Richland College  
*Teaching, Learning, Community Building*  

American English & Culture Institute  
Pre-literacy Syllabus  
World Languages, Cultures & Communications  
Class Times: 8:00 a.m. to 12:15 p.m.  
(Monday, Tuesday, Wednesday, Thursday, Friday)  
Classroom: Bonham 111

**Instructor:** Adam Gordon  
E-mail: AdamGordon@dcccd.edu  
Tel: (972) 238-6201  
Office: Wichita Hall 228  
Office hours: 12:30-1:30  
or by appointment

**Instructor:** Shine True  
Email: SHINETRUE@dcccd.edu  
Telephone: 972 238 6140  
Office: Alamito 110  
Office Hours: By appointment

Prerequisites  
Eligibility for the American English & Culture Institute (AECI) is determined through appropriate scores on the COMPASS and an ISEE (Interactive Spoken English Exam).

Special Information: Institution Policies  
1. **ADA Statement:** If you are a student with a disability and/or special needs who requires ADA accommodations, please contact the Richland College Disability Services Office.  
2. **Religious Holidays:** The AECI is a multicultural institution that realizes that the holidays on the academic calendar may not include all religious holidays. Absences for observance of a religious holiday are excused. Students may make up work and/or tests that occur on a recognized religious holiday and complete the assignment within a reasonable time after the absence. Instructors may ask students for additional information about the holiday.  
3. **If you are receiving any form of Financial Aid,** you should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

**Financial Aid Statement For Distance Learning Classes**  
If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-
mailing or contacting the instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

<table>
<thead>
<tr>
<th>NEW Six Drop Issue Syllabus Statement</th>
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STOP BEFORE YOU DROP

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access:

https://www1.dcccd.edu/coursedrops

Emergency Preparedness

"To help ensure your safety on campus, please watch this video on keeping safe in a campus emergency at [http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv](http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv)"

COURSE OUTLINE

The English for Speakers of Other Languages (ESOL) credit curriculum is designed to develop a student's pre-academic language proficiency in the areas of listening, speaking, reading, and writing. The plan of study consists of sixteen courses divided into four proficiency levels and four skill areas (Listening-Speaking, Reading, Writing, and Grammar). The credit curriculum is designed to interface both with other ESOL programs and with developmental studies or college level programs on each campus. A student enters this program by taking an English placement test and then by being advised by a specially trained ESOL academic advisor.

Grammar: ESOL 0066.83833

For grammar, students will be able to:

- Identify nouns, verbs and adjectives.
- Spell vocabulary words.
- Use grammar forms in conversation.
**Reading: ESOL 0046.83833**

For reading, students will be able to:

- Learn vocabulary through images/pictures.
- Learn to use a dictionary.
- Learn basic overview of fiction structure.

**Writing: ESOL 0056 813833**

For writing, students will be able to:

- Use parts of speech in a simple sentence structure – SVO.
- Write simple sentences.

**Listening/Speaking: ESOL 0036.83833**

For listening/speaking, students will be able to:

- Produce short and vowel sounds in words.
- Produce constants and clusters sounds in words.
- Use vocabulary in situational contexts.
- Hold basic conversations in role play.

**Course Policies and Classroom Atmosphere**

**Attendance/Punctuality**

As an F-1 student, you are enrolled fulltime in the American English and Culture Institute. You are expected to attend class from Monday to Friday as part of your visa requirement. By attending class on a regular basis, you will receive the instruction and practice necessary to develop your language skills. You will often be required to participate in group activities, and many assignments cannot be made up. Excessive absences can affect your status with the institute. In order to be successful students must attend and participate in enrolled courses.

Punctuality is important for success in American culture. We will begin class promptly. We expect you to be on time and stay until dismissal.

3 lates = 1 absence

If a student misses more than one hour of class, it is an absent

5 or more absences = 10 points off final grade

Students have been allotted five absences for the session, and the students are responsible for how they will utilize these absences.
Sometimes it may be necessary for you to miss a class due to illness or for personal reasons. If possible, notify your instructor ahead of time or leave a message for him/her at the office number listed on the first page. When you return to class after being absent, it is your responsibility to check with classmates or your instructor to find out what assignments you have missed and to request handouts which may have been given during your absence. It is always a good idea to exchange telephone numbers with a classmate so you can give each other homework assignments if one of you misses class.

**Homework**
In this intensive course, you can expect to have at least two hours of homework each day. You must turn in homework when it is due. No late homework will be accepted unless you have made prior arrangements with the instructor.

**Classroom Atmosphere**
In this course, you will be expected to participate in cooperative learning activities as well as individualized projects and assignments. You will want to share your ideas and encourage your classmates to talk as much as possible during small group sessions and class discussions. At all times, you should do your best to make other students feel relaxed and at ease. When you are given class time to complete individual assignments, please focus on the assignments and do not disturb other students who are working.

**Academic Honesty and Integrity**
Cheating is considered to be a serious offense at the American English and Culture Institute. If you are caught cheating in class, you will receive an “F” in this course, and you could be expelled from the institute. Academic dishonesty includes but is not limited to cheating on tests, plagiarism and collusion. **Cheating** includes copying the work of others, and/or using notes, books or information from other students during tests or exams, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take the test. **Plagiarism** is the appropriating, buying, receiving as a gift, obtaining another’s work and the unacknowledged submission or incorporation of it in one’s own written work. **Collusion** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. Students who are involved in such activities shall be punished as prescribed by college and Board policies outlined in the **Student Code of Conduct** at http://www1.dcccd.edu/cat0506/ss/code.cfm

**Smoking, Eating and Drinking, Cell Phones**
College policy restricts students from smoking in the building. Eating and drinking, with the exception of water, is not allowed in the classroom. Students are responsible for keeping the classroom neat and clean. Please be respectful of your instructors and classmates by having your cell phones turned off while you are in class.
Drop Policy and Procedure
If you cannot finish this course for personal reasons, you must officially drop the course. Your instructor cannot do this for you. Only you can complete the paperwork to do this. To drop a course, you must see your International Student Advisor and officially complete paperwork. If you stop coming to class and do not drop the course, you will receive a grade of “F”. The last date you may drop this session: February 28, 2015

Course Grading and Recommendations
Your final course grade will be determined by your overall performance and by your language proficiency at the end of the course. In each course you will be required to take tests, quizzes, a midterm exam and a final exam.

Promotion to the next level will be based on the instructors’ assessment of your overall performance. To be promoted to the next level, you must:

1. Receive a C grade or higher to pass this course as an overall average. The R/W average must also be 75.
2. Attend class on a regular basis
3. Complete all assignments, quizzes and exams, and participate in all activities.

A = 90-100
B = 80-89
C = 75-79
D = 60-74
F = 59 and below

Final Grade Calculation:

Writing 25%
Grammar 25%
Listening/Speaking 25%
Reading 25%
Total 100%

Class Participation: This is how your participation grade works. You begin each class with 5 points for participation. You will lose all 5 points if one or more of the following occurs:

- Your cell phone rings or vibrates during class.
- You are using an electronic dictionary during class.
- You do not have your required textbooks for class.
- You have pencil writing in your used textbooks.
- You do not have the homework that was given for the day.
- Your instructor has to tell you twice during the same class period NOT to speak in your native language.
- You are absent or come to class late and don’t tell your instructor BEFORE class.
Within each skill area, for the Pre-Literacy class, homework equals 20% of the grade, tests and quizzes equal 30% of the grade, participation points equal 20% of the grade, and the final exam equals 30% of the grade.

**Cell phones:** Cell phones will not be permitted in the classroom unless your teacher gives you permission to give them. Please keep your cell phones in your backpack or bag at all times. If there is an emergency, please tell your teacher before class.

**Academic Progress**

Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check www.richlandcollege.edu/admissions/process.php for more details.

**Third Attempt to Enroll in a Course**

Effective for fall semester 2005, The Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. Developmental Education and some other courses will not be charged additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 semester. Students should take care in dropping a course, as the third or future attempt to retake a course will result in additional tuition. There is not an appeal process. See Third Attempt to Enroll in a Course at http://www.dcccd.edu/thirdcourseattempt/

**Obtaining Final Course Grades Using eConnect**

Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu or by telephone at 972-613-1818. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions and Student Records Office, T170.

**No Classes**

There will be no classes on the following day: February 19-20, 2015 for Professional Development and March 9-13, 2015 for Spring Break.

<table>
<thead>
<tr>
<th>Pre-literacy Level</th>
<th>Book Titles</th>
<th>Author</th>
<th>Publisher</th>
<th>ISBN #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ventures Basic</td>
<td></td>
<td>Gretchen Bitterlin, Dennis Johnson, Donna Price, Sylvia Ramirez, K.</td>
<td>Cambridge University Press</td>
<td>9781107641020</td>
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<tr>
<td>Title</td>
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<tr>
<td>Stand Out Reading &amp; Writing Challenge 1</td>
<td>Rob Jenkins, Staci Johnson</td>
<td>Heinle</td>
<td>978-1-4130-0721-3</td>
<td></td>
</tr>
<tr>
<td>Focus on Grammar 1</td>
<td>Irene E. Schoenberg, Jay Maurer</td>
<td>Pearson</td>
<td>978-0-13-245591-6</td>
<td></td>
</tr>
</tbody>
</table>
Writing: Stand Out: Reading & Writing Challenge and Heinle Picture Dictionary
Heinle Picture Dictionary/Workbook is needed for all sections.

Week 1

Letter of the alphabet (Big letters and little letters) Practice writing and spelling

Use picture dictionary. Chapter 1: Basic Words

Week 2 Topic: People

Putting words together and practice spelling.

Vocabulary Building Challenge P.5. Reading/Writing Challenge Chapter 1

Picture Dictionary: Chapter 4

Writing parts of speech—Use to describe people. (Subject Pronouns, Nouns, Verbs, Adjectives)

Week 3 Topic: Clothes

Continue with Vocabulary building and spelling. Unit 2 challenges.

Basic idea of a sentence. Continue with parts of speech.

New picture dictionary words. Chapter 8

Week 4: Food

Writing a Sentence. Write 5 sentences about myself. Unit 3 challenges and vocab.

Picture dictionary continued. Chapter 7

Week 5: Housing

Using correct grammar with sentences. Teach punctuation. Write 5 sentences about another person. Unit 4 challenges and vocab.

Picture dictionary continued. Chapter 6

Week 6: Community

Continue Unit 5. Picture dictionary continued. Chapter 5 Describe a city or Richland with parts of speech.

Week 7: Myself

Write about myself Unit 6 and 7.

Picture dictionary continued. Chapter 10 or 11
Week 8: Finals

Grammar: *Focus on Grammar 1* and *Heinle Picture Dictionary*

Week 1


Week 2

Parts of Speech: nouns and verbs

Build vocabulary of nouns/verbs

Nouns: Singular, Plural, countable, non-countable

Weeks 3 and 4

Quiz over Nouns and Verbs.

Part VII: There is/There are/This/That/These/Those Quiz

Week 5

Part II: Sentences with Be verb.

Parts of Speech Adjectives

Quiz

Week 6

Part VI: Present Progressive

Week 7

Part V: Sentences with Simple Present

Quiz: Simple Present and Present Progressive

Week 8

Finals
**Reading: Stand Out: Reading & Writing Challenge** and **Heinle Picture Dictionary**

**Week 1**

Review alphabet (Big letters and little letters) and reading words in book. Practice reading the vocabulary words from Chapter 1 of the picture dictionary. Colors, days, months, numbers

**Vocabulary quiz over words.**

**Week 2: People**

Reading Challenge Unit 1 (P 7) and vocabulary building. Story from Ventures (P12). Weekly vocab quiz (Picture Dictionary Vocab—Unit 4)

**Week 3: Clothes**

Reading Challenge Unit 2 (Reading/Writing text P 18-19). Additional reading topic from Ventures (90-91) Weekly vocab quiz (Picture Dictionary Vocab Unit 8)

**Week 4: Food**

Reading Challenge Unit 3 (Reading/Writing text 30-1). Additional reading topic from Ventures (50-51) Vocabulary quiz (Picture Dictionary Vocab Unit 7)

**Week 5: Housing**

Main Idea/Support

Unit 4 (Reading/Writing text 43)). Additional reading topic from Ventures (116-7) What is the main idea? Weekly vocab quiz (Picture Dictionary Unit 6)

**Week 6: Community**


Unit 5 (Reading/Writing text (50-1)). Additional reading topic from Ventures (64) A MI and vocab quiz (Picture Dictionary Unity 5)

**Week 7: Myself**

Another vocabulary quiz. Unit 6 (67) and Unit 7 vocab. Review

**Week 8**

Final
Listening/Speaking: Ventures Basics and Heinle Picture Dictionary

Week 1

Alphabet—Sounds for each letter
Vowels, Consonants
Speaking in English

Week 2: People

Talk about myself. Unit 1
Talk to the class: An introduction
Conversation Partner #1

Week 3: Clothes

Conversation Partner #2
Unit 7
Colors
My likes/dislikes
Numbers Listening quiz and pronunciation practice

Week 4: Food

Talk about speaking
Review: My likes/dislikes
Presentation of My likes/dislikes (Food, colors, clothes, other)
Conversation Partner #3

Week 5: Housing

Unit 9: House activities You and your family
1 minute talk about my family
Conversation Partner #4

Week 6: Community

Unit 5: About town
Describe your city
1 minute talk
Conversation Partner #5

Week 7: Myself

Myself. Leisure. Unit 10
Conversation Partner #6

Week 8 Final Exam