homework, especially if the homework was assigned to help you understand the topic and help you with the tests. We always go over homework that was assigned (check for correctness and comprehension). After going over homework, there are often – unannounced – quizzes based on homework assignments.

 - ✍ **The type of test, and what to study for tests is announced many times.**
 - The tests and quizzes can include anything that has been discussed in class, worked on in class or assigned for homework, including any supplemental materials associated with lessons.
 - However, if a topic in a chapter or unit was not covered in class and not assigned as homework, it will not be included in any tests or quizzes.
 - Also never on tests: when I bring in books or a few printed pages that have interesting information related to the lesson.
 - ASSIGNMENTS (class work and homework) are the only things that are potential material for tests and quizzes.

 - ✍ **Some tests are verbal instead of written.**
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Homework – How Many Hours?

“Los Angeles Community Colleges use ‘The Carnegie Rule and Title 5, section 55002’ which sets these minimum standards:

1 unit = 1 lecture hour [50 minutes] per week with 2 hours homework per week...The hours per week are based on a standard 18-week calendar...”

When semesters were 18 weeks long, this 6-unit class met 6 (lecture) hours a week (300 minutes in the classroom). That means that each week I could assign up to 12 hours of homework! Plus, we now have 15-week semesters, so we meet 113% more minutes per week...and the community college district expects you to have up to 13.5 hours of homework every week – for just this class.

Why am I telling you this?

Because you should be grateful on those weeks when you only have a few hours of homework to do!

IMPORTANT DATES FOR SPRING 2013

Last day to ADD classes	February 15, 2013 {Friday}
Last day to DROP classes	February 18, 2013 {Monday}
<i>Drop before this day and no class will show on your permanent record. No grade of "W" will be on permanent transcripts.</i>	
Last day for Section Transfers	March 8, 2013 {Friday}
Last day to DROP classes In Person	Prior to May 5th
Last day to DROP classes Internet only	May 5, 2013 {Sunday}
<i>Drop before this day and no receive a grade of "W" instead of an "F" or "NP" (No Pass). A "W" in the class counts toward the 'Three-Repeat Rule' (see below).</i>	
Registration for fall 2013 (for continuing students) Nov. 29 – Dec. 23, 2013	

HOLIDAYS	
<u>College is closed on the days listed</u>	
Feb. 15 – 18, 2013 Presidents' Day	[Friday – Monday]
Mar. 29 – Apr. 5, 2013 Spring Break	[Friday – Friday]
April 1, 2013 Cesar Chavez Day	[included in Spring Break]
May 27, 2013 Memorial Day	[Monday]

FINAL EXAMS	
END OF SEMESTER	
<u>Special Schedule for Final Exam Week</u>	
May 25, 2013 Last day or REGULAR class instruction	[Saturday]
May 28 – June 3, 2013 Final Exam WEEK	[Tuesday – Monday]
May 28, 2013 FINAL EXAM FOR THIS CLASS!	[Tuesday] 8 – 10 pm

As many of you already know, students are assigned registration times. Registration for the next semester opens well before the current semester is finished. Do not wait for your final grade(s) before enrolling in next semester's class(es). Use your specified registration time to enroll in ESL 5B/5C as early as possible. Since enrollment will occur toward the end of the current semester, you will know if you are, or are not, passing this class. If you are concerned that you will not know for certain, don't worry. I always talk to the class about this as a general topic, and then speak to students who are at risk of not passing the class on an individual basis.

Obviously, students who received As and Bs on tests, have done their homework, have had good attendance, and participated in class activities should just enroll in level 5 without consulting with me. Only those who do not receive passing grades on tests and assignments or have been absent too much won't be able to move on to level 5. They will have to repeat level 4 next semester.

As adults in an American classroom, you should be aware of common, normal, acceptable behavior in an American college classroom and behaviors that are not normal or common.

NORMAL, COMMON BEHAVIOR IN AN AMERICAN COLLEGE CLASSROOM

- ~ NO EXCUSED ABSENCES
 - ~ Why ask? If absence affects grade, nothing can be done about it.
- ~ LEAVING EARLY SHOULD BE AVOIDED, BUT IF NECESSARY, LEAVE QUIETLY, DISCREETLY
 - ~ No American instructor expects to be asked if it is ok to leave early. No, it's never OK, but adults sometimes have emergencies that result in having to leave class. Students leave quietly, preferable during a break.
 - ~ Why ask? If it is truly important to leave then you have to leave. Instructors cannot change your grade based on reason you had to leave.
- ~ TALKING TO INSTRUCTOR ABOUT PERSONAL BUSINESS DURING CLASS – ESPECIALLY WHILE INSTRUCTOR IS TEACHING IS NOT APPROPRIATE.
 - ~ Ask your friends and family who attend college or university in the US, not ESL classes, but classes that are for earning degrees. No student walks up to the instructor when he or she is teaching and ask if it is OK to go to the bathroom or go home, or ask a question about something written on the board.
- ~ CONSIDERED RUDE TO SAY HELLO WHEN ENTERING CLASS LATE.
- ~ VERY RARE TO GIVE GIFTS TO COLLEGE OR UNIVERSITY PROFESSORS
 - ~ It's not a bad thing; it's just not usually done.
 - ~ American instructors are often friendly with some students but grades are always based on work done only (grades aren't influenced by gifts or influential family members).

NOT COMMON, NOT PROPER BEHAVIOR IN AN AMERICAN COLLEGE CLASSROOM

- ~ ASKING TO BE EXCUSED FOR BEING ABSENT
 - ~ Why ask? If absence affects grade, nothing can be done about it.
- ~ ASKING TO LEAVE EARLY.
 - ~ Why ask? You are not in jail; you are not children. You are responsible for earning your own grade in your classes.
 - ~ If a student leaves early every week, it becomes noticeable and student may be dropped from class.
 - ~ If a student leaves early very often and disrupts the class while leaving, student is rude and can be dropped from class.
- ~ TALKING TO INSTRUCTOR ABOUT PERSONAL BUSINESS DURING CLASS – ESPECIALLY WHILE INSTRUCTOR IS TEACHING.
 - ~ It's shocking to have a student suddenly standing next to me while I'm writing on board – IN THE MIDDLE OF A CLASS.
 - ~ I've had a student with a bloody nose ask me for permission to go the bathroom. You may see that as respectful, but I see it as unnecessary.
 - ~ If you have a question about class work or something written on the board, raise your hand to ask about it; don't walk up and put your finger on the board to ask the question.
- ~ ACKNOWLEDGING THE INSTRUCTOR & CLASSMATES MAY BE CONSIDERED POLITE TO YOU BUT IT IS RUDE TO DISRUPT THE CLASS WHEN IT HAS ALREADY BEGUN.
- ~ HONSTLY, I'VE GOTTEN SOME GREAT GIFTS – AND KEPT THEM. I HAVE GREATLY ENJOYED THE FOOD TOO!
 - ~ However, gifts are not expected and they have never affected my decision on anyone's grade.

COLLEGE RESOURCES FOR LAMC STUDENTS

Admissions and Records: Students can register for classes, request transcripts, file petitions for graduation, and drop classes at this office. For more information call 818-833-3322 or visit: <http://www.lamission.edu/admissions/>

Assessment Center: Offers student assessments in English, English-as-a-Second-Language (ESL) and Mathematics. Please contact the Assessment Center at (818) 364-7613 for more information or visit <http://www.lamission.edu/assessment/>

Bookstore: For hours of operation, book availability, buybacks, and other information call 818-364-7767 or 7768 or visit <http://eagleslanding.lamission.edu/default.asp>

Counseling Department: For appointments and information call 818-364-7655 or visit <http://www.lamission.edu/counseling/>

Disabled Students Programs and Services (DSP&S): For appointments, eligibility and information call 818-364-7732 or visit <http://www.lamission.edu/dsps/>

Extended Opportunity Programs and Services (EOP&S): For appointments, eligibility and information call 818-364-7645 or visit <http://www.lamission.edu/eops/>

Financial Aid: For information and applications call 818-364-7648 or visit <http://www.lamission.edu/financialaid/>

Library: For information on hours, resources, workshops, and other services contact 818-364-7106 or visit <http://www.lamission.edu/library/>

Tutoring Services in Learning Center: Laboratories for Learning, Writing, Math & Science. Walk-in and appointment services offered. Call 818-364-7754 or visit www.lamission.edu/learningcenter/

SPECIAL ACCOMMODATIONS

If you require special accommodations for a disability, religious holiday, or any other reason please inform your instructor(s) within the first week of the course and we will accommodate you if at all possible. For accommodations due to disability, you must consult with the Disabled Students Programs and Services Office after which we will abide by their recommendations.

Don't ask me! Here it is:

The final exam for THIS CLASS is on TUESDAY, MAY 28, 2013.

It is 15% of your grade in this class.

E. S. L. 004B - College ESL 4B: Reading/Vocabulary - SLOs

Upon completion of this course the student will...

- ♦ infer meaning of vocabulary and text from context.
- ♦ identify pro and con arguments of a stated position.
- ♦ distinguish fact from opinion in academic text.
- ♦ recognize cause and effect in academic text.
- ♦ be more aware of some of the common idioms in American English.

E. S. L. 004C - College ESL 4C: Listening/Speaking - SLOs

Upon completion of this course the student will...

- ♦ take lecture notes.
 - ♦ participate in discussions regarding intermediate-level academic texts.
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IMPORTANT NOTICE – New 3 Repeat Rule

EFFECTIVE SUMMER 2012, course withdrawal (“W”) or a substandard grade (“D,” “F,” or “NP”) count as an attempt at a course. Only three attempts at any one course will be allowed.

Listed below are the new rules that all students need to know about.

- Students who drop or are excluded after the last day to drop without a grade of “W” will have a “W” appear on their transcript.
- The “W” will count as an attempt for that course.
- For the Spring semester, February 18, 2013 is the last day to drop a 16-week semester length class without a “W.” Students will be able to drop a class online until this date. Contact the office of Admissions and Records for deadlines on late start, short-term and special program classes.
- A course in a student’s transcript which currently shows a recorded “W” counts as an attempt for that course.
- Students will not be allowed to register for any course within the LACCD if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
- Add permits for a course within the LACCD will not be processed if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
- For courses specifically designated as “repeatable,” students may repeat up to three times (See Title 5 California Code of Regulations sections 55040, 55041, 58161).
- Where the student’s number of enrollments in a course exceeds the allowable amount, the student may petition for an additional enrollment in cases of extenuating circumstances.

What students should do:

- Be sure you are academically ready for classes you enroll in.
- If you must drop a course, drop before the specified deadline for dropping a class without a grade of “W.”

Grading Rubric for Oral Presentations

Maximum possible points = 40

Name _____ Grade _____	5 - excellent	4 - very good	3 - okay	2 - fair	1 - poor
Organization/preparation					
Vocabulary & Grammar					
Volume					
Pronunciation, general					
Pronunciation, past tense verbs					
Eye contact					
Stayed within time limit					
Good Topic and/or Interesting					
<i>Comments</i>					