**English as a Second Language Level 4**

Bellevue College

Fall Quarter 2014

Monday/Wednesday 5:30-9:10 p.m.

L120

**Instructor Information:**

Instructor: Heather Miller (Please call me Heather.)

Phone: **(206) 235-1475**

Email: hmiller@bellevuecollege.edu

Office Hours: By appointment.

**Required Materials:**

Daily Materials: Please bring a **notebook**, **paper**, **pencil,** and your **textbook** and **workbook** to class every day. Also, it will be helpful to bring a **dictionary** to class if you have one.

**textBOOKs:**

We will use Future 2 Student Book with CD/Workbook Package in this class. You will need to buy this package in the bookstore. It is important to buy both the student book and workbook because I will often assign (give) you homework from the workbook.

***Future 2 Student Book with CD/Workbook*** ***Package ISBN:* 978-0-13-245584-8/6**

**Course Description and OUTCOMES:**

This course will improve your English listening, speaking, reading, and writing skills. We will practice pronunciation, conversation, and comprehension skills used in daily conversation. We will also study grammar and vocabulary about a variety of topics important to your everyday life.

We will cover topics such as describing people, family, shopping, money, and news and current events. A variety of methods including role-plays, pair work, and group work will be used in class to reach these goals.

**At the end of this quarter, successful students should be able to:**

***Speak So Others Can Understand***

* remember and use common vocabulary and basic grammar including the simple present, present continuous, and simple past tense in the affirmative, negative, yes/no question, and wh- question form
* learn and use different strategies (plans) to help you speak better
* introduce and describe a friend
* describe your life and family
* talk about errands and shopping plans

***Listen Actively***

* understand short conversations, stories, and instructions
* recognize a person by the way he is described
* ask questions when you don’t understand

***Read With Understanding***

* read common and some new words; show that you understand stories and vocabulary
* use *who, what, where, when*, and *why* to help you understand a story better
* “skim” and “scan” to find important information in a text including applications, directories, and maps
* identify and read different types of mail
* read a store ad and sales receipts

***Convey Ideas in Writing***

* write good paragraphs with a clear topic and supporting details about yourself, family, and friends
* complete personal information forms and applications
* use the simple present, present continuous, and simple past of regular and irregular verbs
* revise and edit your writing (find and correct mistakes in your writing)

### ATTENDANCE AND PROGRESS:

### To go to the next level, you must show progress in reading, writing, listening, and speaking. Attendance is important for your progress to the next level. If you miss 20% of the total class time (4 classes or 18 hours), you will receive a grade of “No Progress” for the quarter. If you come to class more than one-half hour late or leave more than one-half hour early, the time you miss is part of the 20%. Also, if you miss the CASAS reading and listening tests, you will receive a grade of “No Progress.” THIS IS VERY IMPORTANT. You may repeat a class only three times.

### HOMEWORK AND GRADING:

It is important to do homework and put it in your folder. I will use these numbers on your homework, quizzes, and tests.

**4 or + . . . . . . . . . . Excellent**

**3 or ✓+ . . . . . . . . . . Good**

**2 or ✓ . . . . . . . . . . Need to work more**

**1 or ✓- . . . . . . . . . . Beginning, too many mistakes**

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:

* **Attendance sheets**
* **Short-term goal sheets**
* **ARM sheet**
* **Test/Quiz feedback sheets**
* **Two examples of your writing from level 4**

**CLASSROOM EXPECTATIONS:**

1. Come to class every day and be on time. If you miss **20%** **(4 classes or 18 hours),** you may not be able to come back to class next quarter.
2. **Call me** and leave me a message if you are sick and cannot come to class.
3. Do your homework **before** class begins.
4. **Respect** your classmates and do not speak when they or the teacher are speaking. Be polite and good listeners in class.
5. Work cooperatively (well) with your classmates. Treat your classmates with respect, even when you have different ideas, because your classmates will help you learn.
6. Please **speak only** **English** in class. This will help you learn.
7. Do not copy other people’s homework or quizzes. Do your own work.
8. Take all the tests, including CASAS, at the beginning and end of the quarter.
9. **Turn off** your cell phone before class. It is very disruptive and disrespectful to both the teacher and other students when phones ring in class.

**Please note:**

* Children or other family members may not come with you to class.
* Please call me if you can no longer study in the class. This is very important. If you do not call, you may not be able to study at BC another quarter.
* There is **no class** Wednesday, October 22nd. The last day of class is Monday, December 8th.
* It is not necessary to buy your teacher a gift or give money. A card is a good way to thank your teacher.

**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/>