

ESL LEVEL 5 (ESL 055 B #7230) SUMMER QUARTER 2018

Instructor: Kathy Seregow

E-mail: Kathleen.Seregow@bellevuecollege.edu

Phone: (425) 564-2047

Office location: R 230

Office Hours: M/W, 4:30 – 5:15, or by appointment

COURSE SCHEDULE

Mondays & Wednesdays, 5:30 – 8:40 pm, July 2nd – August 13th

End of Quarter Conferences: Wednesday, August 15th

Room: R308

School Emergency and Closure information: Call: (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 subscribe at [Emergency Alerts](#).

COURSE OUTCOMES BASED ON THE COLLEGE AND CAREER READINESS STANDARDS

The purpose of the ESL Program at Bellevue College is to help students improve their English skills to achieve their college and career goals. Summer Quarter has a different schedule and different curriculum from classes in the academic year. It is project-based. Successful students should be able to do the following:

SPEAKING AND LISTENING

- ☐ Contribute to a variety of discussions with partners, groups, and the whole class.
- ☐ Be prepared for discussion by having read or studied required material.
- ☐ Paraphrase, summarize, and talk about texts read aloud or presented in various kinds of media.
- ☐ Present and support an opinion about a topic.
- ☐ Ask for clarification when you don't understand and check your audience for understanding.
- ☐ Use simple present & past, past & present continuous, future, and present perfect tense.

READING

- ☐ Describe the overall structure of events, ideas and information in a text.
- ☐ Determine the main idea of a text and explain how it is supported by details.

- ☐ Determine the author's point of view and what it means to the text.
- ☐ Explain how an author uses evidence to support ideas and identify supporting evidence.
- ☐ Use context clues to understand the meaning of new words or phrases.

WRITING

- ☐ Produce clear and organized paragraphs appropriate for the task, purpose, and audience.
- ☐ Write your opinions on topics and support them with reasons and information.
- ☐ Use simple present & past, past & present continuous, future, and present perfect tense.
- ☐ Form compound (and, but, so, or) and complex sentences (after, before, when, because).
- ☐ Use correct capitalization, punctuation, and spelling.
- ☐ Revise and edit writing individually and with peers.

TECHNOLOGY

- ☐ Log in and use CANVAS to send messages, check grades, and complete assignments.
- ☐ Participate in online discussions with your classmates and teacher.
- ☐ Use technology to produce and publish writing and to interact and collaborate with others.

GRADING SCALE

The following grading will be used for scoring tests, quizzes and some homework assignments:

- A (100 – 95%)
- A- (94 – 90%)
- B+ (89 – 86%)
- B (85 – 84%)
- B- (83 – 80%)
- C+ (79 – 76%)
- C (76 – 75%)
- C- (73 – 70%)
- D+ (69 – 66%)

D (65 – 60%)

F (59% or lower)

IMPORTANT! 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 making up all missed assignments.

• 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 or grades 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 CASAS exit score for reading is 236, and the exit score for listening is 228.

At the beginning of the quarter, the Student Transitions Navigator will come to this class to talk about what options are available for you to continue to study English and other subjects when you exit from Bellevue College's ESL program.

EXPECTATIONS

- ☐ Come to class prepared and on time. (Do your homework!)
- ☐ Silence your cell phones. Use them as a learning tool but don't let them distract you during class.
- ☐ Be polite and show respect for the instructor and your classmates. We learn from each other!
- ☐ Participate actively in class and ask questions – lots of questions!
- ☐ Practice your English outside of class as often as possible.
- ☐ Be willing to make mistakes and learn from them.

BELLEVUE COLLEGE E-MAIL AND CANVAS ACCESS

All students registered for classes at Bellevue College get an e-mail account. To create your account, go to: [Create Email](#). You will use your BC e-mail to log in to CANVAS. Passwords expire every 120 days so you will need to create a new password every quarter.

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>.

BC offers computer and learning labs to enhance learning and student success. Visit the Technology Help Desk at [Technology Help Desk](#) to find current computer lab locations.

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. For more information, see [Affirmation of Inclusion](#)

PUBLIC SAFETY AND EMERGENCIES

Public safety is located in the D building, (D171) and can be reached at **425-564-2400**. Public Safety serves as BC's center for parking permits, Lost and Found, and emergency notifications.

Please call Public Safety if you have safety questions or concerns at any time, 24 hours per day, 7 days per week. You may also visit the web page at [Public Safety](#). Please ensure you are signed up to receive alerts through our campus alerting system by registering at RAVE Alert Registration: [Rave Alert Registration](#)

If there is a major emergency, please follow these three rules:

- 1) Listen and take directions from leaders in charge of the emergency situation.
- 2) Do not get in your car and leave campus. Emergency leaders will tell you when it is OK to leave. Roads must be open for emergency help and vehicles.
- 3) In an emergency, call 911 first, then Public Safety.

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.

IMPORTANT COLLEGE INFORMATION, LINKS AND POLICY STATEMENTS

Religious Holidays It is important to let your teacher know as soon as possible if you will be absent because of religious holidays. Your teacher will offer you an opportunity to make up the class work or test if you give notice ahead of time.

College Anti-Discrimination Statement (Title IX) 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. For more information, see [Title IX](#).

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 inappropriate or disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones 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 Conduct](#)

[Code](#) .

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.

Students with Disability Resource Center (DRC) accommodations regarding attendance must actively communicate with the instructor (and consult with the DRC) about each absence to determine if the accommodation applies.

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

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: the address is DRCatBC (NOTE: There is no @ sign . . . it is actually DRCatBC). For more information about the services we offer, including our Initial Access Application, visit our website at: [Disability Resource Center](#) .

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.

STUDENT CONCERNS

If you have a problem with this class, I hope you will come and talk to me first. If you don't feel comfortable talking to me, you should speak to Nancy McEachran, the ESL Program Chair of Basic and Transitional Studies in R130 at:

nancy.mceachran@bellevuecollege.edu

You can also talk to Tuan Dang, Dean of the Arts and Humanities Division at:

tuan.dang@bellevuecollege.edu . Also, you can talk to the Ombuds Office at: [Ombuds Office](#).

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 this because federal law (the Family Educational Rights and Privacy Act) at: <http://www.bellevuecollege.edu/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. For more information, download the Arts and Humanities Commitment at: [Arts & Humanities Commitment](#).

ACADEMIC CALENDAR

This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter start and end dates, and final exam dates: [College Calendar](#)

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.