

Basic Course Information

Semester:	Fall 2017	Instructor Name:	Vanessa Quezada
Course Title & #:	ESL 032 Verb Review 2	Email:	vanessa.quezada@imperial.edu
CRN #:	20362	Webpage (optional):	CANVAS
Classroom:	Gym 709	Office #:	Part-Time Faculty Office, Rm 809
Class Dates:	May 01, 2018-June 07, 2018	Office Hours:	by appointment only
Class Days:	TTH	Office Phone #:	(Please use email)
Class Times:	11:25 A.M.-12:50 P.M.	Emergency Contact:	ESL Department Office (760) 355-6337
Units:	1.00		

Course Description

This course is designated to review and reinforce proper use of the simple present, present progressive, simple past, and past progressive verb tenses. It is a recommended supplement for students in Low Intermediate and Intermediate ESL courses. (Nontransferable, non-degree applicable)

Student Learning Outcomes

Demonstrate an understanding of the uses of the simple present and present progressive by using the correct tense to complete a paragraph.

Course Objectives

1. Student will demonstrate competency in understanding and using the simple present and the simple past.
2. Student will demonstrate the ability to create sentences in the simple present and the simple past in both oral and written forms.
3. Student will demonstrate competency in understanding and using the present progressive and the past progressive.
4. Student will demonstrate the ability to create sentences in the present progressive and the past progressive in both oral and written forms.

Textbooks & Other Resources or Links

Materials will be posted in CANVAS.

Course Requirements and Instructional Methods

- You are expected to attend every single class meeting and do all the assigned work.
- This course consists of direct instruction (lectures) as well as individual and pair work.
- You are expected to participate actively in class.
- You are also expected to complete and turn in homework assignments in a timely manner.
- You will be asked to complete practice quizzes on CANVAS. Late quiz submissions will receive a zero.
- No make-up quizzes will be allowed without a prior arrangement.

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

TASK	PERCENTAGE OF GRADE
<i>Attendance & Participation</i>	10%
<i>Homework & Practice Quizzes in CANVAS</i>	40%
<i>In-Class Quizzes</i>	20%
<i>Final Test</i>	30%
TOTAL	100%

90%-100%=A / 80%-89%=B / 70-79%=C / 60%-69%=D / 0%-59%=F

Attendance

Arriving late/leaving early and missing class will affect your Attendance & Participation points. If you have a valid excuse for missing class (and can provide documentation), talk to me or send me an email.

Homework **MUST** be turned in at the beginning of class. If you are late, your homework is considered late. Late homework will receive partial credit only (50%). You must turn in any missed homework on the following class meeting for partial credit only (50%). For example, if an assignment is due on Tuesday, and you don't do have it, you have until Thursday at the beginning of class to turn it in for partial credit (50%). If you bring it on Tuesday of the following week, I will not accept it.

If you know that you are going to be absent on a day the students are taking a quiz/test, and you have a valid excuse, you must speak with me to schedule an appointment to take the test/quiz or give the speech in advance. Only students who have a valid excuse will be allowed to make up work. No make-up quizzes/tests or presentations (speeches) will be permitted without a prior arrangement. Make-up quizzes/ tests will be taken in the Study Skills Center by appointment only.

Study Skills Center (located in the library)/ (760) 355-6384 / studyskillscenter@imperial.edu

- 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

The purpose of this class is to help you develop your English speaking and listening skills; therefore, you are expected to communicate in English only. Please, refrain from speaking in your native language. This class is an opportunity for you to practice using English, so take advantage of it!

- 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.

Online Netiquette

Whenever you communicate with me via email, follow the rules described below. I usually reply to emails as soon as possible. However, you need to be aware that sometimes it may take me up to 48 hours to reply especially if you email me on weekends. Your emails need to be written in English. I will ignore emails written in Spanish or any language other than English.

- 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

Cheating will not be tolerated in this class. If you are caught cheating, you will receive a zero on the test or assignment. If the behavior is repeated, you will be reported, and the consequences could be very serious. ***Cheating on a test or assignment is not worth the risk!***

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 provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 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

subject to change without prior notice

WEEK	TOPIC	ASSIGNMENTS *You must check CANVAS for updates and reminders
Week 1	Syllabus The Past Tense	Exercises assigned in class
Week 2	The Past Tense con't, The Past Progressive Tense	Exercises assigned in class Practice Quiz #1 in CANVAS
Week 3	The Past Progressive Tense con't, In-class Quiz #1	Exercises assigned in class Practice Quiz #2 in CANVAS
Week 4	The Present Progressive Tense, The Present Tense	Exercises assigned in class Practice Quiz #3 in CANVAS
Week 5	The Present Progressive Tense con't, The Present Tense con't, In-class Quiz #2	Exercises assigned in class Practice Quiz #4 in CANVAS
Week 6	Review session and SLO Assessment Final Exam	

Class Contacts:

Name: _____ Email: _____ Phone: _____

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