



#7212 073 Level 3  
Winter Quarter 2014

### Instructor Information

Name: Jill Lustig  
Office: R 130  
Office hours: By appointment



Phone number: 425-564-2404  
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### Course Schedule

Dates: Mondays & Wednesdays; Jan. 6 – March 24, 2014  
Time: 5:30 p.m. – 9:10 p.m.  
Room: R 206  
School Closures: Call (425) 401-6680

### Outcomes – WA Learning Standards

*Outcomes are skills in English that students should be able to do by the end of winter quarter.*

For winter quarter our English lessons are about neighborhoods, shopping, everyday activities, interests, and habits, frequency of actions and descriptions. For each of the topics by the end of the quarter successful students should be able to:

#### ***Read with understanding***

- Everyday words and short paragraphs
- “Scan” to find important information in a story
- Use who, what, when, where and why to help you understand a story

#### ***Convey ideas in writing***

- About a picture, yourself, your family, and your goals
- Ask and answer questions
- Fill out forms and write about the topics we are studying
- With help, edit your writing for the Be-verb, present continuous tense, and present tense

### ***Speak so others can understand***

- Ask questions and talk about the topics we are studying
- Ask questions when you don't understand
- Speak clearly and loudly

### ***Listen actively***

- To understand personal information
- To short conversation and stories about topics in our book
- To instructions

## **About Class**

- **No cell phones in class; turn your cell phone off during class!**
- You will need our book, Side by Side Plus Book 1, and our homework book, Side by Side 1 Activity & Test Workbook
- You will also need a 3-ring binder with dividers, paper, pencils and pens.
- Come to class on time.
- Bring everything to class every day.
- Do all homework, and be a good student in class (work well in groups and be polite with classmates). **Ask questions – questions tell me you care about your learning.**

## **Attendance**

You need to come to class every night. You may miss up to 20% of class, (4 nights or 16 hours), and still get a grade of **Progress** for the quarter. If you miss more than 20% of class you will get a grade of **No Progress**. Attendance is important to move to the next level. When you are sick, call Jill at (425) 564-2404. If you leave class and cannot come back, tell your teacher. It is very important.

You may miss class for a religious holiday. You must still do the schoolwork. Please tell Jill if you need to miss class for this reason. You must still take the CASAS tests at the end of the quarter.

## **Progress**

Your English must get better. Come to class. Do all the class work and homework. Take the CASAS tests at the end of the quarter. Practice English out of class. You can stay at Level 3 for three quarters. You must make progress in reading, writing, listening and speaking to go to Level 4.

## **Grades**

<b>4 or +</b>	Excellent
<b>3 or √ +</b>	Very good work – few mistakes
<b>2 or √</b>	OK – some mistakes
<b>1 or √ -</b>	Work harder – many mistakes

## **Folders**

Keep important papers in your folder. This includes goal and practice sheets, progress papers, work records, and writing.

## **Books**

You will need to buy these books. They are for sale in BC's bookstore.

**Side by Side-Plus Book 1**. Molinsky and Bliss, ISBN 0-13-240254-8

**Side by Side-Activity & Test Prep Workbook 1**. Molinsky and Bliss, ISBN 0-13-607059-0

## **Students with Disabilities**



Some people may need special help to learn. If you have information to tell me about your disability, medical problem, or special arrangements in class, please see me before class or make an appointment to see me in my office. Then, we can plan to help you. Students with disabilities must make progress like all BC students.

Bellevue College's Disability Resource Center (DRC)

is in room B132 or call 425-564-2498 or TTY 425-564-4110. Information is also on their website at <http://bellevuecollege.edu/drc/>. **DRC is temporarily located in D126 (Library Media Center)**



Learning  
Disability



Medical  
Condition



### **Progress Policy**

Students in ESL classes at Bellevue College should make progress (get better) in their level. Your teacher looks at your attendance, classroom work, and tests (including CASAS tests) to decide your progress. Your teacher will tell you at the end of the quarter if you need to improve. If you don't improve and there is no progress in your work, you might not be able to register for classes in the future.

### **FERPA: Student Privacy and Independence**

*We do not wish other people (parents, spouses, and friends of students) to speak for students about his or her school performance because this can slow student growth and progress.*

*We do this because we would like students to speak for themselves and be independent.*

*We also do it because federal law (the Family Educational Rights and Privacy Act) says that we must protect the privacy of student education records.*

*It is BC policy to keep school performance between the school and the student.*

*If a student asks for a parent, spouse, or friend to be at any instructor-student discussion of academic performance, instructors will look at each situation and make the final decision.*

*You can see all of this policy, **Arts and Humanities Commitment to Student Growth and Development**, at*

<http://bellevuecollege.edu/ArtsHum/AHGdIns-StdntGrwth.htm>.

### **BC Public Safety**

Bellevue College Public Safety is open 24 hours per day, 7 days per week. It is located in K100 (phone 425-564-2000 & website: <http://bellevuecollege.edu/publicsafety>). **The Public Safety office can help you if you get a parking ticket.**

### **Student E-mail**

Your BC student e-mail account is the best way for your teacher to contact you about an emergency. To create your account, go to <https://bellevuecollege.edu/sam>.