



SANTA ROSA JUNIOR COLLEGE
Celebrating 1918  2018

ESL 714 Conversation and Pronunciation (Section #0376) Syllabus
Fall 2017, Tuesdays and Thursdays, 8:30-11:30 am
Tuesday, October 24 through Thursday, December 21, 2017
SRJC Southwest Center
950 South Wright Rd., Santa Rosa, CA 95407, room 104

Instructor: Nicole Rilea

Office Hours: 25 minutes immediately following each class in room 104 and by appointment

Voice/Text Messages: (707) 303-6743

E-mail: nrilea@santarosa.edu

Course Description:

This course is designed for beginning high, non-native English speakers to develop their abilities in English to be able to function independently in everyday situations. There is particular emphasis on vocabulary development, pronunciation and oral language skills needed for real-life situations. This class is recommended for students with concurrent or previous enrollment in ESL 714.

Student Learning Outcomes:

Upon successful completion of this course, students will be able to:

1. Demonstrate level-appropriate listening and speaking skills needed to communicate in basic interactions at school, work and in community settings.
2. Identify and begin to use culturally appropriate conversation skills including non-verbal skills in simple, real-life settings.

Learning Objectives:

Upon successful completion of this course, students will:

1. Improve their English pronunciation in realistic conversations at school, work, and in the community.
2. Initiate and conduct a level-appropriate conversation or interview with an employer medical provider or school official.

3. Identify academic, vocational, and personal goals and skills needed to achieve these goals.
4. Use appropriate language to actively participate in classroom activities.
5. Use culturally appropriate communication strategies in group work and individual interactions at school, work and in the community.

Course Materials

Required:

- Binder paper
 - #2 pencil with eraser
- (There is not a textbook purchase required for this course.)

Recommended:

- One 1 inch binder (to organize class handouts and notes)
- One highlighter (for highlighting important information and conversation lines)
- Index cards (to study vocabulary words)
- Bilingual Dictionary or Translation App for your phone (can be used in class at appropriate times)

Attendance:

1. Students are expected to arrive to every class on time and to attend and participate in each class session.
2. **Students may be dropped from this class if absences exceed ten percent (10%) of the total hours of class time.** You may not miss more than 2 full classes or six hours of class during the entire class.

It is the student's responsibility to let the instructor know of their absence ahead of time by telling the teacher in person or by calling, texting or emailing to let her know of the pending absence and the reason you will miss class.

Certificates: ESL 714CP is one of three classes students must pass to achieve the **Basic Interpersonal Communication Certificate**. The other two classes required are ESL 714 and ESL 715

Grading Policy:

Pass (P) In order to earn a P in this class, students must:

- Have earned a minimum score of 218 on a CASAS test or demonstrate that level competency in the classroom setting
- Attend and participate in class activities regularly
- Complete and turn in assigned homework on time

- Demonstrate competence in the expected outcomes of this course
- Complete the CASAS entry and exit exams

Sufficient

Progress (SP) To earn a grade of SP in this class, students must:

- Attend class and participate in class regularly
- Complete assigned homework
- Demonstrate progress toward expected outcomes for this course
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No Pass (NP) Students will earn a grade of NP if they do not:

- Attend or participate in class regularly (missing more than 10% of classes)
- Complete their classwork or homework
- Show progress toward the expected outcomes for this course
- Take the CASAS entry and exit exams

Withdrawal (W) Students will earn a grade of W if they:

- Attend class fewer than 8 hours of class in the semester.

Special Needs

Students with special needs that may impact their ability to carry out assigned course work, please contact Disability Resources on the Santa Rosa Junior College campus at the Bertolini Student Center (707) 527-4278, TTY: (707) 528-2442.

Student Conduct

Students will conduct themselves in a manner which reflects awareness of common standards of decency and the rights of others. All students are expected to know the student conduct code <https://student-conduct.santarosa.edu/code-conduct-0> and are expected to follow it in class. Students who violate the code may be suspended for two classes by the instructor and referred to the Vice President of Student Services for discipline.

Respect

Please respect your classmates by being on time, listening actively and being polite even when you disagree with another person's viewpoint. Please turn off all electronic devices (except cell phones for class work, **not texting**). If you use a laptop to take notes, please sit the front row with the sound off. Headphones are not allowed during class. Please save food for break or after class.

Emergency Procedures

In the event of an emergency during class that requires evacuation the building, please leave the classroom immediately, but calmly. Our class will leave through the door on the west side of the classroom. We will take a right down the hall toward the offices. We will then turn right through the fence into the north parking lot. We will meet at the far north end of the parking lot to ensure everyone has left the building safely and to receive further instructions. Your instructor will bring the student attendance roster to make sure all students are present and accounted for in case we need to report it to emergency personnel. Please stay with our class and let your teacher know if anyone has to leave. If you are a student with a disability who may need assistance in an evacuation, please see me during my office hours as soon as possible so we can discuss an evacuation plan to meet your needs.

There is an emergency preparedness booklet in a red folder next to the east door of our classroom. It has emergency instructions for many possible emergencies. Please follow your teacher's instructions if possible. If she is unable to give instructions, follow the instructions in the booklet provided.

Academic Integrity

All written work in this class must be your original work (not copied). Plagiarism of any kind will result in a failing grade on that assignment. Students who plagiarize or cheat may be suspended for one or two class meetings by the instructor and referred to the Vice President of Student Services for discipline sanction. In cases of grave violations.

Important Dates

Date	Event
Tuesday, October 24, 2017	Class Begins
Thursday, November 2, 2017	CASAS Entry Test (Bring your SID#, your orange test record sheet, and a #2 pencil, please.)
Tuesday, November 7, 2017	CASAS Entry Test Make-Ups for students who were absent on 11/2/17 or who scored a diamond on their CASAS test that date (Bring your SID#, your orange test record sheet, and a #2 pencil, please.)
Thursday, November 23, 2017	Thanksgiving Day Holiday, No Class
Thursday, December 7, 2017	CASAS Exit Test (Bring your SID#, your orange test record sheet, and a #2 pencil, please.)
Tuesday, December 19, 2017	CASAS Exit Test Make-Ups for students who were absent on 12/19/17 or who scored a diamond on their CASAS test that date (Bring your SID#, your orange test record sheet, and a #2 pencil, please.)
Thursday, December 21, 2017	Last Day of Class Final Exam during regularly scheduled class hours from 8:30-11:30 today