

# College of DuPage

Course Syllabus

<http://www.cod.edu>

## **ESLAE 0952-011 Beginning ESL**

Term: Fall - Year: 2018

Course Date: 10/11/2018 - 12/08/2018

Credit Hours 6

Lecture Hours: MTWR 7:00PM – 9:50PM

### **Instructor Information:**

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## Catalog Description

Introduces Beginning ELA communication skills including listening, speaking, reading, and writing. Emphasis continues on aural/oral skills. This course can only be taken on a pass/fail basis.

## Objectives/Goals

Upon successful completion of this course, the student should be able to do the following:

1. Understand and use appropriate learned communication functions.
2. Understand and use learned language forms including vocabulary, phrases and sentences.
3. Use learned language skills in daily life.
4. Understand, express and exchange information and needs using learned language forms.
5. Review and reinforce language skills covered in previous level.

## Topical Outline

This course will include but not be restricted to the following topics:

1. One Credit Hour
  - a. Reading/Writing
  - b. Vocabulary
    - i. Identify numbers (1 - 900) and match to words.
  - c. Listening/Speaking
    - i. Listening
      - A. Respond appropriately to a sequence of basic directions and commands through physical action.
    - ii. Speaking
      - A. Ask for very basic clarification, repetition or assistance.
    - iii. Telephone
      - A. Introduce emergency 911 calls (e.g. Help!, There is a fire!, My address is;).
2. Two Credit Hours
  - a. Reading/Writing
  - b. Vocabulary
    - i. Match learned vocabulary on familiar topics (e.g. family members, home, classroom, body parts, jobs) to pictures.
  - c. Comprehension
    - i. Make predictions about a text using visuals and titles.
  - d. Accuracy/Legibility

- i. Count money and write correct amounts (up to \$900) using proper notation.
  - e. Organization/Composition
    - i. Sequence a simple list of words in alphabetical order (by first letter).
  - f. Listening/Speaking
    - i. Listening
      - A. Listen to simple words and phrases drawn from learned topics and indicate the meaning (e.g. by matching to pictures/symbols or synonyms).
    - ii. Speaking
      - A. Ask and answer very simple questions (what, when, where) related to basic needs using previously learned phrases or simple sentences related to topics (e.g. locations, illness/injury, prices, time, weather/season, transportation).
    - iii. Grammar
      - A. Express basic needs by making affirmative/negative statements and questions (using simple present).
    - iv. Pronunciation
      - A. Identify and pronounce cardinal and ordinal numbers (1 - 9000).

3. Three Credit Hours

- a. Reading/Writing
- b. Comprehension
  - i. Interpret and follow very simple visual instructions that utilize pictures and diagrams.
- c. Accuracy/Legibility
  - i. Correctly endorse a given check.
- d. Spelling/Dictation
  - i. Write dictated dates, telephone numbers, amounts and prices using appropriate numerical format.

- e. Capitalization/Punctuation
    - i. Recognize and use periods for learned abbreviations (e.g. Apr., Mon., tel.).
  - f. Listening/Speaking
    - i. Listening
      - A. Respond appropriately to short emergency warnings (e.g. Get back!, Slow down!, Look out!).
    - ii. Speaking
      - A. Express simple commands (e.g. Come here., Help me., Give me that.).
    - iii. Grammar
      - A. Express basic needs by making affirmative/negative statements and questions (using simple past).
  - g. Pronunciation/Fluency
    - i. Pronounce short vowels in familiar words (accent is acceptable).
4. Four Credit Hours
- a. Listening/Speaking
    - i. Listening
      - A. Listen for and indicate specific information from very simple conversations, broadcasts or announcements (in person, on the telephone, or on recordings).
    - ii. Speaking
      - A. Describe familiar people, places, things and routines (e.g. clothing, weather, body parts, self, family members, home, local community, own country, daily schedule).
  - b. Pronunciation/Fluency
    - i. Pronounce (with an acceptable accent) two-letter consonant blends (e.g. br-, sp-, cl-, -nd, -sk) in familiar words.
5. Five Credit Hours

- a. Listening/Speaking
  - i. Listening
    - A. Listen to simple face-to-face conversations and identify the main idea.
  - ii. Speaking
    - A. State very simple opinions, feelings, likes/dislikes, agreement/disagreement (I like/don't like., I think/don't think., I feel/don't feel., I agree/disagree that.) .
- b. Pronunciation/Fluency
  - i. Pronounce long vowels in familiar words (accent is acceptable).

Course Materials: Ventures 1, K. Savage  
Ventures Workbook  
Life Skills and Test Prep 2, T. Warren

Examinations: CASAS Pre-Test – by student's third day of attendance  
Mid-Term – Nov. 8, 2018  
Final Test – Nov. 29, 2018  
CASAS Post-Test – Dec. 3, 2018

## Final Grade Computation - Grading Policy:

- S - student has met the minimum standards for student evaluation criteria**
- W - student has less than 12 hours of attendance**

C.O.D. Records Office will no longer mail grades to students. Grades can now be obtained by several methods, including access online:

Go to <http://myaccess.cod.edu> and click on "My Access for students".

Call (630)-942-3555 during business hours and press "3" or stop by Records, SRC 2015. To learn other ways of accessing grades, such as using Touchtone, call (630)-942-2445.

### Student Evaluation Criteria:

*Student evaluation is based on **punctuality, attendance, class participation, homework, performance, and completion of tests.***

*Students who do not take all post-tests as appropriate will not be permitted to move to a higher level. Students who do not take the post-test may not be permitted by current instructor to re-enroll in a grant class for the next term.*

### Absence/Tardiness Policy:

- *Regular attendance is required.*
- *A student must attend class within the first three days of instruction.*
- *If you must miss a class, **CALL THE INSTRUCTOR** before the class.*
- *It is your responsibility to find out about new assignments*

***Student is officially dropped from the class when he or she misses a total of SIX (6) class meetings.***

***STUDENTS MAY NOT BE RE-ENROLLED AFTER THEY ARE DROPPED!***

Students are expected to arrive on time. If a student is late more than fifteen minutes more than three times during a semester, they will be given additional assignment at the instructor's discretion.

### Transfer:

Transfer from one grant class to a different grant class is possible if there are openings. A student needs **Permission to Transfer form** – a student will not be admitted as a transfer to another grant class without this form. **STUDENTS MAY ONLY TRANSFER BETWEEN CLASSES WITHIN THE FIRST 14 INSTRUCTIONAL CALENDAR DAYS.**

**Make-up Policy:** A student who misses a class must contact the instructor and complete a homework assignment.

## **Plagiarism/Academic Dishonesty**

(See COD catalog, Course-Related Academic Integrity, Board Policy 5050 and Board Procedure 5715.)

Academic dishonesty is prohibited. Disciplinary action will be pursued in all instances in which it is determined that academic dishonesty has occurred. Disciplinary action may include, but is not limited to

1. Assignment of a failing grade for a test, examination or assignment.
2. Assignment of a failing grade for a course.
3. Student disciplinary sanction under Board Procedure #5715, Student Rights and Responsibilities.

## **Withdrawal Policy**

(See COD catalog, page 46, "Student Rights and Responsibilities," Administrative Procedure 5715)

### **Student Withdrawal Procedures**

The student may withdraw from a course by contacting the Registration office up to the eighth calendar day following the mid term date in any term (or the equivalent in any session of non-standard length) and receive a grade of "W."

After this date,

### **Administrative/Instructor Withdrawal Procedures**

Students not actively pursuing the completion of course objectives may be withdrawn from the class by the instructor.

**Incomplete Policy:** No incomplete grades will be assigned in this course.

### **Standards of Conduct:**

Students are expected not to disrupt teaching/learning process in class and are expected to follow the COD Standards of Conduct. Behavior that interferes with college purposes is NOT ACCEPTABLE.

Students are accountable for their own behavior. Students at College of DuPage are expected to demonstrate qualities of morality, integrity, honesty, civility, honor, and respect. Please review COD Standards of Conduct found in college catalog (p. 49) or COD website: [www.cod.edu](http://www.cod.edu)

### **Cell phones should be turned off**

**No children are allowed in class with their parent.**

**No children may be left unattended while their parent is attending class.**

**Work Return Policy:** The instructor will return graded work within one week.

Date Syllabus prepared: 10/ 8/2018

## Class Calendar – Room # BIC 2D07

<b>Topics</b> <small>* dependent on students' needs</small>	M	T	W	R
Syllabus and Welcome, RSR Personal Information, WS #1				10/11
Personal Information cont. School * Teacher's In-service	10/15	10/16 <b>* NO SCHOOL</b>	10/17	10/18
Family Health	10/22	10/23	10/24	10/25
Around town ,WS #2 Shopping	10/29	10/30	10/31	11/1
<b>MID-TERM</b>	11/5	11/6	11/7	11/8 <b>MID-TERM</b>
Time and Work				
Daily Living  WS #3	11/12	11/13	11/14	11/15

Free Time Thanksgiving Break	11/19	11/20	11/21 No School Thanksgiving	11/22 No School Thanksgiving
FINAL	11/26	11/27	11/28	11/29 FINAL
Registration for Winter classes Progress Reports, CASAS test Last day of class 12/6	12/3 CASAS test	12/4 Progress Reports	12/5 Registration Winter Class	12/6 Last Day of Class

