

Basic Course Information

Semester:	Spring Semester 2019	Instructor Name:	Julie Craven
Course Title & #:	Grammar and Composition for ESL 005	Email:	Julie.craven@imperial.edu
CRN #:	20318	Webpage (optional):	
Classroom:	304A	Office #:	2786
Class Dates:	February 12, 2019-June 4, 2019	Office Hours:	M- 1:00-2:00 in my office, T- 1:00-2:00 in my office, W- 5:00-6:00 online via IVC email, Th 5:00-6:00, online via IVC email
Class Days:	T/Th	Office Phone #:	760-355-5750
Class Times:	7:30-10:00	Emergency Contact:	
Units:	5		

Course Description

ESL 005 is a grammar class in an English only environment designed for the advanced ESL student. The course emphasizes grammar and writing sentences and paragraphs in a variety of rhetorical modes.

Student Learning Outcomes

1. Correctly form and use verbs in a variety of tenses.
2. Write and identify a variety of sentences (simple, compound, complex, compound/complex) including questions and negatives.

Course Objectives

1. Students will demonstrate competency recognizing time expressions and writing in appropriate tense according to these time expressions.
2. Students will demonstrate competency in recognizing prepositional phrases and understanding their punctuation.
3. Students will demonstrate mastery in recognizing and using noun, adjective, and adverb clauses.
4. Students will demonstrate mastery in using, recognizing, and producing dependent and independent clauses.
5. Students will demonstrate mastery in identifying the parts of speech and sentence parts: subject, verb, and complement.
6. Students will demonstrate competency in understanding advanced subject-verb agreement.
7. Students will demonstrate competency in understanding the relationships

and functions of connecting devices including conjunctions and transitions. 8. Students will demonstrate mastery in writing complex sentences with adjective clauses using the relative pronouns who, whom, which, that, and whose. 9. Students will demonstrate mastery in using a variety of pre-writing skills: brainstorming, clustering, and outlining, which lead to the development of ideas and topics for paragraphs. 10. Students will demonstrate mastery in writing topic sentences with topics and controlling ideas. 11. Students will demonstrate writing simple sentences with correct punctuation. 12. Students will demonstrate competency in writing well organized, coherent, paragraphs with topic, supporting, and concluding sentences of six to twelve sentences with the following organizational patterns: listing order, giving instructions, and reason/example. 13. Students will demonstrate mastery in using correct capitalization. 14. Students will demonstrate competency in using correct punctuation and have the ability to recognize and correct run-on sentences, comma splices, and fragmented sentences. 15. Students will demonstrate the ability to use, produce, and recognize level appropriate vocabulary in a variety of oral, aural, and written exercises with specific focus on vocabulary used in academic context areas.

Textbooks & Other Resources or Links

Longman Academic Writing Series Three: Paragraphs to Essays, fourth edition, ISBN 978-0134663326, Pearson; Verb Tense Review, Julie Craven (You can find it on Canvas). Notebook with white, lined standard academic notebook paper; English/English dictionary

Course Requirements and Instructional Methods

Over the course of the semester, you will have five or six writing assignments including the final exam paragraph. You will also have four to five quizzes and a sentence combining section of the final examination. Your homework assignments will be related to your textbook, verb tense review manual, and various handouts and handout activities given in class.

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

Students' grades will be determined on a point basis. The writing assignments are 42% of your grade. The quizzes are 30% of your grade, and the final exam is 28% of your grade. Therefore, it is very important to turn in all assignments, take every quiz, and complete the final exam. All writing assignments will be graded as follows: 20-18 points=A; 17-16 points=B; 15-14 points=C 13-12 points=D. If an assignment receives a non-passing grade, students may rewrite it until it receives a passing grade of "C" only. Students must remember to rewrite any non-passing assignments. Homework assignments can be turned in late but only one class session after the original due date. Late assignments cannot receive

an “A” grade. They can only receive a “B” or “C” grade. All rewrites of first draft paragraphs must be turned in no later than one class session after the first draft’s original due date. You may make up only one quiz, and you must make up a quiz within a week of your absence. You can take a quiz early if you plan it with me. Class participation will also be part of your grade. If you are late or leave the class early frequently, take longer than necessary breaks, or leave the classroom at any time for long periods of time, it will affect your class participation grade. The main reason students fail my class is poor attendance and failure to turn in all assignments. Please remember this is not an easy class. You need to come to class every day we meet. You need to review and study, and you must turn in all paragraph assignments.

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. A student whose continuous, unexcused absences 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.
- I do not apply tardies to my drop policy. If you are absent, it is your responsibility to find out what you missed during class.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- 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.
- Do not sharpen your pencil when your classmates or I am speaking.
- Come to class early or on time. If you come in late, enter quietly. Do not take longer than a twenty minute break, and do not leave class early.
- Do not talk unnecessarily in class. You can ask a lot of questions, but don’t socialize during class.

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- Do not leave the classroom unless it is necessary. It is very distracting when students leave the classroom repeatedly.

- Remember it is my responsibility to teach you, and it is your responsibility to learn. Try not to have behaviors that will distract you during class.

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 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 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.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- [Blackboard Support Site](#). The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- [Learning Services](#). There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- [Library Services](#). There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services](#) (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- [Student Health Center](#). A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District and El Centro Regional Center provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6310 in Room 2109 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 February 12-14	Class Room Introduction / Parts of speech review pronoun chart, prepositional phrase, parts of speech handouts, diagnostic paragraph	
Week 2 February 19-21	Parts of a sentence review, the simple sentence practices, prepositional phrase and personal pronoun practices	
Week 3 February 26-28	Paragraph one (formatting a paragraph), possessive nouns, correction symbols, personal pronoun quiz	
Week 4		
Week 5		
Week 6		
Week 7		
Week 8		
Week 9		
Week 10		

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Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 12		
Week 13		
Week 14		
Week 15		
Week 16	Final exam	

*****Tentative, subject to change without prior notice*****