

Basic Course Information

Semester:	Fall 2018	Instructor Name:	Vanessa Quezada Ayala
Course Title & #:	ESL 003 Grammar and Composition for ESL 3	Email:	vanessa.quezada@imperial.edu
CRN #:	10313	Webpage (optional):	Canvas
Classroom:	201	Office #:	Room 809
Class Dates:	08/13/2018-12/08/2018	Office Hours:	Thursdays 1:00pm-2:00pm in Room 809
Class Days:	TR	Office Phone #:	
Class Times:	10:15am-12:45pm	Emergency Contact:	ESL Department Office (760) 355-6337
Units:	5		

Course Description

ESL 003 is a grammar class in an English-only environment designed for the intermediate ESL student. The course will emphasize grammar, writing sentences, and short paragraphs. (Formerly ENGL 093) (Nontransferable, non-degree applicable)

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

ESL 002 or appropriate placement

Student Learning Outcomes

1. Write sentences in English with correct subject/verb agreement.
2. Correctly form and use verbs in a variety of tenses.
3. Demonstrate knowledge of, and ability to use, correct punctuation and mechanics.

Course Objectives

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

1. Demonstrate the ability to write sentences and an 8-10 sentence paragraph in one or more of the above- mentioned grammatical areas using correct capitalization, grammar, and mechanics.
2. Demonstrate the ability to write topic sentences with topics and controlling ideas.
3. Demonstrate the ability to identify and write simple, compound, and complex sentences with correct punctuation; demonstrate the ability to identify and write noun, adjective, and adverb clauses.
4. Demonstrate ability in using, recognizing, and producing verb + gerund combinations, verb+ infinitive combinations, and verb+ infinitive or gerund combinations; demonstrate the ability to understand infinitives of purpose and gerunds/infinitives as subjects and objects.
5. Demonstrate mastery in recognizing and using prepositions of time and location.
6. Demonstrate mastery in recognizing and using subject and object pronouns and possessive adjectives.

7. Demonstrate competency in using nouns: singular, plural, count, and non-count including correct spelling and appropriate possessive forms, and with expressions of quantity and corresponding articles.
8. Demonstrate competency in recognizing and using modal verbs of - Ability (can/could/be able to) - Permission (can/could/may) - Request (can, could will, would) - Advice (should, ought to, had better) - Necessity (have to/must/can't) - Possibility (may/might/could)
9. Demonstrate competency in creating create statements and questions in the affirmative, negative, and imperative forms in the following tenses: - simple present - present progressive - simple past - past progressive - future forms;
10. Demonstrate the ability to use the present perfect and the present perfect progressive.
11. Demonstrate competency in using subject/verb agreement.
12. Demonstrate competency in classifying parts of speech, and identifying parts of a sentence.

Textbooks & Other Resources or Links

- 1) Fuchs, M. & M. Bonner. Focus on Grammar 3, with MyEnglishLab (5th edition). Pearson ISBN: 9780133854886
- 2) A composition notebook
- 3) LONGMAN dictionary (recommended)

Important Note: Used textbooks might not have a valid access to MyEnglishLab

Course Requirements and Instructional Methods

The course will consist of short lectures, individual, pair, and group work. You are expected to participate actively in class and ask questions. You must communicate in English at all times.

You will complete in-class writing exercises for participation points. If you are absent during the exercise, you won't get any points. Bring your composition notebook to every class meeting.

You will turn in three carefully revised paragraphs.

You will do grammar exercises in MyEnglishLab. It is important that you get your access code as soon as possible because late lab work will not be accepted.

There will be short quizzes and tests throughout the semester. Some of the quizzes will be in Canvas. Specific dates will be announced in class. There will be a Final test on the last week of the semester.

You must complete all the assigned work in a timely manner. No make-up quizzes or tests 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.

You will be able to check your scores on Canvas.

Course Grading Based on Course Objectives

Participation	20%
MyEnglishLab	20%
Paragraphs & Assignments	20%
Quizzes & Tests	20%
Final	20%
Total	100%

Grading Scale

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

Attendance

Arrive on time and don't leave class early because you could be marked absent. Talk to me if you have a valid excuse to leave early or miss class. If you are absent, it is your responsibility to find out what we did in class and whether there is any assigned homework. Homework must be submitted on time even if you are going to be absent. Keep in mind that students who are punctual and attend every class meeting are more likely to pass the class with a good grade.

Also...

- 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.

Class Contacts:

Name: _____ Email: _____ Phone: _____
 Name: _____ Email: _____ Phone: _____
 Name: _____ Email: _____ Phone: _____
 Name: _____ Email: _____ Phone: _____

- 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 next Tuesday, 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. Only students who have a valid excuse will be allowed to make up assessments. No make-up quizzes/tests will be permitted without a prior arrangement. Make-up quizzes/ tests will be taken in the Study Skills Center by appointment only or during my office hours in room 809.

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

Classroom Etiquette

- **Electronic Devices:** Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor. Do not use Google Translator while completing writing exercises. You might use a dictionary.
- **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. Send your emails thru Canvas. Write your email messages in 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!***

You are expected to write sentences and paragraphs in English on your own. It is prohibited to use your cellphones to go online and translate words, phrases or sentences.

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.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **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.

Veteran's Center

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, alexis.ayala@imperial.edu.

Anticipated Class Calendar

**Subject to change without prior notice*

See calendar on next pages

Week & Date	Topic and Assignments and/or Tasks
Week 1 8/13	-Course Introduction -Writing Assessment -Parts of a Sentence, Types of Sentences
Week 2 8/20	-Parts of Speech: <i>Nouns, Articles and Pronouns</i> (Parts V & VIII):
Week 3 8/27	<i>Adjectives and Adverbs</i> (Part VIII) -Paragraph Writing
Week 4 9/3	-Paragraph Writing, con't -Introduction to Tenses ---Paragraph #1 due on 9/6---
Week 5 9/10	-Present Perfect and Present Perfect Progressive (Part III) -Subject-Verb Agreement
Week 6 9/17	-Subject-Verb Agreement, con't -Present Perfect and Present Perfect Progressive (Part III) con't
Week 7 9/24	-The Future (Part II)
Week 8 10/1	-Future Possibility (Part IX)
Week 9 10/8	-Present and Past (Part I) ---Paragraph #2 due on 10/11---
Week 10 10/15	-Present and Past (Part I) con't
Week 11 10/22	-Modals: <i>Ability, Permission, Requests, Advice</i> (Part IV)
Week 12 10/29	-More Modals: <i>Necessity, Expectations, Conclusions</i> (Part IX)
Week 13 11/5	-Gerunds and Infinitives (Part VII) ---Paragraph #3 due on 11/8---
Week 14 11/12	-Gerunds and Infinitives (Part VII) con't
Week 11/19	Thanksgiving Break

Week 15 11/26	-Gerunds and Infinitives (Part VII) con't -Review Session, Part 1
Week 16 12/3	-Review Session, Part 2 -Final Test

*Last day to drop the class with a W is November 3

Review Sessions Information

Tutor:

Sessions:

Day>

Time>

Room>