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**Fall Quarter 2014**

**ESL Level 4** **Syllabus**

**ESL 064, Item Number 7220**

**Instructors’ Information**

Name: Nancy McEachran

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Office Hours: Monday, Wednesday, and Friday from 12:30 to 1:30 p.m.  
 Tuesday and Thursday from 9:30 to 10:30 a.m., or by appointment.

Name: Eric Nacke

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Office hours: Tuesday and Friday from 10:00 a.m. to 12:30 p.m., or by appointment.

**Course Schedule**

Dates: Monday to Friday

September 22 – December 10

*(No class: 10/22, 11/11, 11/27, and 11/28)*

Times: 7:30-9:20 a.m.

Room: R308

*School Closure Information: (425) 401- 6680 or BC homepage at* [*http://bellevuecollege.edu/*](http://bellevuecollege.edu/)

**Course Outcomes-Washington State Adult Learning Standards**

For Fall Quarter, our main English lessons will be about families, children’s schools, maintenance problems, needs, likes and dislikes, identifying people, talking about the weekend, giving and following directions, and talking about places to live. We will learn about the *Be* verb, *have/has*, present continuous tense, simple present tense, adverbs of frequency using *there is/there are* and any other topics that are important to you. For these topics, by the end of this quarter, successful students should be able to:

**Speak So Others Can Understand You**

* Remember and use common vocabulary and correct grammar
* Pronounce sounds that are difficult for you to say in English
* Learn and use different strategies (plans) to improve your speaking

**Listen Actively**

* Understand conversations, stories, and instructions
* Ask questions when you don’t understand someone or something
* Learn and use different strategies (plans) to improve your listening and respond appropriately to conversations

**Read with Understanding**

* Read common and new words
* Show that you understand stories and vocabulary
* “Skim” and “scan” to find important information in a story
* Learn and use different strategies (plans) to improve your reading

**Convey (Share) Ideas in Writing**

* Use a *mind map* or *outline* to plan before you write a paragraph
* Write an organized paragraph with a clear topic and details
* Use a writing checklist to find and correct mistakes in your writing
* Learn and use different strategies (plans) to improve your writing

**About Class**

Every class day you will need to:

1. Come to class on time.
2. Bring your books, 3-ring binder, paper, and pens.
3. Turn the ringer off on your cell phone.
4. Do your homework.
5. Work individually and in groups.
6. Be polite and respectful of everyone in class.

**Class Attendance**

You need to come to class on time every day. If you miss 20% (10 days) you will not make progress. Attendance and being on time are important to move forward to the next ESL level. When you are sick, call Nancy or Eric. If you are going to be late, call Nancy or Eric. If you need to stop coming to class and cannot come back, tell the teachers. This is very important! The teachers will help you to plan your next school step.

**Class Progress**

Your English must get better step-by-step. 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.

Students with disabilities must progress like other students. You should tell the teacher about your disability, special illnesses, or your need for special arrangements in class. The Disability Resource Center (DRC) can be helpful. See below for more information about the DRC.

**Class Grades**

Your work will be reviewed by the teachers. Some of the work will be for practice. Some of the work and the tests will receive the grades in the box below:

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| --- | --- | --- |
| 96%-100% | 4 | Excellent |
| 86%-95% | 3 | Good |
| 80%-85% | 2 | Needs more work |
| 79% | 1 | Beginning |

**Class Books**

The book is available to buy at the Bellevue College bookstore.

* **Here is the information about the book: Project Success 2 with DVD and Access Code (ISBN 978-0-13-294238-6).**
* **In addition to the text, we will be working with the computer to access an English learning website.**

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| **Important Information**  **Student Concerns with the Class**  If a student has a concern or problem with their class they should talk to the instructor. If the student is not comfortable talking to the instructor they should talk with the following people:   1. Program chair, Jean Pauley at [jeanpauley@bellevuecollege.edu](mailto:jeanpauley@bellevuecollege.edu) 2. Arts and Humanities Division Dean, Maggie Harada at [maggie.harada@bellevuecollege.edu](mailto:maggie.harada@bellevuecollege.edu) 3. Assistant Dean, Scott Bessho at [scottbessho@bellevuecollege.edu](mailto:scottbessho@bellevuecollege.edu) 4. More information is available at the Ombuds Office at <http://www.bellevuecollege.edu/ombuds/>   **Bellevue College E-mail Account**  All students registered for classes at Bellevue College can get an email account. See <https://bellevuecollege.edu/sam> . The teachers will communicate with you through your Bellevue College e-mail account.  **Public Safety**  The Bellevue College Public Safety Department’s staff provides personal safety, security, crime prevention, and other services to the campus community, 24 hours per day, 7 days per week. Their phone number is 425-564-2400. Public Safety is located in K100 and on the web at: <http://bellevuecollege.edu/publicsafety/>  **Disability Resource Center**  Some people may have a special medical problem. If you have information to tell us about a medical problem, please see one of the teachers after class or come to see us in our office. Then, we can plan for an emergency.  If you have a disability and need special help in class, you can contact the Disability Resource Center (DRC) in B132 or call 425-564-2498 or TTY 425-564-4110. Information is also on their website at <http://bellevuecollege.edu/drc/> |

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| **Privacy**  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 Bellevue College policy to keep school performance between the school and the student.  You can see all of this policy, Arts and Humanities Commitment to Student Growth and Development, at <http://www.bellevuecollege.edu/artshum/student-information/>.  **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. You do not need to buy your teacher a gift or give money. |

