

**ESL 066 Level 6 – Fall Quarter 2014**

**Course Schedule**

Dates: Mondays and Wednesdays

Time: 5:30-9:10 PM

Room: L 215

**Instructor Information**

Name: Marcela Pop

Office: R130 – Adjunct Area

Office Hours: by appointment – please email me

E-mail: mpop@bellevuecollege.edu

Contact Phone: 425 564 2751

 **School Closure Line: (425) 401-6680**

**Required Materials:**

**Project Success 4** Barry Bakin, Robyn Brinks Lockwood, and Jenni Currie Santamaria, Consultants: Susan Gaer and Sarah Lynn Pearson ISBN- 13: 978-0-13-294242-3

An English / English dictionary (Random House College, Webster’s or Longman)

A binder for your notes, your syllabus, and assignments

**We will use Canvas regularly, so please make sure you log into Canvas to see what I am posting there before each class.**

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

**Speak So Others Can Understand**

 use appropriate vocabulary, show control of basic grammar and use a variety of sentence types

 learn and use different strategies to help you be a better speaker

 learn about informal language, such as phrasal verbs and idioms

**Listen Actively**

understand longer conversations, stories and detailed instructions that are at normal speed in English

 learn and use strategies to improve listening and respond appropriately to conversations

**Read With Understanding**

 read common and unfamiliar words

expand your vocabulary

 find important information in texts

 use reading strategies (scanning, skimming, predicting outcomes, main ideas) to help you understand a text better

**Convey Ideas in Writing**

 learn to plan before you write a paragraph

 write an organized paragraph with a clear topic and supporting details

 revise and edit your writing

**Attendance**

You need to come to class every time. Please call or email me if you cannot come to class. Students who miss 20% (4 days) or more of the total class time in one quarter will automatically receive a “No Progress” evaluation, even when other criteria for student progress (assessments, homework, participation, and attitude) are considered. The only reasons to miss class are for personal or family illness or death in the family. Please call me and leave a message if you cannot come or if you could not come the night before. Vacations, childcare problems, illness for a long time, other classes, and job problems are unexcused. In addition, students must be present for CASAS pre-and post-tests scheduled at the beginning and end of each quarter. Failure to do so will result in an automatic “No Progress” for that quarter. **These tests are very important; you cannot continue to be a student in this program unless you take all the pre and post tests.** Tardiness (late arrival) and early departure from class of more than one-half hour is part of the 20% maximum time you could miss and still continue to progress.

**Important Information for you:**

Be on time, do all the homework and participate in class. We all learn from each other. Please respect your classmates and the teacher; do not disturb others by having personal conversations in class. No cell phones on in class please! Progress and completion will be based on many things, including test/assessment scores, homework, attendance, class participation, etc. You will not be allowed to enroll next quarter if you:

 -Miss four classes, or 16 unexcused hours, this quarter

 -Do not make progress in class

 -Miss the pre or post test or other assessments.

**Grading:**

I will write comments on the assignments and homework you hand in, and mark tests and quizzes with the following grades:

4 +/- ……………Excellent

3 +/-…………….Good

2 +/-……………..OK with problems

1 +/-……………..Needs a lot of work

Each student will keep a folder. The papers in the folder will help s

how how much English you have learned.

Include in your folder:

-attendance sheets from every quarter at BC

-goal sheets from every quarter

-ARM sheets with your CASAS scores from every quarter

-tests, quizzes and feedback sheets from every quarter

-two samples of your writing from every quarter

**Academic Honesty**

**Plagiarism**, which we will discuss in class, will **not** be tolerated. Plagiarism work will receive a grade of 0 **without** the possibility of make up. Cheating, stealing and plagiarizing (using the ideas or words of another as one’s own without crediting the source) are violations of the Student Code of Conduct at Bellevue College  <http://bellevuecollege.edu/writinglab/Plagiarism.html>

**Privacy**

We respond only to direct inquiries from students. Therefore, we discourage third parties (parents, spouses, and friends) from involving themselves because this can slow student growth and progress. We do so because we are committed to student self-advocacy and independence. We also do it because federal law (the Family Educational Rights and Privacy Act) mandates that we protect the privacy of student education records, and BC policy mandates that we keep academic performance as a matter between the institution and the student. Requests by students to include third parties in any instructor-student discussion of academic performance will be considered at the discretion of the instructor. You may see the full text of this entire policy (**Arts and Humanities Commitment to Student Growth and Development**) at [www.bellevuecollege.edu/artshum](http://www.bellevuecollege.edu/artshum).

**Four Rules to Practice in Every Class**

1. Respect everyone in class and their right to learn.

2. Listen when the instructor is talking.

3. Listen when another student is talking.

4. Raise your hand when you want to speak. The instructor will call on you when the time is appropriate.

If disruptive behavior occurs, the instructor will speak to the student concerned and give a verbal warning. The student is then responsible for immediately ending the disruptions. **If the behavior continues after a verbal warning has been given, the student will be asked to leave the class immediately and will not be allowed to return until they have met with the Dean of Student Services (Office B-125), or Jean Pauley, Program Chair, Department of Developmental Education (R-130).** If a student continues to be disruptive after a meeting, the student can be dropped from the class at the determination of the instructor and division head.

        **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/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/

Affirmation of Inclusion

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect. <http://bellevuecollege.edu/about/goals/inclusion.asp>

The Arts & Humanities Division of Bellevue College, committed to advancing pluralism, recognizes its students’ diverse religious beliefs. Those students who wish to observe a religious holy day should not be penalized for doing so. Whenever feasible, students should be allowed to make up academic assignments that are missed due to such absences. *However, the student must notify the instructor in writing at the beginning of the quarter (no later than the end of week 2). Because religious holidays are scheduled in advance, instructors have the right to insist that course work be completed prior to an anticipated absence for religious observances.*