

Basic Course Information

Semester	Fall 2014	Instructor Name	John D. Clarkson, M.A., J.D.
Course Title & #	ESL 41: Conversation 1	Email	john.clarkson@imperial.edu
CRN #	20562	Webpage (optional)	
Room	810	Office	Room 2789
Class Dates	2/18/15 – 3/30/15	Office Hours	M, W: 11:30 am – 1:00 pm- T, Th: 7:00 am – 7:30 am
Class Days	Mondays and Wednesdays	Office Phone #	Use email, please.
Class Times	10:15 am – 11:30 am	Office contact if student will be out or emergency	María Sell: (760-355-6337) or maria.sell@imperial.edu
Units	1 Unit		

Course Description

ESL 041 is a short-term intensive course designed for students to participate in a variety of authentic exchanges in academic and workplace environments. Topics include opening, maintaining, and closing a conversation, describing things, places, and people. (Nontransferable, nondegree applicable)

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. Students will be able to verify information in a conversation.

Course Objectives

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

1. Demonstrate competency in opening, maintaining, and closing a conversation.
2. Demonstrate competency in asking for repetition, clarification, and explanation or expansion.
3. Demonstrate competency in checking communication partner's comprehension, expressing partial or total incomprehension, and interrupting or getting someone's attention.
4. Demonstrate competency in describing things, places, and people, and instructing people how to do things.

Textbooks & Other Resources or Links

Kasloff Carver, T., S. Douglas, S. Lynn (2009). A Conversation Book 1 with Audio. Pearson. ISBN: 978-0-13-198674-9

Course Requirements and Instructional Methods

If you intend to master English, you must use it. Therefore, you should be prepared to speak with your classmates and teacher in English.

Success: Acquiring another language requires focused effort. Sitting in class is simply not sufficient for you to succeed. 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 one-hour class, this would mean that you are expected to study or participate in some other learning activity for an additional two hours every week.

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

This course must be taken for a letter grade. You will be assigned a final grade based on your homework, quizzes, classroom performance, the mid-term exam, and the final exam. It's important, therefore, that you complete the regular assignments and do your best on quizzes and the final exam. In order to pass the course, **you must pass the final exam**. Assuming you pass the final exam, the following components will contribute to your final grade in the percentage listed next to each:

Quizzes: 25%, Homework : 25%; Final Exam:25%. In-class speaking: 25%.

The grading scale is as follows: 90-100% = A; 80-89% = B; 70-79% = C; 60-69% = D; 0-59% = F.

Homework: All homework assignments **must be handed in on the date they are due**. If you fail to complete or turn in the homework on the date it is due, you will receive a grade of zero for that assignment.

Quizzes: I will give you quizzes throughout the semester. **No makeup quizzes will be given. If you miss a quiz, you will receive a grade of zero for that quiz.**

Final Exam: There will be only one final exam, administered on the date listed in the class schedule. **To pass the course, you must pass the final exam.**

Attendance

Class attendance will be taken at the beginning of class meetings. If you come late, see me to check in during the break. If you are going to miss a class, it is your responsibility to get the assignments and turn them in on time.

Sometimes, our work on one day depends on work done on another day. If you miss the one day, then you may find it difficult to perform the tasks on the other day. Also, we often work in groups. If you miss a class, you may disappoint your colleagues.

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.

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.

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.

Academic Honesty

Plagiarism is to take and present 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 correctly 'cite a source', 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, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or 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 School 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) use of a commercial term paper service

Additional Help – Discretionary Section and Language

Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>

Learning Labs: There are several labs on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program

Library Services: There is more to our library than just books. You have access to tutors in the learning 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 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. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

Anticipated Class Schedule / Calendar

Here is a tentative schedule for the semester. We may change it as needed.

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1	Introductions. Overcoming anxiety about talking.	
Week 2	Starting a Conversation and Clarifying information	pp. 1 - 15
Week 3	Everyday Life	pp. 16 -31
Week 4	Your Home	pp. 32 - 47
Week 5	Food	pp 49 - 63
Week 5	Your Community	pp. 65 -79
Week 6	FINAL EXAM: You will demonstrate the abilities listed in the section "Course Objective," above.	
There will be an assessment (quiz) at the end of each unit.		

**Mistakes are a sign that you are taking risks and learning.
It's OK to make lots of them!**