**SYLLABUS – ESL 260/360 RWG - Fall 2020**

**Instructor: Diana Facione**

COURSES: ESL 260-53872 - Low-Beginning Reading, Writing and Grammar (credit)

 ESL 360-53874 - Low-Beginning Reading, Writing and Grammar (non-credit)

UNITS: ESL 260: 6 units

 ESL 360: 0 units

**MATERIALS: Required:** Project Success 1 (My English Lab)

(\**This is a workbook. Used books are NOT allowed.*)

**Description:** ESL260/ESL 360 is an integrated skills course designed for speakers of other languages who want to learn reading, writing, and grammar at the low-beginning level. This course may be taken concurrently with ESL 260/360 level courses. ESL 260/360 is an entry-level course in the ESL sequence. Students who successfully complete this course will be prepared for ESL 261 or 361 level courses. **This is a fully online course.**

**PREREQUISITES: None**

**REPEATABILITY:** ESL260 may not be repeated after successful completion. ESL360 is repeatable after successful completion.

**MY ENGLISH LAB REGISTRATION**

# Course Name**:** ESL 260/360 RWG **Registration Process**

# This is the step-by-step process that you saw in the video.

1. Go to [english.com/activate. (Links to an external site.)](http://english.com/activate)
2. If you already have an account with Pearson from another semester, click **Sign In**.
3. If MEL is new to you, click **Create an account.**
4. Fill in your **Personal Information**.
5. Under **Account Information**, you need to **create a user name**. Use your seven-digit student ID number. You also need an active **email address**. I recommend using your college email address. When you **create a password**, please write it down so you don't forget it. You will need every time you log in to MEL.
6. Next, you need to enter your **Access Code**. This is the number **inside the front cover of your textbook**.
7. The next screen asks for the **Website language** you want to use. (Choose English!) Also enter your **Country of Residence**, (United States), **Time Zone** (look for Los Angeles), and Native Language.

\*\*MORE INFORMATION IS LISTED IN THE MODULE**: My English Lab - HOW TO JOIN THE COURSE? PLEASE GO TO THE MODULE**

**OBJECTIVES:** In the process of completing this course, students will:

1. Read low-beginning materials on life skills topics and everyday situations
2. Identify main ideas and supporting details
3. Use strategies to recognize vocabulary in context
4. Use strategies to increase reading comprehension and speed
5. Write and edit simple sentences
6. Identify and use grammatical structures in written English
7. Identify and correct grammatical errors

**COURSE OUTCOMES:** Upon completion of this course, students will be able to:

1. Read and understand in low-beginning texts
2. Write simple sentences in the low-beginning level
3. Recognize and use low-beginning grammar structures

 **OFFICE HOURS AND COMMUNICATION POLICIES**

You can contact me during the times listed below, or make an appointment. I will keep these times open and available for you. If you need a different day or time, contact me via email and we can arrange something that works for both of us. I am here to help you, as well as answer questions or concerns.

**Zoom Office Hours:**

* Monday           1:00 – 2:30 p.m.
* Wednesday   1:00 – 2:30 p.m.
* Thursday         2:00  - 3:00 p.m.

**There are two ways to contact me:**

**Email:**diana.facione@reedleycollege.edu

You can email me Monday - Friday.  If I do not respond to your email within 24 hours, please send your email to me again.

**Zoom Office:** [https://cccconfer.zoom.us/j/8261856292 (Links to an external site.)](https://cccconfer.zoom.us/j/8261856292)

Log in and I’ll receive a message that you are waiting for me. See the above days and times, or contact me via email if you need a different time and day.

**ATTENDANCE/DROP POLICIES**

In an online course, your weekly attendance will be based on your active participation in discussion boards, My English Lab, Canvas, and ZOOM meetings. If you do not actively participate in the course, you will be considered absent.

This is a six unit course, so if you have actively participated in the course, submitted My English Lab and/or Canvass assignments, or any other weekly assignments, then you will have completed your six instructional hours for the week. You will also need to set aside an additional 12 hours of study time ( 2 hours per 1 unit class – 6 unit class equals 12 hours).

**Remember:**If you don’t complete your assignments when they are due, you may be considered absent.

**\***If you do not participate in this class or complete the assignments for more than one week, you may be DROPPED from this class**. Please CONTACT ME immediately if there is a problem.**

**LATE WORK POLICY**

Assignments are due on the due date. Late work will be accepted**only** if the instructor has been notified **before** the due date. **Late assignments will drop one letter grade.**

**WRITING:** Your assigned work might be read by other students in this and future classes. This may include sharing and reading papers for the purpose of review. Choose writing topics

that you are willing for others to read. Your writing will NOT be private.

**ACCOMODATIONS FOR STUDENTS WITH DISABILITIES:** If you have a verified need for academic

accommodations or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible. It is important that your needs are met.

**CHEATING AND PLAGIARISM:** You will receive **NO CREDIT** for an assignment or exam if in the opinion of the instructor you have cheated or plagiarized. You may be reported to the college

for academic dishonesty. In certain circumstances, you will be asked to complete a comparable assignment under the supervision of the instructor.

**WEIGHTED CATEGORIES**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

CATEGORIES WEIGHT

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Homework/MEL Lab Assignments 20%
* Writing/Grammar 20%
* Review Exams 25%
* Unit Exams 25%
* Book Reports 10%

**PASS (P) > 70%**

**NO PASS (NP) < 70%**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMPORTANT DATES:**

* **Last day to drop a Fall 2020 full-term class for a full REFUND - August 21, 2020**
* Last day to **drop** a class to avoid a “W” (withdrawal) IN PERSON - **August 28, 2020**
* Last day **to register** for a full-term Fall 2020 class IN PERSON - **August 28th, 2020**

**FINAL EXAM:** 12/10/20

**ASSIGNMENTS AND EXAMS (Subject to Change)**

 **My English Lab Project Success 1**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WEEKS EXAMS Assignments Reading/Writing/Grammar**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_MEL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1 – 3 Unit 1 EXAM Unit 1 Unit 1

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3 – 4 Unit 2 EXAM Unit 2 Unit 2

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5 – 6 Unit 3 EXAM Unit 3 Unit 3

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7 – 8 Unit 4 EXAM Unit 4 Unit 4

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9 – 10 Unit 5 EXAM Unit 5 Unit 5

10 Review Exam 1-5 Units 1 - 5

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11 – 12 Unit 6 EXAM Unit 6 Unit 6

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12 - 13 Unit 7 EXAM Unit 7 Unit 7

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13 – 14 Unit 8 EXAM Unit 8 Unit 8

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15 – 16 Unit 9 EXAM Unit 9 Unit 9

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

16 - 17 Unit 10 EXAM Unit 10 Unit 10

18 Review Exam 6 - 10

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Book Reports** - Due Dates: 9/25/2020, 10/28/2020, 12/4/2020 (subject to change)

**Final Exam: 12/10/2020**

This is a **pass/no pass** course. Current grades will be available to students throughout the semester on Canvas.

**Holidays** – Fall 2020

* Labor Day 9/7/2020
* Veterans Day 11/11/2020
* Thanksgiving Holidays 11/26 – 11/27/2020
* End of Fall Semester 12/11/20