English as a Second Language 055  Spring 2013  Instructor: María Lerma
MTW 12:45-2:50 PM & online (714) 432-5714  Office: Lit & Lang 136
Monday & Wednesday 12:25-12:40 PM; Tuesday 10:30 AM -12:45 PM; Virtual Thursday 9:30-10:30 AM  mlerma@occ.cccd.edu
http://occonline.occ.cccd.edu/online/mlerma

Required Texts:
1. Understanding and Using English Grammar by Azar
2. Multicultural Workshop by Blanton
3. Reader’s Digest (www.readersdigest.com/savebig)
4. English-English dictionary

Course Description: ESL 055 is an integrated course: students work on reading, writing, and grammar. The objective of this course is to prepare you for writing courses such as ESL 060, 099, and English 100. The above mentioned courses require that students write original essays that are relatively free of grammatical errors and that express critical thinking and knowledge of college level topics. Students in this class will be working on writing assignments both in and out of class– approximately two writing assignments a week. **All out of class assignments must be typed, double-spaced.** ALL work is due at the beginning of class – please place your assignments on my desk as soon as you walk in. **LATE work (15 min) is not accepted.**
In-class writing must be in INK, double-spaced

Online Component: This is 25% of the class. All assignments are due on Friday by 6 PM. **You can resubmit once if you submit your assignment before Thursday, 7 PM.** You are expected to participate in the online discussions. Your participation will be part of your final grade. **Each online absence counts as an absence, and you will get an F for the assignment.**

****You must have at least 70% in each skill area to pass the class; in other words, you cannot pass if you have 100% in reading and 60% in grammar.

Student Learning Outcomes: By the end of the semester, students will be able to:

1. Recognize specific grammatical forms (noun, adjective, and adverb clauses; word forms; passive and active voice; all verb tenses; and transition words) by constructing the targeted grammatical structures in written form: in written exercises, specific sentences, paragraphs, and other responses.

2. Recognize factual and inferred information in short, unsimplified readings such as found in *Reader’s Digest, The Los Angeles Times, and Newsweek* through discussions, class and individual presentations, and writing responses in the forms of summaries, opinions, and focused answers identifying fact, inference, and opinion.

3. Apply writing skills appropriate to this level by responding to the reading skills mentioned above through writing summaries, opinions, focused answers to controlled questions, and critiques that show the ability to synthesize and analyze information with grammatical accuracy.

4. Write paragraphs using introductory and concluding sentences, as well as supporting sentences.

Quizzes/Exams: These will be both announced and unannounced.

Attendance: You will be dropped after 4 absences (not going online counts as an absence) OR six tardies (after 30 min)
**Plagiarism:** If you use another person’s words (published authors, other students, web sources) without crediting the source, this is plagiarism. You must paraphrase or use quotation marks when quoting. *Patchwork plagiarism:* This is when a student turns in a piece of writing that is partly his/hers, but that consists of bits and pieces of an author’s words—this is plagiarism.

Plagiarism will be reported to the Dean of Students, who will note this on your records. You may be suspended or expelled from the College.

**Grievances and Complaints:** If you want to dispute a grade or evaluation, you must put your request in writing. If necessary, this will first go to the Chair of the department and then to the Division Dean, and/or the Dean of Student Services. Similarly, if any student or group of students is found to be disruptive, he/she/they will be sent to the appropriate dean for disciplinary action. Any disruptions to the class affect the learning environment negatively and WILL NOT be tolerated. This may be noted on your records/transcripts. Always use appropriate language in the classroom. This also includes the online component of the class—the discussions are public, and the online classroom can be viewed by the OCC online faculty and staff. It is simply easier to remember: RESPECT is important for everyone.

**Turn off and put away all phones/laptops/ipods before class starts.** If I have to remind you continually to put away your phone, this is considered disruptive behavior (see above). During tests, you cannot use or have any electronic devices on your desk. You can ask me for definitions or borrow my dictionary.

**Grading:** Assignments are graded on a 0-5 scale: 0 (for plagiarism), 1 or 2 (below 055 level), 3 (working toward 055 level/acceptable), 4 (at level/good), and 5 (excellent).

**Grades:** Please do not dispute a grade or try to change a grade. I grade fairly, and I frequently ask other instructors in both the ESL and English departments to look over students’ work. I will absolutely not pass you if you are not ready for the next level.

**Participation:** You will be graded on class participation, and in particular, on group work. The whole group gets one grade; if one person is not working, the whole group gets an “F.”

**Assignments:** We will follow all the chapters in order; we will not, however, do all the exercises. Most of the homework from Azar will not be submitted; make sure you know which ones do need to be submitted. Get the Reader’s Digest when I tell you since we will have tests on the readings.

**Notebooks:** I will check and grade your notebooks at least twice this semester: the first grade will be in week 4. Your notebook needs to be DIVIDED into 5 parts: 1. Rules 2. Notes 3. In-class work 4. Homework 5. Vocabulary  (6.) Handouts, copies

You are responsible for getting the material that you missed from your classmates. You will be graded on: a. neatness and organization b. completion in all categories 3. usefulness to you as a student. I stress organization because you need to be ready for the daily notes and rules. I do tend to go fast! You are expected to regularly review your notebook.