261I/361I Syllabus - Fall 2020

**Part 1: Course Information**

ESL 261I Beginning Reading, Writing and Grammar (53241) – 6 units

ESL 361I Beginning Reading, Writing and Grammar (53242) – 0 units

**Instructor Information**

Carole Ogawa    559-348-3622

Office Hours: Tuesday 6:00-7:00 p.m., Wednesday 9:00-10:00 a.m.

 Email: [carole.ogawa@reedleycollege.edu](mailto:carole.ogawa@reedleycollege.edu)

Alternate email: [caroleogawa@hotmail.com](mailto:caroleogawa@hotmail.com)

**Course Description**

ESL 261I is an integrated skills course designed for speakers of other languages who want to learn reading, writing, and grammar at the beginning level. This course may be taken concurrently with ESL 261 or 361 level courses. Students who successfully complete this course will be prepared for ESL 212 or 312 (previously ESL 264) level classes.

**Prerequisites/Repeatability**

**Prerequisites**:  English as a Second Language 260 or 360 or placement through a multiple-measure process, including an appropriate score on an approved ESL placement test.

**Repeatability:**This course may not be repeated after successful completion.

**Course Requirements**

**Technical Requirements, Canvas & MyEnglishLab Access**

1. A computer
2. Reliable internet access
3. Canvas access thorough Reedley College [https://www.reedleycollege.edu/ (Links to an external site.)](https://www.reedleycollege.edu/)
4. MyEnglishLab (MEL) access through [https://www.pearson.com/english/myenglishlab.html (Links to an external site.)](https://www.pearson.com/english/myenglishlab.html)

The college offers the use of laptops and hot spots for internet connection.

Please contact the IT office at (559) 637-2555

**Textbook & Course Materials**

       Project Success 2, Student Book (with MyEnglishLab access code and eText).

                        \*This is a workbook.  Used books are not allowed.

       MyEnglishLab Registration- access code is required:

                        Course Name:                                                          User Name:\_\_\_\_\_\_\_\_\_\_\_\_\_

                        Course ID:                                                                  Password:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Online Course Structure**

This is a hybrid online course.   Confer Zoom will serve as our classroom. All students are required to attend the scheduled live virtual class sessions. Course activities and resources can be found through our course website on Canvas. You should plan to spend a minimum of 6 hours per week on this course.  Assignments are posted weekly with due dates clearly stated.

**Important note:** This syllabus, along with course assignments and due dates, are subject to change.  It is the student’s responsibility to check our course Canvas site for corrections or updates to the syllabus.  Any changes will be clearly noted in course announcements.

**Important Dates**

Deadline to drop the class to avoid a “W” (withdrawal):

Deadline to drop the class to avoid a grade:

Final Exam:  Monday,  12/7/20

**Part 2: Course Objectives & Student Learning Outcomes**

**Course Objectives**

In the process of completing this course, student will:

1. Write and edit sentences and basic paragraphs.
2. Identify and use grammatical structures in written English.
3. Identify and correct grammatical errors.
4. Read beginning materials on familiar social themes.
5. Identify main ideas and supporting details.
6. Use strategies to recognize vocabulary in context.
7. Use strategies to increase reading comprehension and speed.

**Student Learning Outcomes**

1. Read and understand beginning-level texts.
2. Recognize and use beginning grammar structures.
3. Write sentences and paragraphs at the beginning level.

  You will meet the outcomes listed above through a combination of activities in this course.

**Part 3: Grading Policy**

**Graded Course Activities & Final Grade**

* Homework                       25%
* Writing                               25%
* Quiz/ Unit Exams         25%
* Review Exams                25%

Assigned activities in Canvas and MEL will be graded using points per activity.  Details for these activities will be posted in Canvas.  Points received for graded activities will be posted in the Canvas Grade Book.  Grades will be posted after the grading session has been complete-typically 2 days following the completion of an activity due date. Final grades will be calculated on the above table.

**Letter Grade Assignment**

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

This is a Pass (P) or No Pass (NP).  To pass the class the student must have a 70% or higher.

**Part 4: Course Policies**

**Office Hours and Communication**

Communication is important in online class.  During office hours, I will be available to discuss any issues or questions you have regarding the class. There are several ways you can contact me.

* **Email**[ogawa@reedleycollege.edu](mailto:carole.ogawa@reedleycollege.edu)
* **Alternative email:**[caroleogawa@hotmail.com](mailto:caroleogawa@hotmail.com)
* **Phone (559) 348-3622**– Please leave a voice message or text message.
* **Canvas Inbox**.
* **Virtual Zoom Office hours**: Tuesday 6:00-7:00 p.m., Wednesday 10:00-11:00 a.m. https://cccconfer.zoom.us/j/6209175786

Login in and I will receive a message that you are waiting for me. Individual Zoom meetings at a different time can be scheduled upon request.

In addition to office hours, I am available Monday through Friday 9:00 a.m. to 6:00 p.m. by email, phone, or text message. Messages and emails will be returned within 24 hours.  If you do not receive a response, the message was not received, please resend.  I am always pleased to receive your personal emails with updates, questions, or concerns. Do not hesitate to contact me about any problems you are having.

**Accommodations for students with disabilities**

If you have a verified need for an academic accommodation or materials in alternate media (i.e. Braille, large print, electronic text) per the American with disabilities Act (ADA) or Section 508 of the Rehabilitation Act, please contact me either prior to the class or during the first week of the semester.

**Announcements**

Announcements will be posted in Canvas on a regular basis.  They will appear on your Canvas dashboard when you log in and/or will be sent to you directly through your preferred method of notification from Canvas.  Please make certain to check them regularly, as they will contain any important information about upcoming projects or class concerns.

**Drop and Attendance Policy**

During the first week of class, you must participate in the **Introductions** discussion board assignment by the due date. Failure to participate will be considered a “no show” and you will be dropped from the class.  If you do not plan to continue in the class, it is your responsibility to drop on WebAdvisor by the final drop date or you may receive a failing grade. Disappearing without formally dropping the course in WebAdvisor will result in 0 points on each assignment or exam you miss.  This will lower your percentage (%) and may result in a failing grade at the end of the semester. Attendance will be calculated by participation in discussion boards and weekly assignments.  If you do not participate for a one-week period and have not contacted me, you may be dropped from the class.

**Participation**

Students are expected to participate in all online activities and virtual sessions. Participation is essential to success in this class.  In a distance education course, you are required to participate just as if you were in a face-to-face course. To get full credit for participation, you will have to complete your discussion and lesson assignments and exams by the due date.  Participation is important for not only you, but also your classmates.  Make it your priority to post your reply in discussion assignments.  Consistent failure to participate in class will result in being dropped from the class.

**Assignments**

All assignments for this course will be submitted electronically through Canvas or MyEnglishLab (MEL) unless otherwise instructed.  To receive full credit, the assignments must be completed as per instructions. If you have any trouble keeping up with assignments or other aspects of the course, make sure you let me know as soon as possible. Do not wait until the assignment due date.

**Homework**

All assignments are posted weekly and due dates clearly stated.  Unless prior arrangements are made, no credit will be given for homework submitted late.  There is no extra credit to make up missed points.

**Exams**

The date for unit exams and review exams will be announced in advance. Exams taken on MyEnglishLab (MEL) must be opened and completed one time in the allotted time.

**Writing**

Work in this class may be read by other students in this and future classes.  Your responses posted in discussion assignments will be read by the class and comments may be made to your posts.  Your writing will not be private.

**Late Work Policy**

Due dates for assignments and exams will be posted in advance.  Assignments are due at 11:59 p.m. on the date indicated. All work must be completed on time. Late work will only be accepted if arrangements have been made before the due date.  Exam dates will not be extended or accepted as late.

**Academic Honesty**

All students are expected to due their own work.  This means you should not:

* Cheat, such as, presenting another person’s work for a grade or points.
* Plagiarize, that is, use another person’s words or ideas as your own without and software copyrights.
* Let another student login to your Canvas or MyEnglishLab accounts to complete assignments.

This list is not all-inclusive or limited to the definitions mentioned.

The disciplinary action for cheating or plagiarism is up to the discretion of the instructor and may issue a warning, “0” points for the assignment, or referral to the school for disciplinary action.

Part 5: Course Schedule

C**ourse Title:  ESL 261I/361I – Beginning Reading, Writing, and Grammar (18 weeks)**

**Week 1: Orientation**

**Week 2:** **Project Success Unit 1 – Kim’s Busy Day – page 5 - Part 1**

**Week 3: Project Success Unit 1 – Kim’s Busy Day – Part 2**

**Week 4: Project Success Unit 2 – Len at Your Service – page 19 – Part 1**

**Week 5: Project Success Unit 2 – Len at Your Service – Part 2**

**Week 6: Project Success Unit 3 – Vicki Looks for a New Apartment – page 33 – Part 1**

**Week 7: Project Success Unit 3 – Vicki Looks for a New Apartment – Part 2**

**Week 8:  Project Success Unit 4 – Mike’s Tips Around Town – page 47 – Part 1**

**Week 9:  Project Success Unit 4 – Mike’s Tips Around Town – Part 2**

**Week 10: Project Success Unit 5 – Sofia, the Problem-Solver – page 61- Part 1**

**Week 11: Project Success Unit 5 – Sofia, the Problem-Solver – Part 2**

**Week 12:  Project Success Review Exam Units 1-5**

**Week 13:  Project Success Unit 6 – Mike Saves the Day – page 75 (1 week)**

**Week 14:  Project Success Unit 7 – Sofia’s Hard Day – page 89 (1 week)**

**Week 15:  Project Success Unit 8 – Vicki Finds a New Apartment – page 103 (1 week)**

**Week 16:  Project Success Unit 9 – Kim’s Healthy Habits – page 117 (1 week)**

**Week 17:  Project Success Unit 10 – Len Always Helps Out – page 131 (1 week)**

**Week 18:  Project Success Review Exam Unit 6-10**