**Syllabus**

**Course Schedule/ Fall 2014**

**Course: ESL 066 E – Item 7261**

**Dates: Tuesday & Thursday – no class Nov. 11 & 27, 2014**

**Time: 5:30-9:10pm**

**Room: R309**

**Instructor Information**

**Name: Sarah Goldman**

**Office: R130**

**Office Hours: by appointment**

**Phone: (425) 564-3142**

**E-mail:** **sgoldman@bellevuecollege.edu**

**Emergency Information:** [**http://status.bc.ctc.edu**](http://status.bc.ctc.edu) **or (425) 401-6680**

**Course Outcomes\***

For fall quarter, we will read a textbook, write single paragraph essays, work on review of tenses, parts of speech, and informal pronunciation. By the end of this quarter, successful students should be able to:

**Speak So others Can Understand**

**-**Learn strategies to help you become a better speaker

 **Listen Actively**

-Learn and use strategies to improve listening and respond appropriately to conversations

**Read With Understanding**

-Use strategies to help you understand a text better

**Convey Ideas in Writing**

-Implement a set of strategies for level 6 writing that results in clear, concise writing.

\*Strategies are posted on the Canvas website –please print them for reference.

**Attendance**

You need to come to class every time. Students who miss 20% (4 days) or more of total class time in one quarter will automatically receive “no progress” evaluation, even with all other criteria fulfilled. If you

cannot come of if you could not come the night before, please call my office and leave a message at my above number Also, you must be present for CASAS pre/ post tests scheduled at the beginning and end of quarter. Failure to do so will also result in “no progress.” Tardiness (late arrival) or early departure of more than ½ hour also is counted in absent time.

**Important Information for You:**

Come prepared to class with writing materials. Be on time, do all homework and participate in class. Please respect your classmates and instructor; do not disturb others with personal conversations or electronic communication. No cell phones on in class –on vibrator, please, if you have an emergency.

**Grading**:

I will write comments on assignments and homework you give me and mark tests and quizzes. We will review in class the system (numbered 1-4) with 4 being excellent and 1 not satisfactory.

Students in ESL classes at Bellevue Community College should make progress in their level. If there is no progress, students may not continue in the classes. The teacher looks at your attendance, classroom work, and tests (including CASAS tests) to decide your progress. The teacher will tell you at the end of the quarter that you need to improve. If you don’t improve, you might not be able to register for classes in the future.

**Textbooks: Both optional this quarter:**

Lee,Linda, All-Star, (2011). Student book, level 4. Mcgraw-Hill.

Heyer,Sandra, Beyond True Stories, (2003). Level 6. Pearson/Longman.

Any English-English dictionary.

**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/default.html>

                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/>