ADVANCED INTENSIVE LEARNING COMMUNITY (Spring 2015)

PATHS TO SUCCESS IN THE UNITED STATES

Richland College, AECI/ILC Division Office (WH250) 972-238-6154
School of World Languages, Cultures and Communications (L208) 972-238-6943
ESOL 0053/0063/0054/0064/0044/0034.83209 (12 credit hours)
1:00 p.m. – 4:30 p.m., M-F, Classroom WH217

PROGRAM FACULTY
Alice Lee
Office: Wichita Hall, WH272
Telephone: 972-238-6057
Email: alee@dccc.edu
Office Hours: M–F, 4:30pm–5:30pm (call or email for appointment)

Ann Moy
Office: Alamito Hall, A110
Telephone: 214-924-5272
Email: amoy@dccc.edu
Office Hours: by appointment

IMPORTANT DATES
Drop Dates: Feb. 28 (0053/0063), April 16 (0034/0044), May 1 (0054/0064)
[If you drop any course in the ILC, you have to drop all other uncompleted courses in the ILC at that time.]
Last Class Day: May 12 (attendance required through this date)
Holidays (no class on these days): Feb. 19-20, March 9-13 (Spring Break), April 3

REQUIRED TEXTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Author</th>
<th>Ed/Vol/YR</th>
<th>Publisher Name</th>
<th>ISBN</th>
</tr>
</thead>
<tbody>
<tr>
<td>0034</td>
<td>Speech Communication Made Simple</td>
<td>Dale/Wolf</td>
<td>3rd</td>
<td>Pearson ESL</td>
<td>0-13-195544-6</td>
</tr>
<tr>
<td>0034</td>
<td>Quest 3: Listening and Speaking (with student audio CD)</td>
<td>Blass</td>
<td>2nd</td>
<td>McGraw-Hill</td>
<td>0-07-326962-X</td>
</tr>
<tr>
<td>0044</td>
<td>Reading for Results – Twelfth Edition</td>
<td>Flemming</td>
<td>12th</td>
<td>Wadsworth Cengage Learning</td>
<td>978-1-133-58996-9</td>
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<tr>
<td>0044</td>
<td>To Kill a Mockingbird</td>
<td>Lee</td>
<td>1982</td>
<td>Grand Central Publ.</td>
<td>0446310786</td>
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<tr>
<td>0053/54</td>
<td>Blueprints 2: Composition Skills for Academic Writers</td>
<td>Folse/Mahnke/ Solomon/Williams</td>
<td>2003</td>
<td>Houghton Mifflin</td>
<td>0-618-14410-2</td>
</tr>
<tr>
<td>Lab</td>
<td>Writing Clearly: Grammar for Editing</td>
<td>Lane/Lange</td>
<td>3rd</td>
<td>Heinle &amp; Heinle</td>
<td>1-111-35197-X</td>
</tr>
<tr>
<td>Lab</td>
<td>Academic Word Power 3</td>
<td>Bull</td>
<td>2004</td>
<td>Houghton Mifflin</td>
<td>0-618-39770-1</td>
</tr>
</tbody>
</table>

You must have all your books by the second week of class! Get your books now!
Make sure that you get the correct edition of each book. If you get a book with writing in it, you must erase all writing. Don’t get a book that has writing in it in ink. If you get the wrong edition, or a teacher’s edition, we will make you return it and get the correct book!
ADDITIONAL MATERIALS
spiral notebooks (for journals and note-taking)
loose-leaf paper (you should always bring notebook paper to class)
folders with pockets (to turn in your essays)
pens, pencils, white-out tape, highlighters, erasers (you should always bring extra pens/pencils to class)

PREREQUISITES
Students must show readiness for the ESOL Intensive Learning Community based on Compass and ISEE Test Scores. Students may be asked to move to a different course/level based on the discretion of the instructors and the ESOL Learning Community Coordinator.

COURSE DESCRIPTION
This is an advanced level fast-track ESOL program for students who want to complete 12 hours in one semester. The language skills of listening/speaking, reading, writing and grammar are taught together. These classes cannot be taken separately. Students will take part in a variety of activities, which may include seminars and/or field trips. Classes are scheduled from 1:00 p.m. to 4:30 p.m. Monday through Friday for 16 weeks.

EDUCATIONAL PHILOSOPHY
We believe that learning is an active and cooperative process. We see ourselves as facilitators in building a learning community. We expect each member to contribute his or her unique knowledge and skills. We will help one another improve and succeed. We are committed to a multicultural curriculum, methodology, and vision. As a member of this learning community, your responsibilities will include evaluating your own learning progress as well as that of your peers.

COURSE METHODOLOGY
The course methodology emphasizes participation. We will use a variety of learning situations including reading, writing, and conferences with instructors, peer reviewing, group work, lectures, guest speakers, seminars and videos. We will utilize the library as well as the computer lab.

COURSE OBJECTIVES/LEARNING OUTCOMES
READING—ESOL 0044 (16 weeks)
▪ Develop reading skills and strategies necessary for college-level reading materials
▪ Prepare for reading academic materials, both fiction and non-fiction, with comprehension and confidence
▪ Expand vocabulary in context

WRITING—ESOL 0053 (1st 8 weeks) & 0054 (2nd 8 weeks)
▪ Prepare for college level writing by writing in different modes that are well developed, logically organized and crafted to attract the readers’ interest
▪ Learn to develop the writing process
▪ Write for different purposes and audiences
GRAMMAR—ESOL 0063 (1st 8 weeks) & 0064 (2nd 8 weeks)
- Refine grammar skills for writing controlled paragraphs and essays
- Review verb tenses, subject-verb agreement, and transitional expressions
- Study adjective, adverb, and noun clauses
- Study passive voice and conditional sentences

LISTENING AND SPEAKING—ESOL 0034 (16 weeks)
- Participate in large and small group discussions by making comments, asking questions, and responding to observations of others
- Improve pronunciation and articulation in English
- Learn to give a prepared oral presentation
- Learn the rhythm and intonation of the English language
- Improve listening and comprehension skills in academic, broadcast and social settings

ACADEMIC SUCCESS
- Become a more effective learner by taking responsibility for your progress and achievement in class
- Become proficient in using educational technology for academic success.

LEARNING RESOURCES
- ESL Lab, WH261 - a place where you can use computers to work on your labs and get help if needed; educational software, tapes, workbooks, and reference books.
- LRC (Learning Resource Center/Library), L031 - Reference librarians are available to assist with research questions.
- Drop-in computer labs, D229 and WH159 – Assistance is available in software applications and word processing; place to use computers and/or to print documents
- Center for Tutoring and Learning Connections, M216 - Free tutors in writing and reading, as well as special topics workshops. Call 972-238-6226 for appointments.
- Conversation Partners – English conversation practice, call 972-761-6743 to ask about times (C110/C120)

COURSE POLICIES

HOMEWORK
Reading homework is always due at the start of class; you may not work on homework during class. No late homework will be accepted unless you make special advance arrangements with your instructor. Essays are always due at the beginning of class on the day that they are due. Late essays will be accepted, but they will be penalized by a ten point deduction for every day that they are late. An essay is already late if it is not turned in at the start of class. Do NOT work on your essay in class unless the teacher has told you to do so. If you miss a test, no make-up test will be given unless special advance arrangements have been made with the instructor or if you bring a note from a doctor saying you were too ill to attend class. If you are absent and have not made special arrangements with your instructor, the assigned homework will still be expected when you return to class. If you miss class, it is YOUR responsibility to get the homework assignment from the instructor (via telephone or e-mail) or a fellow student. It is a good idea to exchange phone numbers with a classmate so you can get the homework, assignments and other information you may need for the next class meeting.
All homework and essay assignments should include the following information in the upper right corner: your name, the date, the course and the section number. All essays are to be typed and double-spaced with one inch margins on all sides. You should have a backup copy saved on a computer storage medium.

**ATTENDANCE**
In order to be successful students must attend and participate in enrolled courses. You are expected to attend each class period. **Punctuality** is important for success in American culture. We will begin class promptly. We expect you to be on time and to stay until dismissal. If you are going to be late or absent, call your instructor as soon as possible (preferably before class begins). Since many important assignments will be completed during class time, the chart below outlines our attendance policy.

3 late arrivals = 1 absence  
1 early departure = 1 absence  
6 absences = 10 points off final course grade  
7 absences = 20 points off final course grade  
8 or more absences = 30 points off final course grade

**EVALUATION**

<table>
<thead>
<tr>
<th>GRADE</th>
<th>(ESOL 0063) (1st 8 wks)</th>
<th>(ESOL 0064) (2nd 8 wks)</th>
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<tbody>
<tr>
<td><strong>GRAMMAR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60%</td>
<td>Chapter Exams</td>
<td>30%</td>
</tr>
<tr>
<td>20%</td>
<td>Quizzes</td>
<td>30%</td>
</tr>
<tr>
<td>10%</td>
<td>Participation/Attendance</td>
<td>10%</td>
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<tr>
<td>10%</td>
<td>Grammar Lab</td>
<td>10%</td>
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<tr>
<td><strong>WRITING</strong></td>
<td>(ESOL 0053 &amp; ESOL 0054)</td>
<td>20%</td>
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<td>30%</td>
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<tr>
<td><strong>READING</strong></td>
<td>(ESOL 0044)</td>
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<tr>
<td><strong>LISTENING/SPEAKING</strong></td>
<td>(ESOL 0034)</td>
<td>20%</td>
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GRADING SCALE

READING: A=90-100; B=80-89; C=75-79; D=60-74; F 59 and below; N = <75% non-attendance.

WRITING: A=90-100; B=80-89; C=75-79; D=60-74; F 59 and below; N = <75% non-attendance.

GRAMMAR: A=90-100; B=80-89; C=75-79; D=60-74; F 59 and below; N = <75% non-attendance.

LISTENING/SPEAKING: A=90-100; B=80-89; C=75-79; D=60-74; F 59 and below; N = <75% non-attendance.

EXIT POLICIES AND PROCEDURES

READING
Students must earn a reading course average of 75% or higher to exit ESOL 0044. This average will be based on grades in the reading category listed above. If you do not earn a 75% or higher in the course, you will be required to repeat ESOL 0044.

WRITING
Students must earn a passing class grade of 75% or higher AND a 75% or higher on the writing final exam. The writing final for ESOL 0053 will consist of an in-class comparison/contrast essay, and the writing final for ESOL 0054 will consist of an in-class argumentative essay. If you do not pass Level 3 writing, your Level 4 writing final exam will be used to determine if you have made enough progress to pass Level 3 writing. If so, your Level 3 writing grade will be changed to a passing grade at the end of the Level 4 writing class. The same Level 4 writing exam will also be used to determine if you will pass Level 4 writing. NOTE: Because the writing and grammar courses at Richland College are linked, if you do not pass the writing course (either 0053 and/or 0054), you will also be required to repeat the corresponding grammar course (0063 and/or 0064) even if you received a passing grade in grammar. If you do not pass both the course and the writing final, you will be required to repeat the writing and grammar courses (0053/0063 and/or 0054/0064).

GRAMMAR
Students must earn a passing class grade of 75% or higher. NOTE: Because the writing and grammar courses at Richland College are linked, if you do not pass the writing course (either 0053 and/or 0054), you will also be required to repeat the corresponding grammar course (0063 and/or 0064) even if you received a passing grade in grammar.

LISTENING/SPEAKING
Students must earn a passing course grade of 75% and pass the final formal presentation with a grade of at least 75%. You will have to show competence in both listening and speaking/pronunciation. If you do not pass the final presentation, you will be required to repeat ESOL 0034.
END OF COURSE EVALUATION
At the end of the semester, each student will meet with his/her instructors to receive final grades and a course completion form. After this meeting the student can go to the Multicultural Center to register for the next semester.

LAB REQUIREMENT
For each of your course subjects, you are required to complete six lab assignments outside of class. These can be completed on any computer with internet access. These assignments are designed to give you extra practice in writing, grammar, reading, and listening/speaking to help fulfill the objectives of these courses. Many of your lab assignments are also specially designed to help you gain knowledge and vocabulary that will help you in your future career.

During your first week, you will receive instructions needed to complete the assignments. You are responsible for completing all lab assignments and quizzes by the due dates listed in eCampus.

If you have any questions about your labs, you need to contact your lab instructor, Alice Lee (alee@dcccd.edu) (972-238-6057).

*The grade you receive upon completion of all lab assignments is worth 10% of your lecture course grades. Failure to submit your lab assignments will affect your lab grade, and ultimately affect your final grade for your courses.

ACADEMIC RESPONSIBILITY AND INTEGRITY
Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct http://www.richlandcollege.edu/conduct/

Cheating includes copying from another student's test or homework paper, using materials not authorized (including cell phones or computers), 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 a test. Plagiarism is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. This means using and presenting another person’s words, ideas, or writing as your own. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirement. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test or even be suspended from college. Students who are determined to be involved in such activities shall be punished as prescribed by college and Board policies outlines in the Student Code of Conduct. All work submitted for this course must be your own. Any student caught cheating, colluding, or plagiarizing will be punished with a failing grade of F for the assignment and will not be allowed to make up the assignment.

You can learn to properly cite sources using the MLA format by visiting the Richland College Library Guide to MLA format at: http://www.richlandcollege.edu/library/mlaexamples.php
ELECTRONIC DEVICES IN THE CLASSROOM
Electronic devices such as cell phones, iPods, iPads, netbooks, blackberries, blue tooth devices, laptop computers, etc. are a distraction for the teacher, the student using the device, and the other students. These items are not permitted to be used in the classroom without the expressed consent of the instructor. If you have any such items in your possession, they should be turned completely off during the duration of the class. Vibration mode is not the same as off; it still makes noise and distracts you and the class. You must put all such devices out of sight for the duration of the class. That also means you should not be wearing earpieces or headphones during the class. Violations of these rules will result in a reduction of your class participation grade. Use of such items during an exam can result in a zero on the exam.

DICTIONARIES AND ELECTRONIC TRANSLATORS
At this point of your English studies, you should be relying on English only dictionaries. That means the word and the definition are in English only. Do not bring translating dictionaries (either paper or electronic) to class with you. They will not be permitted for use in the classroom. If you do not know the meaning of a word, you should look it up in an English dictionary or ask your instructor to explain the word to you. During this point of your studies, translation to and from your native language will only slow you down and will often lead to mistranslations and misunderstandings. Use of dictionaries or electronic dictionaries on an exam can result in a zero on the exam.

WITHDRAWAL POLICY AND DROP DATE
If you are unable to complete the semester and have to stop coming to class, it is your responsibility to withdraw formally by going to the Multicultural Center to complete paperwork to officially drop the class by the dates listed on the first page of this syllabus. Failure to do so will result in your receiving a performance grade, usually an "F." If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a "W" (Withdraw) in each class dropped.

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.

RELIGIOUS HOLIDAYS
Students who will be absent from class for the observation of a religious holy day must notify the instructor/s in advance. Please notify your instructor/s in advance in order to make arrangements for any tests or assignments that will be missed. Please refer to the college catalog “Student Obligations” section for more information.
DISCLAIMER RESERVING RIGHT TO CHANGE SYLLABUS
The instructor reserves the right to amend this syllabus as necessary.

SMOKING, EATING, AND DRINKING
Campus policy restricts students from smoking in any campus buildings. Eating and drinking are permitted within reason as long as the instructors agree it does not interfere with the class. Students are responsible for keeping the class neat and clean. Additionally, each student must sign a form stating he/she agrees with the terms of the policy. Instructors must collect and keep the signed statements on file. The form is attached to this syllabus. Please sign it and return it to your teachers.

INSTITUTION POLICIES
For Institution Policies, please refer to the Richland website http://www.richlandcollege.edu/syllabusinfo/syllabiInformation.pdf

CONTINGENCY PLAN STATEMENT
In the event the college has to temporarily close, students should log into their eCampus course shell for further information and instructions.

FOR FINANCIAL AID STUDENTS ONLY
Failure to attend classes could result in loss of Financial Aid (FA). 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. Beginning fall 2010, an “E” grade in an ESOL or developmental course will not be viewed as making "Satisfactory Academic Progress" by federal financial aid. If you have additional questions regarding this change, please contact the Financial Aid office at 972-238-6188.

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.
Food and Drink Policy

ESOL Advanced Intensive Learning Communities

I understand that bringing food and drinks into the college classroom is a privilege and a responsibility. Out of respect for other members of the Richland College community, I agree to take full responsibility for my actions. This includes, but is not limited to removing cans, bottles, trash, etc. from the classroom when I leave, and depositing this trash in appropriate receptacles. Also, I agree to clean up spills and if special cleaning is needed, to contact appropriate college personnel immediately. Additionally, out of respect for my classmates and instructors, I will limit my food to snack foods that are not disruptive in odor or noise.

Name_______________________________________________________

Signature_____________________________________________________

Date__________________________

No Plagiarism Promise:

I understand that all work I turn in for any Learning Communities class must be my own. If I use material or ideas of authors or speakers other than myself, I promise to correctly cite these sources using proper MLA format. I realize that any work turned in that contains sources which are not correctly credited will result in my receiving a zero on that assignment.

Name_______________________________________________________

Signature_____________________________________________________

Date__________________________