Course Syllabus

Instructor: __________ Ford
Office: I'liahi 220
Phone: 734-9327
Office Hours: MWF 12:30- 1:30 p.m.

Class Hours: M-F 8:00 – 10:05 p.m.
Classroom: __________
E-mail: sford@hawaii.edu

Course Description (from the KCC catalog)

ESOL 197B&C is a content-based intensive course, focusing on __________________ in America. Language development is approached in the context of a language input model, centering on cooperative interaction with class peers through academic reading and writing, discussions, presentations, research, guest lectures, and field trips.

In this section of the course, you will have ample opportunities to practice the major academic skill areas – reading, writing, listening, and speaking – with an emphasis on developing your academic writing. In addition, you will have __________________ to develop your academic vocabulary and other study skills and strategies necessary to be a successful student in American colleges and universities. You will also have opportunities to further develop your academic writing and online communication skills through tasks and activities in the ESOL computer lab.

Each section of ESOL 197 meets for approximately 10 hours per week (that’s _____ hours for the two sections.) You should expect that for every hour you spend in class, you will have another 2 hours for homework each week on average (that’s another 40 hours, to total _____ hours of school work each week, which is more than a full-time job!) Therefore, you will need to manage your time wisely over the next 16 weeks.

Required Materials and Texts

Available at the KCC bookstore, Longs, or Wal-Mart:

• 3-ring binder for your “ESOL 197 Portfolio” (2” with inside pockets)
• One package of page dividers
• Notebook paper: American college-ruled 8-1/2” x 11” loose-leaf

Reader provided by the ESOL Program:

• Holes by Louis Sachar

If you want the original paperback version of Holes, then you can purchase it on your own at any local bookstore (Borders, etc.) or online through amazon.com for less than $10, including shipping.

Additional readings and other texts will be given to you by either __________ (your instructor in the reading focus section of this course) or myself when necessary.

You are required to use your UH e-mail address (______________@hawaii.edu) for any and all e-mail correspondence in this course.

Course Schedule

ESOL 197B&C is two separate but linked classes: Concept Focus from 8:00 – 10:05 a.m. and Content Focus from 10:15 a.m. – 12:20 p.m. In addition, you will have a computer lab on Tuesdays and the International Seminar on Fridays. The computer lab is located downstairs in I‘iliahi 126, across from Subway.

Please refer to additional course handouts, outlining course content, topics, main assignments, and important dates.
**Course Goals** (*my responsibility*)

This intensive ESOL course is designed to

1) introduce you to concepts associated with the Civil Rights Movement in the US,

2) introduce you to the concept of _________________ and the role it plays in American society,

3) provide you with opportunities to develop your academic reading, writing, listening, and speaking through a wide variety of tasks and activities, and

4) accelerate your language development through ________________,

with the overall goal to

- prepare you for academic culture at Kapi‘olani Community College.

**Student Objectives** (*your responsibility*)

Upon successful completion of this course, you should be able to:

1. Summarize and generalize information from texts and lectures, and make inferences about academic content (*in-class and home essays*)

2. Relate information and ideas from texts and class lectures to experiences and guest lectures outside the classroom (*free-writes, reflections, and course projects*)

3. Work cooperatively in a group to discuss, compile, evaluate, organize and present information (*class work and course projects*)

4. Demonstrate high-intermediate to advanced proficiencies in oral and written academic work (*based on course projects, final exams and assessment rubrics*)

5. Examine the effectiveness of reflection as a technique to learn about language development (*in-class, home and final reflections*)

6. Relate the concepts of freedom, equality, access, diversity, and identity to the overall course content (*reflections and course projects*)

7. Access and retrieve academically appropriate digital and print information related to course content (*computer lab, course projects*)

8. Use technology resources to support language learning (*computer lab special technology topics: MS Word, PowerPoint, online research, web development*)

9. Recognize how the concepts of freedom, equality, access, diversity, and identity are affected by technology (*computer lab online discussions*)

**Notes:**
Assessment Scale (how you will be graded daily)

In this class, you will have many opportunities every day to develop your English language skills and strategies. I will give you feedback on most of your assignments about your progress in the form of _________________ grades, as listed below.

<table>
<thead>
<tr>
<th>Class and Group Activities</th>
<th>VCG Quizzes</th>
<th>Reflections/ Essays/ Projects</th>
<th>Overall Assessment Level</th>
<th>Corresponding Promotion Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>★</td>
<td>95-100%</td>
<td>100 / ☐</td>
<td>High Pass</td>
<td>ESL 100</td>
</tr>
<tr>
<td>✓+</td>
<td>80-94%</td>
<td>94 / ☐</td>
<td>Pass</td>
<td>ESOL 94</td>
</tr>
<tr>
<td>✓</td>
<td>60-80%</td>
<td>92 / ☐</td>
<td>Low Pass</td>
<td>ESOL 92</td>
</tr>
<tr>
<td>✓-</td>
<td>0-59%</td>
<td>197 / ☐</td>
<td>No Pass</td>
<td>Repeat ESOL 197</td>
</tr>
<tr>
<td>Ø</td>
<td>Ø</td>
<td>Ø</td>
<td>No Pass</td>
<td>Repeat ESOL 197</td>
</tr>
</tbody>
</table>

Since this is an integrated skills class, my assessment of you is done as ____________ as possible, attending to your listening, speaking, reading, writing, and study skills all at the same time. Please see the separate “Holistic Assessment Rubric” for explanation.

Evaluation (how you will be promoted)

ESOL 197 is a Pass/No Pass class. In order to receive a course grade of Pass, you must achieve the following by attending class regularly and completing all course work, both in class and at home (process):

• Have an excellent attendance record (NO MORE than _____ absences);
• Participate actively in class by contributing positively to all class and group activities (including discussions, lectures, and projects) with an average evaluation of ✓;
• Complete all class and homework assignments with an average evaluation of Low Pass (✓ / 60% / 92) or higher; and
• Receive a minimum evaluation of Low Pass (✓ / 60% / 92) on course projects.

In addition, your final recommendation for ______________ after ESOL 197 will be determined largely by assessments of your final exams and projects (final product). In order to receive a final recommendation of at least ESOL 92, you must

• Achieve a final VCG quiz assessment of at least 60%.
• Complete final writing assignments (Holes reflection, concepts presentation, in-class essay, course reflection) with a minimum average evaluation of 92.

Please understand that both process (what you do on a daily basis) and final product (your final exams and coursework) will be considered in your recommendation for promotion.

If you pass ESOL 197, you will enter KCC’s credit ESOL Program and begin taking other credit classes at KCC. Please understand that if you pass, you may be promoted to either ESOL _____. ESOL _____. or ESL _____, depending on your overall progress in both sections of ESOL 197. Your individual progress will depend largely on how seriously you take this course, and your individual pace of language development.
**Attendance**

You are expected to attend class on time every day. Attendance will be taken daily. You may have no more than ____ absences in order to pass the class. Also, three tardies (late to class) of ____ minutes or more equals one absence. Lateness of 30 minutes or more is considered an absence for the day.

If you miss class, you will not only miss opportunities to communicate in English and develop your language skills, but you will also miss important course information, and your classmates will miss your participation in class.

**You are responsible for all material covered in class and for all assignments.**

I understand that there may be times when you are unable to come to class due to sicknesses, emergencies, scheduled appointments, or other personal reasons. My understanding of your situation does not mean that you are not responsible for the material that you missed. If you miss class, you must get any assignments, explanations, directions, information, and handouts from your classmates. Upon your return to class, you should be prepared for any scheduled class activities.

Quizzes, exams, and tests missed due to absence cannot be made up unless you provide an acceptable and verifiable excuse, such as a Dr.’s note, an accident report, or a police report. Class activities missed due to absence cannot be made up for any reason. Any group assignments missed due to absence should be made up with the respective group members.

Also, general class announcements and directions will be given in the first 10 minutes of class. If you are late and don’t get this information, you will be responsible for getting the information from a classmate.

If you have 9 absences or more, counting all missed classes and tardies (regardless of excuse), you will NOT PASS this course regardless of your work and test performance.

**Late Work**

I expect all homework assignments to be completed before coming to class and submitted in class on the date that they are due so that you will be ready for classroom activities or discussions. Keep in mind that many classroom activities require related papers and homework assignments in order to receive credit. Full participation is a requirement, and these daily classroom activities cannot be made up. The exception to this is late work that has an acceptable and verifiable excuse (a Dr.’s note, an accident report, a police report, etc.).

Repeated late submissions of work will result in failure of the course.

**Field Trips**

Field Trips to sights of local and national interest are mandatory. In addition, students will participate in other on-campus functions, such as guest speaker presentations, counseling, and the opening / closing ceremonies, which may be scheduled at off-campus locations, and for which food and beverages may be provided.
In the ESOL program here at KCC, student success depends largely on **input**, **output**, and **feedback**. Simply put, the more students engage in interaction **in English** with their teachers, classmates, housemates, and friends, the faster their language skills and strategies **in English** will develop. Therefore, students are strongly encouraged to take up opportunities to use English whenever possible.

However, instead of forcing the issue upon you, I want the class to create a language policy for the semester that will benefit the class as a whole in the best way possible:

Will you pledge to speak the common language of English in class: at all times/ most of the time/ only when required for an assignment? Are first languages allowed: never/ sometimes/ all of the time? If so, when and for what reasons? What about during break-time? If people don’t follow the policy, what will we do?

**Classroom Language Policy:** ________________________________

__________________________

__________________________

__________________________

Students are encouraged to sit in different seats each day and form groups with different classmates; doing so will positively affect a student’s development in a language-learning environment like our classroom. The teacher reserves the right to change seating arrangements and form groups as necessary for classroom activities.

Please do not send regular course papers or assignments by e-mail or by attachment unless told otherwise. Turn in hard copies only. The exception to this is work completed on your computer lab day.

Please turn off all ________, _______, and other things that beep, ring, chirp, chime, or can play music, while in our classroom. At no time may anyone engage in phone conversations in the classroom for any reason.

Please do not smoke on the lanai outside of the I'iliahi classroom, nor in the stairwells, nor under any roofed area, which are all considered areas of the building. Smoke only in open areas around the building where there is an ashtray.

This class is a ________ _________. I will not tolerate discrimination on the basis of gender, ethnicity, sexual orientation, religion, or language use. Any violation will be referred immediately to the dean of students for disciplinary action.

If you have a disability and have not voluntarily disclosed the nature of your disability and the support you need, then please contact the Special Student Services office at 743-9552, located in Ilima 105.

This syllabus and the course schedule are subject to change at the teacher’s discretion with appropriate notice.

If you have any questions, please feel free to talk to me after class, by e-mail, or make an appointment for an office conference.