Academic English Preparation Syllabus – Winter 2017
(ESL Course # 7257, 7276)

Instructor Information:
Tobi Rosenberg (Monday and Thursday)  Catherine Smith (Tuesday and Friday)
Office: R-230A  Office: R-230 Adjunct Area
Office hours:  Office hours:
Monday: 2:40 – 3:00  Tuesday: 2:40 – 3:05
Thursday: 2:40 – 3:05  Friday: 2:40 – 3:00
Phone Number: (425) 564-2154  Phone Number: (425) 564-3148 (voice mail only)
Email: tobi.rosenberg@bellevuecollege.edu  Email: catherine.smith@bellevuecollege.edu

Students often have questions or need a little help, so please contact Tobi and Cathy at any time. Email is the best way to contact us. We will do our best to respond to your email within 24 hours. You can send e-mail in Canvas, the Bellevue College learning management system. (You will learn how to do this in the first week of class.) You can also call and leave a message.

Course Information

Academic English Preparation is an intensive ESL class designed to prepare students for college level English classes, including English 072, English 093, and/or English 101. This course can also be repeated for more than one quarter on the agreement of the instructors.

- Course Schedule

Days: Mondays, Tuesdays, Thursdays and Fridays
Dates: January 2 – March 23
Holidays: Monday, January 16 -- Thursday, February 9 -- Monday, February 20 -- Tuesday, March 7
Time: 12:30 - 2:40 (in classroom and computer lab)
Room: R106B
Department Phone: (425) 564-2341
Emergency closure: (425) 401-6680

Bellevue College uses a system called Rave Alert to notify students and faculty if there is an emergency or closure on campus. Your Bellevue College e-mail address is automatically subscribed to Rave Alert. If you would like to receive these messages as a text to your mobile phone, you can register your mobile phone number at: RAVE Alert Registration.

- Attendance

You need to come to class every time. We keep track of your attendance, and mark the number of hours you attend. If you miss 20% and/or do not participate in online activities, you will receive a “No Progress” evaluation. If you are sick and cannot attend class, contact your teacher by calling or sending an e-mail. If you leave class and cannot come back, tell the teacher. Vacations, taking care of family members for a long time, illness for a long time, other classes, and job problems are unexcused and are not reasons to miss class.
Course Outcomes

This course is designed to improve reading, vocabulary, speaking and listening for academic purposes (such as note-taking, short lectures, and group discussion), grammar and written expression. You will learn to write English correctly and use American expressions appropriately. In addition, you will improve your reading fluency (speed and accuracy) by working independently in the Reading Lab for approximately 1 hour every week (10 hours for the quarter).

In this class to read with understanding you will:
- Read a novel in English and work with a study guide
- Develop reading strategies to improve fluency and comprehension
- Determine the central ideas or themes of a text and analyze their development; summarize the key supporting details and ideas.
- Draw inferences, make predictions, and quote accurately from the text.
- Use context to confirm or self-correct word recognition and understanding, rereading as necessary.
- Determine or clarify the meaning of unknown and multiple-meaning words and phrases by using context clues, analyzing meaningful word parts, and consulting general and specialized reference materials, as appropriate.
- Demonstrate independence in gathering vocabulary knowledge when encountering a word or phrase important to comprehension or expression.

To convey ideas in writing you will
- Format, organize, revise and edit academic paragraphs and essays.
- Identify and write simple and compound sentences.
- Use capitalization and punctuation correctly.
- Check for and correct errors in subject-verb agreement.
- Work on timed writings and re-writes on topics related to themes in the selected novel.

To speak so others can understand you will
- Prepare for and participate effectively in a range of conversations and collaborations with diverse partners, building on others' ideas and expressing your own clearly and persuasively.
- Come to discussions prepared, having read the required chapters and completed the corresponding discussion guide sections.
- Do research on a topic related to the class novel and present information and findings.

To listen actively you will
- Participate in discussion groups with a diverse group of partners every week.
- Listen to short recorded lectures and news stories, taking notes and participating in discussions about the main ideas and important details.

To take responsibility for your own learning you will
- Reflect on and re-evaluate goals throughout the quarter.
- Participate in class, online and attend the Reading Lab.
- Revise and proofread writing assignments.
- Use a computer to engage in online discussion and activities.
- Submit class assignments and meet the deadlines.
Course Standards for Technology

- Use technology, including the Internet, to produce and print writing and to interact and collaborate with others.
- Use Canvas to communicate with your teachers and classmates, check your grades, download and print course materials, and complete assignments.

How Outcomes Will be Met

Students will meet the outcomes for this class by:

- Reading the novel *The Breadwinner* by Deborah Ellis
- Participating actively in weekly discussion groups for *The Breadwinner* by completing written work in the discussion guides on time for weekly class meetings. If you miss too many of these discussions or do not come prepared, you will not pass this class.
- Writing simple, compound and complex sentences, short paragraphs and multi-paragraph essays
- Practicing technology skills by using CANVAS regularly and submitting typed homework in the proper format.
- Participating in class and online discussions and activities. You will work individually and in groups. Be prepared to complete both individual and group work.
- Completing at least 10 hours of independent work in the Reading Lab
- Using professional student behavior that is respectful of others.
- Taking the CASAS pre- and post-test and other assessments. You cannot continue as a student in this program unless you take all the pre- and post-tests.
- Making progress, as measured by attendance, participation, successful completion of assignments and quizzes.

Grading

You will receive these grades on quizzes, tests and homework assignments:

- 90-100% Excellent
- 80-89% Very good - few mistakes
- 70-79% Good – some mistakes
- 60-69% Work harder – many mistakes. Without improvement, you will not make progress.
- 59% or lower Not good – too many mistakes. You are not making progress.

Students must maintain a grade of 70% or higher in both sections of the class (Tobi’s and Cathy’s) in order to progress.

It is important to do homework and your online assignments. They are essential to prepare you for college credit classes. Also, they give you good writing practice. You must turn in ALL homework assignments. Your grade will be lowered if there are missing assignments. If you are absent, you are responsible for getting missed handouts and homework assignments from your instructor or your peers. The link to the College Grading Policy is located on page 10 of the Course Catalog: [Grading Policy](#)

Books and Materials Required

For Tobi’s class:

*Longman Academic Writing Series 3: Paragraphs to Essays*  
Authors: Oshima & Hogue

Pearson (Publisher)  ISBN 978-0-13-291566-3
For Cathy's class:

**The Breadwinner by Deborah Ellis**

For classroom use (you don’t need to buy a copy) we will use:

**Contemporary Topics 1** by Helen Solórzano and Laurie Frazier, Pearson Longman, 0-13-235570-1

Cathy will bring a set of books to class on the days that we use these texts.

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**Bellevue College E-mail and access to MyBC**

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to: [Create Email](https://bellevuecollege.edu/netid)

If you already have an account, passwords expire every 120 days. You should change your password every quarter. To change your password, or if you are unable to log into your e-mail account, go to [https://bellevuecollege.edu/netid](https://bellevuecollege.edu/netid) and click “Change Your Password”. Your teacher can help you do this, or can help you if you are still unable to access your account.

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the [Technology Help Desk](https://bellevuecollege.edu/netid).

**Help with Canvas**

We will be using Canvas, the student learning management system at BC, to communicate with you, give assignments and grades, and provide class handouts. Be prepared to spend part of every week doing homework online. Please let us know if you do not have convenient access to a computer. You can log in to Canvas at: [http://bc.instructure.com](http://bc.instructure.com).

For more information about Canvas, the following places are helpful for **Instructors** or **Students**.

**Classroom Learning Atmosphere**

**Instructors’ Expectations**

- Cell phones need to be silent and not disruptive to the learners and learning environment.
- Cell phones, MP3 players, headphones, and other electronic devices may not be used during class unless approved by the teacher to be used as a resource in the lesson.
- Check Canvas every day and your Bellevue College email several times every week.
- Come to class on time.
- Come prepared for class. Bring a three-ring binder, paper, pens and pencils, and your homework.
- Complete class and online assignments and participate in class and online discussions and activities.
- Use professional student behavior that is respectful of others.
- Take the CASAS pre-and post-tests and other assessments.

**Affirmation of Inclusion**

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.
Religious Holidays
Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the term. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair, or Dean.

College Anti-Discrimination Statement
Bellevue College does not discriminate on the basis of race or ethnicity; color; creed; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; gender identity or veteran status in educational programs and activities which it operates.

Confidentiality and Mandatory Reporting
As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share with the Title IX Coordinator any and all information regarding sexual assault and other forms of sexual misconduct (e.g. dating violence, domestic violence, stalking) that may have occurred on campus or that impacts someone on campus. Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-2212. The Title IX Office can be contacted at 425-564-2441 and more information can be found at www.bellevuecollege.edu/titleix/.

For further information and contacts, please consult College Anti-Discrimination Statements.

• Division Statements

Attendance expectations for hybrid and in-person classes:

Students are expected to attend all scheduled class meetings whenever possible. While attendance requirements are up to individual faculty members in the Arts & Humanities Division, active participation and regular attendance are essential to students’ success.

Unless students have accommodations regarding attendance that have been approved through the Disability Resource Center, they should not be absent more than 20% of the total class time scheduled. When absences go beyond 20%, instructors’ policies may result in one of the following:

• Students may earn a grade of "F" for the course.
• Students may earn a lower final grade.

Students should carefully review each instructor’s syllabus to make sure they understand the attendance policy and the consequences for missing class. In some classes, even a small number of absences (less than 20%) can affect students’ grades, undermine their progress, and make it difficult to catch up. In cases of legitimate hardship, students may also request that instructors grant a “HW” (hardship withdrawal), which is a non-credit grade.

Students with accommodations regarding attendance must actively communicate with the instructor (and consult with the DRC) about each absence to determine if the accommodation applies.
Progress
Students in ESL classes at Bellevue College should make progress in their level. The teacher looks at attendance, in-class and online participation, completion of assignments, successfully passing quizzes and CASAS scores to decide progress. You must take the tests including the CASAS reading and listening tests at the end of the quarter to be able to register for the next quarter. In class, points are given for each assignment. You can check your progress online at any time. 70% or higher is successful completion. The teacher will tell you during and at the end of the quarter what you need to do to make progress. If you don't make progress to the next level by the end of three quarters, you will need to take a break from classes at Bellevue College. After a one-year break, you can apply again and take the CASAS test, but you must place in the level higher than your last class at Bellevue College. Student procedures and expectations can be reviewed at http://www.bellevuecollege.edu/artshum/student-information/

NOTE: At levels 5 and 6, students need to be carefully thinking about their next steps after ESL class. This class is preparing you for college credit classes. CASAS scores along with scores on class assignments (not how many quarters of level 6) will determine when you are ready to exit the ESL program. The exit score for reading is 236, and the exit score for listening is 228. At the beginning of the quarter, the ESL Pathways Specialist will come to this class to talk about what options are available for you if you receive exit scores on the CASAS and want to take college classes.

Student Concerns
If you have a problem with this class, I hope you will come to us and tell us your problem. If you don't feel comfortable talking to us, you should speak to Nancy McEachran, the ESL Program Chair of Developmental Education in R 130 Z at nmceachr@bellevuecollege.edu. You can also talk to Tuan Dang, Associate Dean of Basic Studies and ELI at tuan.dang@bellevuecollege.edu or Maggie Harada, the Arts and Humanities Division Dean at maggie.harada@bellevuecollege.edu. Also, you can contact the Ombuds Office at https://www.bellevuecollege.edu/ombuds/

Privacy Policy
We do not wish other people (parents, spouses, and friends of students) to speak for students about 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 or FERPA) 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://s.bellevuecollege.edu/wp/sites/59/2013/11/Arts-and-Humanities-Commitment-to-Student-Growth-and-Development1.pdf

▪ Student Code of Conduct and Academic Integrity

Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one's own without crediting the source), and fabrication and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the
instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at: Student Code

Information about Bellevue College's copyright guidelines can be found at: College Copyright Policy
This link provides a good, short summary of how to avoid plagiarism: Avoiding Plagiarism

This 22-minute video also provides a good overview of how to avoid trouble when using sources:
From the college home page select SERVICES, then LIBRARY MEDIA CENTER, then DATABASES, then FILMS ON DEMAND. At their site, search by title for PLAGIARISM 2.0: ETHICS IN THE DIGITAL AGE.

▪ Disability Resource Center (DRC)
The Disability Resource Center serves students with disabilities. A disability includes any physical or mental impairment that substantially limits one or more major life activities. Common disabilities include physical, neurological (e.g. Autism, ADD), and mental health (e.g. depression, anxiety). If you are a student who has a disability or if you think you may need accommodations in order to have equal access to programs, activities, and services, please contact the DRC.

If you require assistance in an emergency, please meet with your individual instructors to develop a safety plan for while in class and contact the DRC to develop a safety plan for while you are elsewhere on campus.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact Autism Spectrum Navigators (ASN). Email and phone number is on the web page. ASN is located in the Library Media Center in D125. The DRC office is located in building B Room 132. You can contact the DRC by stopping by B132, calling our desk at 425-564-2498, emailing drc@bellevuecollege.edu, and Deaf students can reach us by Skype (account name DRCatBC). For more information about the services we offer, visit our website at www.bellevuecollege.edu/drc.

Accessibility

The online elements of this course are designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

▪ Public Safety
Public Safety and Emergencies

Public Safety is located in the D building (D171) and can be reached at 425-564-2400 (easy to remember because it’s the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at RAVE Alert Registration

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle.
To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these three rules:
1) Take directions from those in charge of the response - We all need to be working together.
2) Do not get in your car and leave campus (unless directed to) - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.
3) In an emergency, call 911 first, then Public Safety.

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time. You may also visit the Public Safety web page for answers to your questions.

- **Academic Calendar**
The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.
  - **Enrollment Calendar** On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
  - **College Calendar** This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.

- **Additional Information**
All students should be aware of the many tutorial services provided by the Academic Success Center. If you need free tutorial help, please visit them in D204.

If you feel threatened or see something that may indicate trouble, please report it right away at Report Concerns. We all need to help keep our campus safe for everyone.