



## ESL 4A

Section: 8539 / Semester Fall 2014

**Instructor Name: Karen Quitschau**

**School Website: [www.wlac.edu](http://www.wlac.edu)**

**Class Hours: Tuesday & Thursday**

**Address: 9000 Overland Ave., Culver City, CA 90230**

**9:35 – 11:40 MSA 105**

**2.05 hrs. /wk ONLINE**

**Office Phone # 310-287-4525**

**Office Hours:**

**Instructor E-mail: [quitsck@wlac.edu](mailto:quitsck@wlac.edu)**

**Mon. & Wed. 12-2:30 GC 280G**

### Welcome

This semester, you will work to develop your writing, reading, vocabulary and critical thinking skills. You will also learn and practice the fundamentals of grammar and mechanics. The goal is for you to be a better reader, thinker and more confident writer by the end of this course. The skills you learn here will help you succeed both in and out of class. However, your education is ultimately YOUR responsibility. YOU determine your level of success. Successful college students are self-motivated. Successful college students understand the importance of studying the material, coming to class prepared and practicing skills learned. YOU CAN DO IT and I'm here to help. ☺

### Course Description:

Students review basic rules of grammar and punctuation and learn to apply them in sentence and paragraph writing.

### Prerequisite:

Level Placement by the ESL assessment.

### Required Texts and Materials:

Focus on Grammar 2 with MYENGLISH LAB Fourth Edition by Irene E. Schoenberg

Course ID # for MYENGLISHLAB: Quitschau229582MF

“Seedfolks” by Paul Fleischman

## **Student Objectives:**

Upon successful completion of this course, students will have the following skills:

1. Students will be able to produce sentences which demonstrate the foundational elements of sentences such as subjects and predicates which indicate appropriate time aspect through tense usage, agreement, and upper and lower case letter use. Word order and clear syntax will be produced with an 80% level of accuracy.
2. Students will be able to produce paragraphs which include acceptable topic sentences, supporting details and examples and concluding sentences. Students will also demonstrate correct paragraph form, basic sentence punctuation and capitalization.
3. Students will be able to employ revision and editing techniques used in process writing. They will also be able to apply peer review strategies in their writing assignments.
4. Students will be able to use simple present, present progressive, simple past, past progressive, and simple future tenses with a fair amount of accuracy, both in speaking and writing.
5. Students will be able to recognize parts of speech including subjects, objects, indirect objects, verbs, prepositional phrases, adjectives and adverbs and use them with a fair amount of accuracy in their writing and speaking.

## **Institutional Learning Outcomes and Student Learning Outcomes:**

**This course will facilitate the following Institutional Learning Outcomes:**

- A. Cultural Diversity:** Respectfully engage with other cultures in an effort to understand them.
- B. Ethics:** Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work.

**This course will facilitate the following Student Learning Outcome:**

Demonstrate linear thinking by producing a coherent paragraph.

## Course Requirements and assignment guidelines

Some of your homework/assignments/discussions will be done using Etudes. You must login every week to find out about assignments, read class announcements, participate in class discussions, and send/read private messages. The instructor has the ability to see how often you login/use Etudes through the activity meter. If the instructor detects that you are not logging in and using Etudes sufficiently, you will be notified about this and action must be taken immediately to correct this lack of activity.

### Quizzes

Quizzes will be given regularly to ensure that you are keeping up with the reading/grammar assignments and attending class. Missed quizzes cannot be made up even if you arrive late to class.

### Writing Assignments

Writing assignments provide you the opportunity to practice and demonstrate skills learned in class. Grading rubrics will be attached to final essays.

**Other assignments, as listed below, will occur in class and serve to reinforce learning:**

- In Class Writing Assignments
- Exams: Midterm and Final

## Grading

Grades are calculated on the following percentages:

90 – 100% = A

80 – 89% = B

70 – 79% = C

Below 70% is an F (failing grade)

**Once assignments have been graded, you can view them in the Gradebook Section. You can keep track of your progress throughout the semester by viewing your scores in the Gradebook Section.**

## Class Policies

### Attendance

Because class discussions and group work are an important part of this course, attendance is mandatory. Up to 3 absences are allowed. After that, you will be dropped. Students are expected to attend every class meeting, to arrive on time and stay throughout the class period.

**Excessive absenteeism will lower your grade, as well as walking in and out of class.** 3 tardies = 1 absence. Students may be dropped from class for excessive tardiness or for failure to attend class the first day or during the entire first week of the class. If you are absent, you must

contact a classmate to find out about what was covered in class. Please make sure you get the contact information for someone in class. Do not contact the instructor about missed assignments if you are absent.

### **Classroom Etiquette**

When you arrive to class, make sure you have used the restroom, had a chance to eat, check your messages, etc. No food or beverages are allowed in the classroom. You will be asked to throw out your food or beverage if you bring it into the classroom. Walking in and out is rude and disruptive. If you need to leave early, or have some other problem, you need to notify me in advance. **Any student who makes a habit of walking in and out of class may be asked to leave.**

### **Dropping the class**

It is your responsibility to drop the class if you are no longer planning to attend. Failure to withdraw may result in an "F" for the course. Please use the Student Information System online to drop a class and write down the confirmation number for your records or print it.

### **Preparedness**

You are expected to arrive on time. You will come to each class session prepared. You will have your books, binder, pens/pencils, any work that is due, and you will be prepared to discuss all readings/assignments.

### **Cell Phones, iPods, etc.**

**Turn them off and put them away when class begins!** Although it may not seem possible, you can survive without talking and texting on your cell phone, or listening to your iPod, for the duration of the class period. Talking and texting on cell phones not only distract you, but they are a distraction for me and your peers. Distractions interrupt/disrupt the class and I will not tolerate interruptions. **You will be asked to leave if this occurs.**

### **Contacting Me**

The best and quickest way to contact me is by sending me a **private message through Etudes**. This will also be the way that I will contact you if I need to contact you on an individual basis. Please check for new personal messages on a frequent basis. You can also see me during my office hours in GC 280G, through email or by leaving a message at 310-287-4525.

## **College Policies:**

### **Academic Integrity (Plagiarism)**

In accordance with code 9803.28, **academic dishonesty is prohibited and will not be tolerated in this class.** Violations of academic integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for

the purpose of enhancing one's grade. Academic dishonesty of any type, such as cheating or knowingly furnishing false information, by a student provides grounds for disciplinary action by the instructor or college. In written work, no material may be copied from another without proper quotation marks, footnotes, or appropriate documentation.

- **Plagiarism will result in a zero for the assignment, possible dismissal from the class and disciplinary action from the college.**

### **Student Conduct**

According to code 9803.15, disruption of classes or college activities is prohibited and will not be tolerated. Refer to the catalog and the Standards of Student Conduct in the Schedule of Classes for more information.

### **Campus Resources:**

**Office of Disabled Student Programs and Services (DSP&S) | SSB 320 (310) 287-4450.**

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified disabled students pursuing a college education. DSP&S students may qualify for: priority registration, registration assistance, special parking permits, sign language interpreters and assistive technology (WLAC College Catalog). If you have a disability, please let the instructor know.

### **Instructional Support (Tutoring) & Learning Skills Center**

Heldman Learning Resources Center (HLRC) | (310) 287-4486

Improve your reading, language, vocabulary, spelling, math fundamentals and chemistry knowledge with convenient, self-paced computer-aided courses in the Learning Skills Center. Increase your knowledge and learning success: sign up for tutoring in various college subjects (WLAC College Catalog).

### **Distance Learning:**

If you need any technical assistance with ETUDES, please contact the Distance Learning Center at (310)-287-4305.

### **Important Dates to Remember**

Last Day to Drop without a Fee: Friday, Sept. 12

Last Day to Drop without a "W": Friday, Sept. 12

Last Day to File Pass / No Pass: Friday, Sept. 12

Last Day to Drop with a "W": Friday, Nov. 21

Final Exam day: Tuesday, Dec. 16 10:15 am – 12:15 pm

School is closed on: Veteran's Day Nov 11. / Thanksgiving Holiday Nov. 27-28

***The instructor reserves the right to make changes to the syllabus as is necessary.***

