

ESL LEVEL 5 (075 - #7260) AND LEVEL 6 (076 - #7275)  
SPEAKING AND LISTENING FOR CIVIC LEADERSHIP  
WINTER QUARTER 2020

INSTRUCTOR INFORMATION

Instructor: Nancy E. McEachran

Office: R130U

Office hours: M/W 8:30am to 9:30am and 12:30pm to 1:30pm  
Fri 8:30am to 9:30am  
By appointment

Phone Number: (425) 564-2747

E-mail: [nmceachr@bellevuecollege.edu](mailto:nmceachr@bellevuecollege.edu)

COURSE SCHEDULE

Days: Monday, Wednesday, Friday

Dates: January 3 to March 20  
(no class on 1/20; 2/17)

Time: 9:30am to 12:20pm and 1 hour online

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 [BC Rave Alerts](#)

THE PURPOSE OF THE ESL PROGRAM IS TO HELP STUDENTS TO IMPROVE THEIR ENGLISH SKILLS FOR THEIR COLLEGE AND CAREER GOALS.

Course outcomes are based on the College and Career Readiness Standards:

Upon completion of Speaking and Listening for Civic Leadership class, ESL Levels 5/6, students will be able to:

## SPEAKING/LISTENING

1. Prepare for and participate in a variety of discussions with others, expressing ideas clearly
2. Ask questions based on the ideas of others and respond and add relevant information
3. Critically analyze information from various sources based on evidence
4. Make organized presentations clearly identifying main ideas and using supporting details
5. Use effective speaking and presentation skills including appropriate eye contact, enough volume, clear pronunciation, and pace
6. Integrate digital media and visual displays to clarify information, support ideas, and add interest
7. Show command of English grammar and usage such as correct use of pronouns and verb tenses when speaking
8. Choose words and phrases which express ideas accurately and concisely to the speaking purpose and context
9. Acquire and accurately use specific vocabulary related to academic and career contexts

## TECHNOLOGY

1. Log-in to the Canvas Learning Management System (Canvas)
2. Message your teacher in Canvas
3. Check your grades in Canvas
4. Complete Canvas modules that may include quizzes, online discussions, and written assignments.

## COURSE PURPOSE AND COURSE TOPICS

The purpose of this course is to improve your speaking and listening skills step-by-step. In this course, you will learn about these four topics:

Learning  
Communication  
Research  
Leadership

The course is organized so that you will gain skills and confidence in your speaking and listening skills. Students will practice speaking and listening in small groups and in all-class discussions. You will learn to build speeches step-by-step. You will give an introduction speech. You will give an individual presentation about a leader who has made positive contributions to others in society. You will give a final PowerPoint presentation. Don't worry! You will learn to build speeches step-by-step!

## GRADING

You will receive these grades and percentages on some assignments:

A (90-100%)	Excellent
B (80-89%)	Very good - few mistakes
C (70-79%)	Good – some mistakes
D (60-69%)	More practice needed – many mistakes
F (59% or lower)	Not good – too many mistakes

**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.

## ATTENDANCE

You need to come to class every time. Attendance is part of your grade and a minimum class attendance of 80% is important to progress to the next level.

We will meet in the class for 9 face-to-face hours each week. You will also complete an online Canvas module each week which will be recorded as one hour of online attendance. The total attendance for this class is 10 hours: 9 hours of face-to-face time and 1 hour online time.

When you are sick, call Nancy McEachran at (425) 564-2747 or email her at [nmceachr@bellevuecollege.edu](mailto:nmceachr@bellevuecollege.edu). If you leave the class and cannot come back to Bellevue College, you must tell the teacher immediately. It is very important.

## 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.

If you receive exit scores on both CASAS tests, the reading and listening tests, you must exit the ESL Program. You will work with your teacher to find your next class outside of the ESL Program.

## BOOKS AND MATERIALS

For sale in BC's bookstore:

Speech Communication Made Simple 1 with audio by Paulette Dale  
ISBN #978-0-13-286168-7

Nancy will also bring books to class that you can borrow for your assignments. Please do not write in these books and return them at the end of the quarter. For every class meeting you must have materials including your book, notebook, pencils, pens, and required handouts as downloaded from the Canvas site. You will also need a USB flash drive for some of your assignments. If you need help with materials, please let Nancy know any time during the quarter.

## 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: [Create Account](#)

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. I can help you.

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

## LEARNING ATMOSPHERE AND INSTRUCTOR'S EXPECTATIONS

- If you are expecting a phone call or text of an emergency nature, let me know before class so that I am ready to dismiss you to handle the emergency.
- Check Canvas and your BC email frequently. I often post and send students emails with important class and college information.
- Come to class on time.
- Complete class and online assignments on time.

- Participate in class and online discussions and activities. You will work individually and in groups.
- Use professional student behavior that is respectful of others. (For more details, refer to the section Student Code of Conduct and Academic Integrity in this syllabus.)
- Take the CASAS pre- and post-tests and other assessments. You cannot continue as a student in the program unless you take all the pre- and post-tests.
- Make progress as measured by attendance, participation, and successful completion of assignments and quizzes. Check your progress and homework grades on Canvas frequently. If you have questions, please contact me.

## 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](#)

## REASONS OF FAITH AND CONSCIENCE

Reasonable Accommodations for Reasons of Faith and Conscience: Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made within the first two weeks of the course to the office of the Associate Vice President of Student Affairs (see Bellevue College [Policy 2950](#) (<https://www.bellevuecollege.edu/policies/id2950/>)). In the event you feel you are being discriminated against based on faith or conscience, you may refer to the procedures outlined in the college's [Discrimination, Harassment and Retaliation Policy 1440P](#) (<https://www.bellevuecollege.edu/policies/id-1440p/>).

## ANNUAL NOTICE NON-DISCRIMINATION

Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; 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.

Reports of gender and sex-based based discrimination, sexual misconduct, or retaliation by a student should be raised with the Title IX office (see 1440P2 for contact information). In cases where the impacted party is a student and the responding party is a college employee, the Title IX coordinator will direct the matter to the Office of Human Resources (HR). All other reports, including all reports where the impacted party is an employee, should be raised with the HR. If a report is against personnel in the Title IX office or HR, it should be submitted to the president's office for referral to an alternate designee.

### [Equal Opportunity](#)

## 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 [Title IX](#)

If you have any concerns, you may report to:

Report Concerns  
([Report Concerns](#))

## 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](#)

## 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](mailto: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.

## 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 Darrell Haynes, Interim Associate Dean of Basic Studies and the English Language Institute at [darrell.haynes@bellevuecollege.edu](mailto: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

[Arts and Humanities 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 [BC Rave Alerts](#)

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

[Public Safety](#)

for answers to your questions.