

*4500 Steilacoom Blvd. SW*

*Lakewood, WA 98499-4098*

Transitional Studies

###### ENG 030

ESL On Ramp

CH62

6 Credits

Lecture: 2 hrs.

Online: 4 hrs.

Instructor: Diane Mendez

Office Hours: M-Th. 8:00 am – 9 am

Telephone: 253-589-5704 (Voicemail / Message)

Location: Building 15 Room \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: diane.mendez@cptc.edu

Revision Dates: February 7, 2017

COURSE DESCRIPTION

English

Develop basic and more complex English reading, writing, speaking, and listening skills and applications of these skills to academic, employment, and life situations.

**CLASS TIMES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee** | **Class** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| D Mendez | ENG030 | Online / Canvas | Online / Canvas | Online / Canvas | Online / Canvas | Online / Canvas | 9:30am-11:30am |

## PREREQUISITES

English

CASAS score of 165-210 and ESL writing evaluation of Level 1-4

## PROGRAM OUTCOMES

This course is part of a program with the following outcomes.

**Program Title: Transitional Studies**

|  |  |  |
| --- | --- | --- |
| 1. | Program Outcome | The student will create and use a detailed pathway to accelerate student completion towards a career that will foster sustained, economic growth. |
| 2. | Program Outcome | The student will engage in transformational and contextualized learning practices in the classroom and through technology that will advance the student in completion of high school & equivalency certification, certificates, and AA/BA degrees leading to family sustaining employment. |
| 3. | Program Outcome | The student will evaluate awareness of their own personal progress and performance. |
| 4. | Program Outcome | The student will identify awareness of their position within the adult learning community. The student will create a network within the college and local resources to navigate financial aid, and college and community resources. |
| 5. | Program Outcome | The student will develop and demonstrate self-efficacy. |

## COLLEGE-WIDE CORE ABILITIES

Core abilities are transferable skills that are essential to an individual’s success, regardless of occupation or community setting. These skills……

1. complement specific occupational skills
2. broaden one’s ability to function outside a given occupation, and
3. connect occupation, personal, and community roles.

Graduates of all Clover Park Technical College programs will be able to demonstrate competency in each of the following CORE ABILITY areas:

** COMMUNICATION**

**CRITICAL THINKING/PROBLEM SOLVING** 

 **PERSONAL/PROFESSIONAL RESPONSIBILITY**

**INFORMATION/TECHNOLOGICAL LITERACY**  

These symbols appear in the course syllabus to identify which specific learning Outcomes relate to the core abilities. Your instructor will provide more detailed explanations of howacquiringthese core abilities can help you to successfully achieve your career, educational andpersonal goals. Also included in the chart below will be the numbers associated with your program Outcomes to identify which Program Outcomes this course supports.

## Learning Outcomes, Program Outcomes and Core Abilities:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Learning Outcomes:** | **Core Abilities:** | | | | **Program Outcomes** |
| Upon Completion of this Course the learner will be able to: | **https://lh5.googleusercontent.com/n9rltrqL7gmge1zXQyP4WDNQS-8BRZo_5UA1qoHZhIYGPsfZuIQvw6ELrFITEaIVbb4bvUxYamwFzIR_dgsAXdfEMdZkdzZN1CkCDa0QJyXmeu1rd3VtGPldkFrdVXaaeeweNHr2** | **https://lh3.googleusercontent.com/7rkakZTYRaSIjfoEPiLKZetk24dDgeOjEwHNvwbgYQu5Okdaox_t1N2ERk8qfXr2aUT3jXEUFU8C5iLfpZ45Ojo-W9gyVmtKIm1jBicHF-y_WHUR-5oTBJcznHoTgUlqy0Rqg-3k** | **https://lh3.googleusercontent.com/al3_ZdNpIx2JzljiDDQWqg3BcmblU3kOGF8c9WCptxBcUkgwyVq4_Dq4SkYdFmV-533-kFzymWPiyXWeoeXX33xl6hHjo3KvFhw0V9ucaTNMiuyUWTNNl6IHWKK5rHxFAz_Amtw5** | **https://lh6.googleusercontent.com/Tp0w9sEMCtfl8OOFlBDe2L7fa3DY5efCfOC015vo91b4zpAebZaKKIAKhQBCdslMK-k59ClitxULXRd9kaZfcgyVw_eLnZ84nL_1O1OTQ06k0VJCo97O9JavHWjzB9nqm9c35ETo** |  |
| **Outcome 1 Student will achieve a significant gain of 3-5 points on the CASAS Reading Assessment by:** |  |  |  |  | **1, 4, 5** |
| * Reading with sufficient accuracy and fluency to support comprehension. |  |  |  |  | **2, 3, 5** |
| * Knowing and applying grade-level phonics and word analysis skills in decoding words. |  |  |  |  | **2, 3, 5** |
| * Asking and answering questions about key details in a text. |  |  |  |  | **2, 3, 5** |
| * Identifying the main topic and retell key details of a text. |  |  |  |  | **2, 3, 5** |
| * Describing the connection between two individuals, events, ideas, or pieces of information in a text. |  |  |  |  | **2, 3, 5** |
| * Knowing and using various text features (e.g., headings, tables of contents, glossaries, electronic menus, icons) to locate key facts or information in a text. |  |  |  |  | **2, 3, 5** |
| * Using the illustrations and details in a text to describe its key ideas (e.g., maps, charts, photographs, political cartoons, etc.). |  |  |  |  | **2, 3, 5** |
| **Outcome 2 Student will achieve a level gain Writing Assessment by:** |  |  |  |  | **1, 4, 5** |
| * Writing an informative, explanatory or narrative text in which they name a topic, supply some facts about the topic, and provide some sense of closure. |  |  |  |  | **2, 3, 5** |
| * Demonstrating command of the conventions of standard English grammar and usage when writing or speaking. |  |  |  |  | **2, 3, 5** |
| * Demonstrating command of the conventions of standard English capitalization, punctuation, and spelling when writing. |  |  |  |  | **2, 3, 5** |
| * Using words and phrases acquired through conversations, reading and being read to, and responding to texts, including using frequently occurring conjunctions to signal simple relationships (e.g., because). |  |  |  |  | **2, 3, 5** |
| **Outcome 3 Student will demonstrate 85% or more proficiency in giving a presentation in English by:** |  |  |  |  | **1, 4, 5** |
| * Demonstrating understanding of spoken words, syllables, and sounds (phonemes). |  |  |  |  | **2, 3, 5** |
| * Participating in collaborative conversations with diverse partners in small and larger groups. |  |  |  |  | **2, 3, 5** |
| * Demonstrating command of the conventions of standard English grammar and usage when speaking. |  |  |  |  | **2, 3, 5** |
| * Speaking audibly and express thoughts, feelings, and ideas clearly. |  |  |  |  | **2, 3, 5** |
| * Describing people, places, things, and events with relevant details, expressing ideas and feelings clearly. |  |  |  |  | **2, 3, 5** |
| * Producing complete sentences when appropriate to task and situation. |  |  |  |  | **1, 4, 5** |
| **Outcome 4 Student will achieve a significant gain of 3-5 points on the CASAS Listening Assessment by:** |  |  |  |  | **1, 4, 5** |
| * Confirming understanding of a text read aloud or information presented orally or through other media by asking and answering questions about key details and requesting clarification if something is not understood. |  |  |  |  | **2, 3, 5** |
| * Using words and phrases acquired through conversations, reading and being read to, and responding to texts, including using frequently occurring conjunctions to signal simple relationships (e.g., because). |  |  |  |  | **2, 3, 5** |
| * Asking and answering questions in order to seek help, get information, or clarify something that is not understood. |  |  |  |  | **2, 3, 5** |
| **Outcome 5 Student will achieve 80% attendance rate or higher.** |  |  |  |  | **1, 4, 5** |
| **Outcome 6 Student will complete 2 WIOA crosswalk activities.** |  |  |  |  | **1, 3, 4,  5** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Communication |  | Personal/ Professional Responsibility |
|  | Critical Thinking/ Problem Solving |  | Information/Technological Literacy |

ASSESSMENT OF OUTCOMES

Homework

Canvas Assignments and Quizzes

CASAS Reading Exam

CASAS Listening Exam

Writing Assessment

Presentation

SCHEDULE AND ASSIGNMENTS

**See Canvas Assignments Page**

***Instructional calendar may change depending on individual student needs and interests.***

#### **GRADING SCALE**

|  |  |  |
| --- | --- | --- |
| PERCENTAGE | GRADE POINT | GRADE |
| 93-100 | 4.0 | A |
| 90-92 | 3.8 | A- |
| 88-89 | 3.3 | B+ |
| 83-87 | 3.0 | B |
| 80-82 | 2.7 | B- |
| 78-79 | 2.3 | C+ |
| 73-77 | 2.0 | C |
| 70-72 | 1.7 | C- |
| 67-69 | 1.3 | D+ |
| 63-66 | 1.0 | D |
| 62 and below | 0.0 | F |

**TEXT, REFERENCES, LEARNING MATERIALS**

Instructor handouts

Educational software: Canvas LMS

**SCHOOL CLOSURES**

Clover Park has a recorded message that alerts students to school closures. The number to call is 253-589-5707. If the school is not closed, please use your own judgment related to your personal safety in driving to school when the roads have snow or ice conditions. Follow the procedure for contacting your class instructor (s).

**OTHER INFORMATION**

**Disability Statement:** *CPTC values diversity and inclusion; we are committed to fostering mutual respect and full participation for all students. My goal is to create a learning environment that is equitable, useable, inclusive, and welcoming.*

*In order to ensure that the accommodations provided are reasonable and appropriate, all disability-related accommodation requests are processed through our Disability Resources for Student (DRS) Office.  If you have, or think you may have, a disability that may affect your work in this class and feel you need accommodations, contact the Disability Resource Coordinator to schedule an appointment and initiate a conversation about reasonable accommodations.  The DRS Office is located in Bldg. 17, Room 150, 253-589-5676,* [*disabilityresources@cptc.edu*](mailto:disabilityresources@cptc.edu)*,* [*http://www.cptc.edu/disability*](http://www.cptc.edu/disability) *.*

*If you have already documented a disability or other condition through the CPTC DRS Office, qualified for services and would like to receive accommodations in my class, please contact DRS and request that your Letter of Accommodations be sent to me so that I will know which accommodations are necessary to support you while in my class.*

**Library/Resource Center:** Building 15, 253-589-5544, Computer Lab: 253-589-5820, [**Library Services**](http://www.cptc.edu/library/library-services) **www.cptc.edu/library-services**

**Student Code of Conduct**: [**Code of Student Conduct**](http://www.cptc.edu/conduct-code) **www.cptc.edu/conduct-code**

**Veterans Resource Center:** Building 2, Room 109, 253-589-5966,[**Veterans Resource Center**](http://www.cptc.edu/vrc) **www.cptc.edu/vrc**

**POLICIES AND PROCEDURES**

**Classroom Expectations**

1. You are expected to be on time and attend each class with appropriate materials (pen, paper, and notebook). Late arrival to class is a disruption to your classmates and your instructor. Medical appointments, etc., should be scheduled outside class time whenever possible. If you miss a class, it is your responsibility to get notes/assignments from classmates.
2. Participation in class activities and assignments is expected. Please inform your instructor of any special accommodations you may have regarding physical limitations, learning disabilities, or other special circumstances/needs.
3. Clean your work area before leaving the class. Be respectful of all equipment and furniture in the classroom.
4. Please do not write in or remove books used in class.
5. Please silence all electronic devices during class time. If you have a special situation, please talk to your instructor.
6. Please do not make or receive personal calls during class time. Repeated interruptions of this type may be counted as an absence.
7. Instructors may allow snacks and drinks in the classroom as long as this is not disruptive to the teaching and learning process. Students are generally expected to have their snacks before or after class.
8. Please avoid wearing strong scented body and hair products as some individuals are highly allergic to them.

**Program Expectations**

1. If you need assistance or have any concerns about your class, please do not hesitate to make an appointment to see your instructor or the program director (253.589.5744). We are here to assist you in achieving your goals in any way that we can.
2. Dress should be appropriate as outlined in the college’s student handbook.
3. Parking is allowed in white areas only. Temporary parking permits and annual parking decals are issued upon entry into the program. Parking tickets will be issued for cars illegally parked in staff or disabled parking spaces.
4. No food or drink is allowed anywhere near computers or other electronic equipment.
5. Negative comments regarding race, ethnicity, religion, or any other personality trait or way of life will not be tolerated. Any person verbally or physically threatening another person in the class will be asked to leave the classroom and further disciplinary action may occur.
6. **Students may not bring friends or family to class sessions or to the basic skills learning lab**. Only registered basic skills students are allowed in the classroom and in the lab.
7. **Students a**re **not allowed to download any programs from the Internet** onto the learning lab computers unless instructed to do so by the classroom instructor.
8. **Students are** **not allowed to change settings or reconfigure** the computers.
9. **The learning lab computers are for instructional use only and may not be used for personal purposes.** This includes accessing personal email accounts when not instructed to do so by the teacher.
10. The college’s ***Student Code of Conduct*** applies to all students enrolled in the basic skills program.

**I HAVE READ AND UNDERSTAND THE CLASSROOM AND PROGRAM EXPECTATIONS.**

**Student Name Signature Date**

**Student Enrollment Policy**

**ATTENDANCE**

Regular student attendance is very important for making educational gains. If you are not in class, you are not receiving instruction. Therefore all ESL and ABE classes have student attendance policies. Your instructors have authority to withdraw you from classes for **any** of the following reasons:

* You have missed more than 20% of the classroom instruction hours available to you based on your enrollment date.
* You are absent for three or more class sessions without contacting your instructors.
* You consistently arrive to class late or leave before class is dismissed.

If a class is cancelled due to bad weather, instructor absence or other emergency situation, students are generally not expected to make up the session, but may be asked by their instructor to complete independent assignments.

**REGISTRATION PROCEDURES**

* Students are expected to pay their quarterly registration fee of $25 within 7 business days of receiving their class schedule. Students who have financial need may apply for a fee waiver for the quarter. Approving a fee waiver is at the discretion of the Program Director. Students who are not making academic progress or who were dropped for lack of attendance may not be granted an additional fee waiver.
* Students who stop attending before the end of the quarter will only be allowed to register after new students have been admitted and on a space available basis.
* Students with enough attendance hours to post-test who do not post-test at the end of the quarter will need to post-test as part of the registration process.

**I have read and understand the Student Enrollment Policy.**

Student Signature Date