

PREPARING FOR WORK – FALL QUARTER 2019 – ITEM NUMBER – 7291 020 HYB

INSTRUCTOR INFORMATION

Instructor: Amanda Johnson
Office: R240
Office hours: Tues 4:15-5pm / by appointment
Phone Number: (425) 564-3087
E-mail: amanda.johnson@bellevuecollege.edu

COURSE SCHEDULE

Days: Tuesday
Dates: September 17 to Dec 3 - (DO NOT TAKE VACATION DURING THIS TIME)
No Class: October 22
Time: 5:30pm to 8:20pm plus 1 hour online per week
Room: R101

ATTENDANCE

Students need to come to class every time. Attendance is part of the grade and a minimum class attendance of 80% is required. When you are sick, contact your instructor. If you leave the class and cannot come back to Bellevue College, you must tell the teacher immediately. If you are absent, you are responsible for making up all missed assignments.

School Emergency and Closures: Call (425) 401-6680

Bellevue College uses a system called Rave Alert to notify students 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, sign up at <https://bellevuecollege.edu/alerts>.

CLASS MATERIALS AND RECOMMENDED READING

REQUIRED: Students do not need to buy a book for this class. However, students will go to Canvas, download and print a workbook for free. Students will bring the workbook to each class.

RECOMMENDED READING: Quick Job Interview Guide by Michael Farr (JIST Publishing – ISBN 978-1-59357-990-6. Check online for this book.

CLASS PURPOSE

The purpose of the Preparing for Work class and the ESL Program is to help students to improve their English skills for their college and career goals. Students will be able to practice:

- Researching to find job and employer information in the U.S.
- Writing accurate applications and creating a resume for a specific job
- Preparing for interviews and answering questions with confidence
- Using Canvas: finding and completing assignments, checking grades, messaging the instructor and participating in online discussions.
- Practicing speaking and listening, reading and writing in English

STUDENT SUCCESS

We want students to be successful. Here are some tips for students to follow:

1. Come to class on time.
2. Create a BC account and log on to Canvas every week to find resources and homework.
3. Check Canvas Inbox and BC email before class.
4. Bring pen and paper to class, take notes, read the class workbook.
5. Ask questions if you do not understand.
6. Complete the homework! It will help you!
7. Work well in groups and be polite with others.
8. Please stop conversations with other students when the instructor is speaking.
9. Switch off phones in class. No texting in class. No translating in class.
10. Use English in class. Practice English outside of class every day.

TECHNOLOGY – CANVAS (ONLINE LEARNING MANAGEMENT SYSTEM)

- Students will create a BC account in Week 1.
- Students will log-in to Canvas and complete weekly modules.
- Modules may include quizzes, online discussions, and written assignments.
- Message the instructor through Inbox if you have any questions.
- Check your grades in Canvas regularly. Complete all activities/Modules.

GRADING

4 - A (90-100%)	Excellent
3 - B (80-89%)	Very good - few mistakes
2 - C (70-79%)	Good – some mistakes
1 - D (<60-69%)	More practice needed – many mistakes

IMPORTANT! You must turn in ALL homework assignments. Your grade will be lowered if there are missing assignments.

PROGRESS

To continue in the ESL program, you must make progress with your English. The teacher will decide your progress by looking at your grades for attendance, homework and tests. You can check your homework progress in Canvas. 80% or higher is successful completion. 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. The teacher will tell you during and at the end of the quarter what actions you need to do to make progress.

Students in the ESL program progress at different rates. You may advance to the next level after ONE quarter, after TWO quarters or after THREE quarters. 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 tests.

Important: The CASAS exit score for reading is 236, and the CASAS exit score for listening is 228. During the quarter, the Basic Studies Student Transitions Navigators 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 credit classes.

BELLEVUE COLLEGE E-MAIL, MYBC, AND CANVAS

All students registered for classes at Bellevue College are entitled to a network and get an e-mail account. Your student network account can be used to access your student email, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC.

You will also use your student e-mail to login to our class website on Canvas. To create your account, go to: <https://www.bellevuecollege.edu/netid/>
Passwords expire every 120 days. You will need to create a new password every quarter.

HELP WITH CANVAS

Online learning with Canvas may be new to some students. Please ask me for help if you cannot access Canvas or if you have problems working with the Canvas site.

Bellevue College also provides Canvas help. For more Canvas help please click this link:

[Student Canvas Help](#)

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.

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 <http://www.bellevuecollege.edu/inclusion/>

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.

Bellevue College also has guidelines for students who may miss classes and school work because of religious holidays. Below are the Bellevue College guidelines:

Students who expect to miss classes, examinations, or any other assignments because 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. The [Request for Accommodations for Reasons of Faith or Conscience Form](#) provides more information about and the steps to request this accommodation.

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. [Policy 2950 Accommodations for Reasons of Faith or Conscience](#) (<http://www.bellevuecollege.edu/policies/id-2950p-2/>).

ANNUAL NOTICE NON-DISCRIMINATION

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. Bellevue College is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with whom the college does business are required to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity.

EQUAL OPPORTUNITY

[\(http://www.bellevuecollege.edu/equal/\)](http://www.bellevuecollege.edu/equal/)

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, including the College Anti-Discriminations Statements, can be found at www.bellevuecollege.edu/titleix/

If you have any concerns, you may report to:
Report Concerns
(<https://www.bellevuecollege.edu/reportconcerns/>)

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 Conduct Code of Bellevue College. Examples of disruptive behavior include, but are not limited to, 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 Conduct Code to the Manager of Student Conduct for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Conduct Code at: [Student Code](#)

IMPORTANT LINKS

DISABILITY RESOURCE CENTER (DRC)

The Disability Resource Center serves students with disabilities. Common disabilities include physical, neurological (e.g. Autism, ADD/ADHD), 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 in your classes, programs, activities, and any other 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.

The DRC office is located in building B Room 132. You can contact the DRC by stopping by the office at B132, calling our front desk phone number (425) 564-2498, emailing drc@bellevuecollege.edu. Deaf students can reach us by calling TTY: (425) 564-4110, or by Skype (account name DRCatBC). For more information about the services we offer, including our

Initial Access Application, visit our website at [Disability Resource Center](http://www.bellevuecollege.edu/drc) (<http://www.bellevuecollege.edu/drc>).

Service Animals are allowed in this classroom. Emotional Support Animals need to be approved through the DRC. All other animals will be asked to leave. If you believe you need your animal with you, please connect with the DRC and refrain from bringing your animal until a decision has been made.

POLICY STATEMENTS

STUDENT CONCERNS

If you have a problem with this class, I hope you will come to me and tell me your problem. If you don't feel comfortable talking to me, you can talk to Nancy McEachran, ESL Program Chair at nmceachr@bellevuecollege.edu or Darrell Haynes, Interim Associate Dean of Basic Studies and ELI at darrell.haynes@bellevuecollege.edu

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 read about Arts and Humanities Procedures & Expectations and Commitment to Student Growth and Development at the website below:

<http://www.bellevuecollege.edu/artshum/student-information/>

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 at <http://www.bellevuecollege.edu/alerts/?ref=footer>

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) 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.

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 at <http://www.bellevuecollege.edu/publicsafety/> for answers to your questions.