American English and Culture Institute  
World Languages, Cultures and Communication Division  
Richland College  
Session I (March 22 – May 15)  
Level 2  
Course Syllabus

Instructors:

Jenn Baechle (Grammar)  
Office: Alamito 110  
Office Hours: By appointment  
Office Phone: 972-236-6140 (leave message)  
Email: JennBaechle@dccc.edu

Juliet Wiley (Reading)  
Office: Crockett C204  
Office Hours: M-Th 1:30 – 2:30  
Office Phone: 972-238-6303  
Email: JWiley@dccc.edu

Muhammad Habibullah (Writing)  
Office: Wichita Hall WH226  
Office Hours: As posted on office door  
Phone: 972-238-6222  
Email: Mhabib@dccc.edu

You will receive a separate syllabus for your Listening/Speaking class.

Course Information:

ESOL 0042.83818 (ESOL Reading) (2 credit hours) Prerequisite: Student must have successfully completed ESOL 0041 or placed into course through appropriate assessment. This course builds upon the skills introduced in ESOL 0041. Students identify various modes of paragraph organization. Students distinguish between facts and opinions; make inferences; and increase reading rates and fluency. Students practice strategies such as context clues and word parts to deal with unknown words and acquire new vocabulary. Learning Outcomes: Learn and practice specific strategies for before, during and after reading; review and practice recognizing topic and stated and unstated main ideas; learn and practice three types of figurative language; learn and practice specific context clues; study and use word analysis, learning common prefixes, roots and suffixes; practice making valid inferences while reading.

ESOL 0052.83818 (ESOL Writing) (2 credit hours) Prerequisite: Student must have successfully completed ESOL 0051 or placed into course through appropriate assessment. This course introduces the elements of formal paragraph structure as well as writing as a process - inventing, drafting, revising, and editing. It emphasizes a variety of modes such as narration, description, definition, and explanation. Learning Outcomes: Review types of clauses and sentences; review format and characteristics of a paragraph; write paragraphs in the following modes: descriptive, narrative, process, comparison, and contrast; revise and edit paragraphs; learn and practice rules for comma use and capitalization.

ESOL 0062.83818 (ESOL Grammar) (2 credit hours) Prerequisite: Student must have successfully completed ESOL 0061 or placed into course through appropriate assessment. This second grammar course reviews elements of English grammar introduced in ESOL 0061 and introduces the following grammar and mechanics points: capitalization and basic end punctuation, count/non count nouns and articles, prepositions, present perfect and present perfect progressive verb tenses, modals, gerunds and infinitives, and adjective clauses. These grammar points are necessary for writing correct sentences and paragraphs. Learning Outcomes: Review parts of speech, articles, simple present tense, present progressive tense, simple past tense, past progressive tense and simple future tense; learn verb tenses, present perfect, past perfect, present perfect progressive, past perfect progressive; study modals.

Textbooks:

Dictionary: For Level 2, you need an English dictionary (not bilingual, not electronic).

The instructor retains the right to amend the syllabus as necessary.
**Classroom Policies:**

1. **Attendance Policy:** In order to be successful, students must attend and participate in enrolled courses. As an F-1 student enrolled in a full-time English program, you should attend class every day. **If you have more than 5 absences during the session, your final grade in this level will be reduced by 10 points.** Missing any hour during the day equals one absence. If you are absent, you should contact your teacher(s) before class. Absenteeism: Students have been allotted five absences for the session, and students are responsible for determining how they will utilize these absences. Instructors will follow the attendance policy outlined in the syllabus. If a student has an extenuating circumstance or illness causing the student to exceed the allotted five absences, the student should inform all instructors and an international student advisor in the Multicultural Center. Excessive absenteeism will be reported to the Multicultural Center.

2. **Punctuality:** Is important in American culture. Be on time! **Being late three times equals one absence. You are be late if you arrive or return to class 5 or more minutes after class begins or resumes.**

3. **As a student in this program, you are required to buy your textbooks in a timely manner. You should bring your textbooks to class with you every day no later than **Monday, March 27** unless your teacher informs you otherwise. Copies of the Level 2 textbooks are available at the Reserve Desk for use inside the Richland Library.

4. **We expect you to spend from two to four hours a day of study outside of class. Remember, you are a full-time student! You will probably not pass this level if you are not willing or able to study outside of class as well as in class. If you are absent, it is your responsibility to ask about and complete missed assignments.**

5. **Electronic dictionaries and translators are **not allowed in the Level 2 classroom. Do not bring them to class.**

6. **Cell Phone Use:** The instructor will determine if cell phones may be used during a classroom setting. Cell phone privileges will be removed if the instructor determines the cell phone is not being used for academic purposes or if the cell phone use becomes disruptive to the classroom instruction. Students who disrupt classroom instruction are in violation of the Student Code of Conduct.

7. **Smoking, eating and drinking are not allowed in the classroom. Students must keep the classrooms clean.**

8. **This is an English class. All instruction is in English. In order to provide the best study environment, students and teachers are expected to speak only English in the classroom.**

9. **End of Course Meeting:** At the end of the semester, each student will meet with the course instructors to receive final grades and future course placement information. This session meeting date is **Monday, May 15, 2017.** Do not plan to leave town before this date if you wish to receive your grades and placement information in person.

**Contingency Plan Statement:** In the event the college has to temporarily close, students should log in to their eCampus reading course shell for further information and instructions.

**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](http://www.richlandcollege.edu/admissions/process.php) for more details.

**ESOL Corner:** AEIC students needing additional help with listening/speaking, reading, writing, and/or grammar are welcome to come to the ESOL Corner. The ESOL Corner is a drop-in tutoring center located on the second floor of Wichita Hall, across from the ESOL Lab (WH261). A tutoring schedule is posted listing the days and times tutors are available to help you.

**Institution Policies:** For Institution Policies, please refer to the Richland Website [www.richlandcollege.edu](http://www.richlandcollege.edu) or to [www.richlandcollege.edu/syllabusinfo/syllablinformation.pdf](http://www.richlandcollege.edu/syllabusinfo/syllablinformation.pdf)

**Class Schedule:** M-F: 8:00 a.m. – 12:25 p.m. (Includes your Listening/Speaking class) Level 2 room: **C282** (Listening/Speaking class may be in another room.) **Classes begin Wednesday, March 22. Classes end on Monday, May 15. You will have no classes Friday, April 14 due to the spring holiday.**

**Course Drop Date:** May 3, 2017

**Grading:** In order to be promoted to the next level, the overall average of your final grades in the four skill areas must be 75% or higher (based on the grading scales for this level), AND the average of your final grades in the reading and writing skill areas must be 75% or higher. **BOTH of these conditions must be met for you to pass to Level 3.** In order to succeed, you must also attend class regularly, complete assignments, participate in class activities, and participate in lab classes.

<table>
<thead>
<tr>
<th>Writing Grade</th>
<th>Grammar Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Exam</td>
<td>Final Exam</td>
</tr>
<tr>
<td>Assignments and Tests</td>
<td>Tests</td>
</tr>
<tr>
<td>Paragraphs</td>
<td>Quizzes</td>
</tr>
<tr>
<td>Daily Writing Assignment</td>
<td>Lab**</td>
</tr>
<tr>
<td>Lab**</td>
<td>Lab**</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reading Grade</th>
<th>Grammar Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Exam</td>
<td>Final Exam</td>
</tr>
<tr>
<td>Unit Tests (2)</td>
<td>Tests</td>
</tr>
<tr>
<td>Assignments/Quizzes</td>
<td>Quizzes</td>
</tr>
<tr>
<td>Lab**</td>
<td>Lab**</td>
</tr>
</tbody>
</table>

**Explanation of grades:**

- **A** = 90-100
- **B** = 80-89
- **C** = 75-79
- **D** = 60-74 (Poor performance; repeat level of instruction)
- **F** = Below 60 (Failing performance; repeat level of instruction)

* Students with an overall average of 75 or above but with a reading/writing average that is not 75 or above also receive a D grade.

**Lab Requirement:** For your courses, you are required to complete 6 online lab assignments outside of class. These assignments are designed to give extra practice in writing, grammar, and reading to help fulfill the objectives of these courses. You will attend a lab orientation and receive lab information needed to complete the assignments. You are responsible for completing all assignments by the due dates listed on the assignment calendars on eCampus. The instructor for your labs, Anna Birukoff, will post grades for the assignments, which you may view throughout the session on eCampus. If you have any questions about your lab assignments, you should contact Anna via email at AnnaBirukoff@dccc.du. Check your eCampus lab class for announcements and information about this requirement. The grade you receive upon completion of all lab assignments is worth 10% in each of your writing, reading and grammar course grades. Therefore, poor lab quiz grades or failure to complete your lab assignments will affect your lab grade and affect your final course grade.
Expected Level 2 Student Outcomes:

Grammar/usage. To successfully complete Level 2 grammar, the student will be able to:

A. use verb tenses (present, past, future, present perfect, past perfect and all progressive forms for these tenses)
B. practice subject-verb agreement
C. use personal and reflexive pronouns, and make agreement with collective nouns and indefinite pronouns
D. use personal pronouns as subject, object, possessive pronouns and possessive adjective pronouns
E. distinguish between various forms of "other", "another", "others, and the others"
F. use adverbs of frequency and manner
G. practice comparative & superlative forms
H. identify adverb clauses of time and reason
I. distinguish between modals of request, ability, possibility, necessity, advisability, expectation, and permission
J. use modals in negative forms and in questions and short answers
K. use gerund & infinitive phrases as subjects, objects of prepositions, and in negative forms
L. recognize the passive voice in the basic verb tenses
M. recognize relative pronouns and simple adjective clauses

Writing/writing processes. To successfully complete Level 2 writing, the student will be able to:

A. apply comma and capitalization rules
B. use a monolingual dictionary to aid in the writing process
C. create simple, compound, complex, and compound-complex sentences
D. use organizational conventions of written English such as a narrowed topic, a topic sentence, adequate supporting details, a concluding sentence, and transition words
E. practice using logic patterns of time, space, and order of importance
F. identify, correct, and learn how to avoid run-on sentences, comma-splices, and fragments
G. create narrative, descriptive, process, and compare/contrast paragraphs
H. use peer-editing, revising, and editing skills in writing

Reading/comprehension. To successfully complete Level 2 reading, the student will be able to:

A. read and comprehend by learning to identify the stated main and implied main idea
B. identify and understand major and minor supporting details
C. recognize a writer’s purpose for writing a passage, predict outcomes, and make inferences while reading
D. identify patterns of paragraph organization (e.g. time order, steps in process, description/spatial, compare/contrast, problem/solution, cause/effect)
E. read and understand real-life print situations by emphasizing vocabulary in newspapers, novels, application forms, schedules, college catalogs, course listings, junk mail, etc.
F. demonstrate vocabulary building techniques (e.g. word forms, context clues, synonyms, antonyms, etc.)
G. practice reading efficiency skills of skimming/scanning in pre-reading
H. read texts in English to facilitate vocabulary development
I. use various reading strategies to facilitate comprehension, improve speed, and build vocabulary
J. practice sustained reading in fiction
# AECI Level 2 Overview

**Week 1**

**Writing (ESOL 0052)**
- **Steps to Writing Effective Paragraphs:** pp 2-40
- **Simple Sentences:**
  - Textbook pp 81-90
- **Phrases & Clauses:**
  - WS (Writing Supplement) - p 6
- **Introduction to Free Writing Assignments (Green Book):**
  - WS - p 5

**Grammar (ESOL 0062)**
- Prepositions
- Non-progressive verbs
  - (Textbook p 16)
- Adverbs of frequency
  - (Textbook A3, p 440)
- S-V agreement with expressions of quantity/irreg.
  - (Textbook Chapter 6, charts 89, 91, 93)

**Reading (ESOL 0042)**
- Reading Strategies: Efficient reading strategies (RS handout)
- Vocabulary Assignments: Introduction to the vocabulary card assignments (RS)
- Textbook Reading 2 (Unit 2): Testing in Education, pp 56-58
- Word Analysis: Intro to WPL (RS)

**Week 2**

**Writing (ESOL 0052)**
- **Compound Sentences (Less Formal/FORMAL):**
  - Textbook pp 91-108
- **Paragraph Development:**
  - pp 41-43
- **Descriptive Paragraphs:**
  - Textbook, pp 48-52

**Grammar (ESOL 0062)**
- Chapter 3 –
  - Present Perfect & Progressive
  - Past Perfect & Progressive

**Reading (ESOL 0042)**
- Finding Main Ideas: Textbook – pp 21-24
- Textbook Reading 4 (Unit 2): Skills for the Twenty-First Century, pp 77-79
- Vocabulary List #1 (RS)
- WPL 1 (RS)
- Short Story—
  - So You Want to Flunk Out of College, pp 6-7

**Week 3**

**Writing (ESOL 0052)**
- **Revising and Editing:**
  - Descriptive ¶ due this week
- **Complex Sentences:**
  - Textbook pp 109-118
- **Summary of Sentence Challenges:**
  - Fragment (F)—Textbook pp 119-129
  - Run-on (RO)—Textbook pp 131-138
  - Comma Splice (CS)—Textbook pp 139-144

**Grammar (ESOL 0062)**
- Intro to count and non-count nouns
  - (Chapter 7)
- Use of articles
  - (Textbook Ch. 7, charts – p 114, 118)
- **Test I** includes material from Week 1 - 3

**Reading (ESOL 0042)**
- **Figurative Language**
- **Inferences**
- **Finding Supporting Details:** Textbook, pp 64-67
- **Vocabulary List #2 (RS)**
- **WPL 2 (RS)**
- **Reading Test 1**
  - [Unit 2 Vocab Lists, context clues, topic/main ideas, inference, figurative language, reading strategies, textbook readings 2 & 4 (Unit 2), WPL 1 & 2]
| 4 | **CAUSE-EFFECT PARAGRAPHS:**  
Textbook pp 60-63  
**CAUSAL LANGUAGE:** WS – p 11  
**COMMA AND CAPITALIZATION RULES:** WS – p 8;  
Textbook pp 145-169  
**PARAGRAPH:** Cause or Effect ¶ Due  
**FOUR KINDS OF SENTENCES TEST**  
WS – p 9 | **Chapter 4 –**  
-Forms of Future tenses  
-Future Perfect & Progressive | **VOCABULARY OF NUMBERS:** Textbook, pp 88-90  
**TEXTBOOK READING 2 (Unit 4):** Global Migration, pp 142-143  
**VOCABULARY LIST #3**  
WPL 3 (RS)  
**GRAPHS AND CHARTS:**  
Textbook, pp 106-109 |
|---|---|---|
| 5 | **COMPARISON/CONTRAST PARAGRAPHS:**  
Textbook pp 64-68  
**COMPARISON/CONTRAST LANGUAGE:**  
WS – pp 12-16  
**PARAGRAPH:** Comparison ¶ Due  | Pronouns  
(Chapter 8, pp 135-147)  
Forms of other, pp 148-155  
(Chart 8-6) p 148  
Gerunds and infinitives  
(Chapter 14) | **SHORT STORY –**  
The Story of an Hour pp 25 – 27  
**TYPES OF TEXT PATTERNS OF PARAGRAPH ORGANIZATION (RS)**  
**TEXTBOOK READING 4 (Unit 4):** Challenges facing the World’s Cities, pp 160-163  
**VOCABULARY LIST #4 (RS)**  
WPL 4 (RS) |
| 6 | **PARAGRAPH:** Contrast ¶ Due  | Modals (Chapter 9), and modal degree of ability (chart p198)  
Modal degrees of certainty (Chapter 10)  
( Azar charts – pp 183,186,189) | **UNSTATED (IMPLIED) MAIN IDEAS**  
**TEST 2**  
[Unit 4 Vocabulary Lists, context clues, topic/main idea including unstated & major details, WPL 3 & 4, textbook readings 2 & 4 (Unit 4), vocabulary of numbers & reading of graphs/charts]  
**TEXTBOOK READING 2 (Unit 6):** The Teenage Brain, pp 227-229  
**VOCABULARY LIST #5**  
WPL 5 (RS) |
| 7 | **Review for Final Exam** | **Test II over material covered during**  
Week 4, 5 & 6  
Review for Final Exam | **SHORT STORY- A Fable for Tomorrow,**  
pp 30–31  
Review for Final Exam |
| 8 | **FINAL EXAMS/CONFERENCES**  
Writing Final Exam:  
Wednesday, May 10, 2017  
**FINAL EXAMS/CONFERENCES**  
Grammar Final Exam:  
Tuesday, May 9, 2017 | **FINAL EXAMS/CONFERENCES**  
Reading Final Exam:  
Thursday, May 11, 2017 | **FINAL EXAMS/CONFERENCES**  
Writing Final Exam:  
Wednesday, May 10, 2017  
**FINAL EXAMS/CONFERENCES**  
Grammar Final Exam:  
Tuesday, May 9, 2017  
**FINAL EXAMS/CONFERENCES**  
Reading Final Exam:  
Thursday, May 11, 2017 |
Then, sign and date the Honor Pledge. When you sign the page, you indicate that you understand the pledge and promise to follow it.

**Honor Pledge for the AECI**

- To learn English I understand that I need to make my own effort to improve. Improvement does not come from plagiarism (copying someone else’s work or ideas). I also understand that using someone else’s words or ideas without giving appropriate credit is a type of theft.

- I pledge that all homework, online discussion material, presentations, and other work completed for this class will be my own. In other words, I will use my own words and ideas.

- I pledge not to ask for or to give answers to anyone enrolled in this or a similar course.

- I understand that the consequences for cheating begin with a zero on that assignment or test and can increase to suspension or expulsion from the college.

________________________________
Signature

________________________________
Printed Name

________________________________
Date
➢ Read and understand this page. Please feel free to ask any questions if you need clarification.

➢ Then, sign and date the Honor Pledge. When you sign the page, you indicate that you understand the pledge and promise to follow it.

Honor Pledge for the AECI

☐ To learn English I understand that I need to make my own effort to improve. Improvement does not come from plagiarism (copying someone else’s work or ideas). I also understand that using someone else’s words or ideas without giving appropriate credit is a type of theft.

☐ I pledge that all homework, online discussion material, presentations, and other work completed for this class will be my own. In other words, I will use my own words and ideas.

☐ I pledge not to ask for or to give answers to anyone enrolled in this or a similar course.

☐ I understand that the consequences for cheating begin with a zero on that assignment or test and can increase to suspension or expulsion from the college.

____________________________________
Signature

____________________________________
Printed Name

____________________________________
Date

Your copy to keep.