**Bellevue College**

**ESL 062 Level 2**

**Fall Quarter 2014**

**Instructor Information**

 Name: Jayashree Pulacode

 Office: R 130

 Office hours: By appointment

 Phone number: 425-564- 2050

 E-mail: jpulacod@bellevuecollege.edu

**Course Schedule**

Dates: September 22 – December 8, 2014

Dates: Monday, Tuesday, Wednesday, and Thursday

 Time: 6:30pm – 8:20pm

 Room: R-110 C

 No Class: Oct 22, Nov 11, Nov 27

**Books**

Buy your books at the BC bookstore in Building B.

* **FUTURE 1, English for Results** Pearson/Longman
* **FUTURE 1, Workbook with Audio CD**                         Pearson/Longman
* A Picture Dictionary is also very useful.

**Outcomes**

For fall quarter, our English lessons are about: *review alphabets and numbers, introductions, jobs and workplaces, things in a classroom, and family.* By the end of this quarter, students should be able to:

***Speak So Others Can Understand***

* Remember and use vocabulary, phrases and use basic grammar needed for each topic covered
* Introduce yourself and others
* Learn and use different ways to help you speak better
* Understand and answer simple questions

***Listen Actively***

* Listen actively and respond to common words, expressions, and questions
* Understand short conversations and instructions for topics we study
* Ask questions correctly when you don’t understand

***Read With Understanding***

* Read and understand the letters of the alphabet, personal information, everyday words, dates, money, sight words, and simple sentences
* Find important information
* Learn and use different ways to help you read better

***Put Ideas in Writing***

* Write upper and lower case letters, fill personal information into forms and write short sentences using correct punctuation
* Write simple sentences
* Use the simple present and present continuous verb tenses
* Find mistakes in your writing

***Set goals for your English and keep track of progress every week.***

**About Class**

* **Please switch off your cell phone while in class.**
* **Class starts at 6:30pm. Be on time.**
* You need a notebook, paper, pens, and pencils. Bring them to each class.
* Do all classwork, homework.
* You need to practice English outside of class every day.
* Talk to your teacher if you have to miss a class!
* Respect other students and work in groups and pairs.
* Ask questions. I like questions.

**Attendance**

To go to the next level, you must show progress in your reading, writing, listening, and speaking. Attendance is important for your progress as well. If you miss 20% (8 hours) of the total class time, your grade is “No Progress” for the quarter. If you miss the CASAS reading and listening tests, you will receive a grade of “No Progress”.

**CASAS Tests**

All students take assessment tests at the beginning of their quarter at BC and at the end of each quarter.

The test results are counted for our state reports.

They help us see what you have learned.

If you miss the CASAS test you may not be able to take class the next quarter.

|  |
| --- |
| **IF YOU NEED TO STOP CLASS, PLEASE TAKE THE CASAS TEST BEFORE YOU STOP. TELL THE TEACHER 1 WEEK BEFORE YOU STOP CLASS.** |

**Grading**

I will mark some of your tests with these numbers:

 100-96% ---------------------------------- Excellent

 95-86% ----------------------------------- Good

 85- 80% ---------------------------------- OK

 79% and below ------------------------- Needs more work

On some of your tests and on your homework, I will write these numbers:

 **4** or **+** ----------------------------------------- Excellent

 **3** or **✓**----------------------------------------- Good

 **2** or **✓-** --------------------------------------- Needs more work

 **1** or **-**  ---------------------------------------- Beginning

Each student will keep a folder. The papers in the folder will help show you how much English you learn. Always keep these papers in your folder:

1. Attendance sheets from every quarter at BC;
2. Short-Term Goals progress sheets from every quarter at BC;
3. ARM sheet with all of your CASAS scores from every quarter at BC

Remember, most students stay at level 2 for three quarters.

**Gifts**

The students in this program often like to do nice things for their teachers at the end of the quarter. A card with words from all the students, flowers, and food are good ways to thank your teacher. Please do NOT buy your teacher a gift or give money.

**Policy Statements**

        **All** students in ESL classes at Bellevue College should **make progress** in their level. The teacher looks at your attendance, classroom work, and tests (including CASAS tests) to decide your progress. The teacher will tell you during and at the end of the quarter what you need to do to make progress. If you don’t make progress to the next level by the end of three quarters, you will need to take a break from classes at Bellevue College. After a one-year break, you can apply again and take the CASAS test, but you must place in the level higher than your last class at Bellevue College.

       **The Disability Resource Center** serves students with learning challenges and apparent and non apparent disabilities.  If you are a student who has a disability or a learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact the DRC staff as soon as possible.  The DRC office is located in B132 and the DRC website is [www.bellevuecollege.edu/drc/](http://www.bellevuecollege.edu/drc/)  You can also contact the DRC in the following ways:
**Voice:** (425) 564-2498 **Fax:** (425) 564-4138
**Video Phone:** (425) 440-2025 **TTY:** (425) 564-4110

Remember if you are someone who has either an apparent or non apparent disability and requires assistance in case of an emergency situation, such as a fire, earthquake, etc., please meet with your individual instructor to develop a safety plan within the first week of the quarter.

**Arts and Humanities Commitment to Student Growth and Development-** We do not wish other people (parents, spouses, and friends of students) to speak for students about school performance because this can slow student growth and progress. We do this because we would like students to speak for themselves and be independent. We also do it because federal law (the Family Educational Rights and Privacy Act) says that we must protect the privacy of student education records. It is BC policy to keep school performance between the school and the student. If a parent, spouse, or friend wishes to be at any instructor-student discussion of academic performance, the student must grant his/her permission and be present with the advocate. You can see all of this policy at to <http://www.bellevuecollege.edu/artshum/student-information/>

**Student Concern or Complaint Procedure**- If a student has a concern or a problem with their class, they should talk to the instructor. If the student is not comfortable talking to the instructor they should:

1. Contact the program chair: Jean Pauley, R130Z, at jean.pauley@bellevuecollege.edu

2. Contact the Arts and Humanities Dean: Maggie Harada, maggie.harada@bellevuecollege.edu

3. Contact the Assistant Dean: Scott Bessho at scott.bessho@bellevuecollege.edu

4. More information at the Ombuds Office: http://www.bellevuecollege.edu/ombuds/

 Bellevue College Public Safety is open 24 hours per day, 7 days per week. It is located in K100 (phone 425-564-2400 & website: <http://bellevuecollege.edu/publicsafety>

 Your NetID gives you access to Canvas, your BC student e-mail and computer labs. To create your account, go to https://bellevuecollege.edu/netid/