Instructor Information
Name: Kathy Seregow  E-mail: kathleen.seregow@bellevuecollege.edu
Office: R 130  Phone Number: (425) 564-2047
Office Hours: Mondays, 4:30 – 5:00 pm,  School closure Line: (425) 401-6680
or by appointment

Course Schedule
Dates: April 6 – June 15, 2015
No class: May 25, 2015
Time: Mondays, 5:30 – 8:50 pm, plus one hour online each week
Room: R309

Canvas
Each week, homework assignments will be posted on Canvas. Levels 4, 5 and 6 will enter through the Primary Section Site: 7227B454 – ESL 084. Your class syllabus and a spring calendar will help you organize your Quarter. *It is important to remember that each week you will be responsible for not only class attendance, but online attendance as well. This is a hybrid class, so time in the classroom and online is necessary!

WA Standards
We will learn and practice how to convey ideas in writing. At the end of this quarter, successful students should be able to:

- Decide the kind of writing you need in your daily life
- Determine the kind of writing you want to improve
- Plan before you write
- Revise your writing
- Find and correct mistakes in your writing
- Decide and use the correct grammar for your sentences
- Spell better

We will review the eight parts of speech: nouns, pronouns, adjectives, verbs, adverbs, prepositions, conjunctions and interjections. We will continue building better vocabulary to accurately and effectively use written English. We will have guided, structured activities to help master writing tasks and cover major spelling rules. We will keep journals to practice free-writing for organization and fluency. We will continue editing our written work. All homework must be submitted at the time it is due for a passing grade.

Attendance
You need to come to class every time. If you are sick, call or email your teacher. If you leave class and cannot come back, tell the teacher. Students who miss 20% (7 hours) will not make progress. 1 point will be given for each homework assignment completed. Attendance in class and online is very important!
**About Class**
- Turn off all cell phones during class.
- You will need paper, pens, and pencils. Bring them to each class.
- Come to class on time.
- Do all homework and participate in class (work in groups/pairs, ask questions).
- Do assignments online.
- Be polite and respect your classmates. We learn from each other. We can help each other. We must treat one another with respect, even when we have different ideas. We will use professional student behavior that does not disturb others.

**Grading**
You will receive these grades on tests and homework assignments:

- 4 (A) . . . . . . . . Excellent
- 3 (B) . . . . . . . . Good
- 2 (C) . . . . . . . . Needs more work
- 1 (D) . . . . . . . . Beginning

Homework will not be graded until you have edited and made corrections on your first draft.

We will be using *Great Writing 1 – Great Sentences for Great Paragraphs*, Folse, Keith; Muchmore-Vokoun, April; Vestri Solomon, Elena et al. (2010), Third edition, Heinle: Boston. It is not necessary for you to purchase this book. We will use a class set.

English/English dictionary (Random House College, Webster’s or Longman)
Thesaurus (Webster’s or similar with 30,000 entries)

**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.

**Academic Honesty**
Plagiarism (using the ideas or words of another as one’s own without crediting the source) will not be tolerated. Taking papers in whole or part from the internet is unacceptable.

**Student Code**
“Cheating, stealing, plagiarizing and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Vice President of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Vice President of Student Services.” The Student Code, Policy 2050, in its entirety is located at: [http://bellevuecollege.edu/policies/2/2050_student_code.asp](http://bellevuecollege.edu/policies/2/2050_student_code.asp)
**Important Links**

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to Canvas. To create your account, go to: [http://www.bellevuecollege.edu/canvas/](http://www.bellevuecollege.edu/canvas/)

BC offers a wide variety of computer and learning labs to enhance learning and student success.

**Disability Resource Center**

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or 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 us as soon as possible.

If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter.

The DRC office is located in B 132 or you can call our reception desk at 425.564-2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit our website for application information into our program and other helpful links at [http://www.bellevuecollege.edu/drc/](http://www.bellevuecollege.edu/drc/)

**Public Safety**

The Bellevue College (BC) Public Safety Department's well trained and courteous non-commissioned staff provides personal safety, security, crime prevention, preliminary investigations, and other services to the campus community, 24 hours per day, 7 days per week. Their phone number is 425.564.2400. The Public Safety website is your one-stop resource for campus emergency preparedness information, campus closure announcements and critical information in the event of an emergency. Public Safety is located in K100 and on the web at: [http://bellevuecollege.edu/publicsafety/](http://bellevuecollege.edu/publicsafety/)

**Policy Statement**

We respond only to direct inquiries from students. We discourage third parties (parents, spouses, and friends) from involving themselves because this can slow student growth and progress. We do this 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 on a case-by-case basis at the discretion of the instructor.

Should you have concerns about this class, I encourage you to come to me with them. If for any reason you don’t feel comfortable talking about your concerns with me, the usual next step would be to speak with the program chair, Jean Pauley, ESL Chair, Developmental Education in R130Z ([jean.pauley@bellevuecollege.edu](mailto:jean.pauley@bellevuecollege.edu)). You can refer concerns about this class to the Arts and Humanities Division Dean, Maggie Harada ([maggie.harada@bellevuecollege.edu](mailto:maggie.harada@bellevuecollege.edu)) or the Assistant Dean, Scott Bessho ([scott.bessho@bellevuecollege.edu](mailto:scott.bessho@bellevuecollege.edu)) in the Arts and Humanities division office (R230). For more information, contact the Ombuds Office: [http://www.bellevuecollege.edu/ombuds/](http://www.bellevuecollege.edu/ombuds/)

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.