

FALL 2020



ESL 713/714 Syllabus

Instructor: Nicole Rilea

Email: nrilea@santarosa.edu



WELCOME
TO
ENGLISH
AS A
SECOND
LANGUAGE
713 & 714!

CLASS
HOLIDAYS:
(NO ZOOM
CLASS)

TUESDAY,
SEPTEMBER
8TH (LABOR
DAY)

THURSDAY,
NOVEMBER
26TH
(THANKSGI-
VING DAY)



Zoom Class Sessions: Tuesday and
Thursday evenings from 6:30-7:30 pm on
zoom, Tuesday, August 18 - Thursday,
December 10, 2020

Zoom Office Hours: 30 minutes immediately
following each zoom session and/or by appointment

1

CLICK ON THE
LINK BELOW:

[https://santarosa-
edu.zoom.us/j/
6331441037](https://santarosa.edu.zoom.us/j/6331441037)

2

CLICK ON
“Open Link” and
then click on
“Open.”

3

SIGN IN

Sign in using the first
and last name you used
to register at
santarosa.edu. If you
want us to use a
different name in class,
please write that name
in (parenthesis).

CLASS COMMUNICATION



**PLEASE REGISTER FOR
THE REMIND APP NOW!**

This is how we will communicate outside of class. You will be able to send texts to each other and you will receive important information for this class including the syllabus, handouts and important notices.

There are 4 different ways you can sign up:

1. JUST CLICK on the FOLLOWING LINK. THEN CLICK OPEN LINK.

<https://www.remind.com/join/8f6dk8f>

OR

2. text @8f6dk8f to 81010

OR

3. Accept the invitation we send to you.

OR

4. If YOU HAVE trouble with 81010, YOU can text @8f6dk8f to

(512) 961-3976.

Course Outcomes and Objectives

ESL 713 Course Outcomes and Objectives

(Course Outline of Record Link: https://portal.santarosa.edu/SRWeb/SR_CourseOutlines.aspx?mode=1&CVID=38514&Semester=20197)

1. Read and understand basic reading materials needed in daily life.
2. Fill out simple forms.
3. Write a group of related sentences about a familiar topic.
4. Show basic communication skills needed in daily life.
5. Demonstrate appropriate study skills needed in school.

ESL 714 Course Outcomes and Objectives

(Link to the Course Outline of Record: https://portal.santarosa.edu/SRWeb/SR_CourseOutlines.aspx?mode=1&CVID=38253&Semester=20197)

1. Function independently using reading and writing skills in daily life.
 2. Use level appropriate listening and speaking skills needed to communicate in different settings.
 3. Show appropriate cross cultural interactions in a variety of settings.
 4. Apply appropriate study skills needed in a school setting.
-

Attendance Policies

Attendance to zoom classes is mandatory! Students must be present and on time for each zoom session. If a student misses more than 10 percent of the zoom sessions, (4 classes in one semester) the teacher may drop the student from the class.

Students are responsible for notifying the instructor by Remind before missing a class and must complete all missed assignments while absent. If a student must stop attending class for any reason, it is the student's responsibility to notify the instructor ahead of time.

Participation and Class Guidelines

Students must participate in class to learn a language. Participation includes being on time and present for the entire class meeting, doing your best in class, completing (or attempting to complete) all assignments and submitting them in a timely manner. This is a skills based course which requires participation and effort during every class session and regular practice outside of class. It is extremely important for you to review all class work between classes and for you to practice what you learn every day. The more time and effort you put into the coursework, the more you will learn. Mistakes are an essential part of learning. Please make many mistakes, ask many questions, and encourage your classmates to do the same.

Please show respect for your classmates by maintaining a quiet, calm classroom (zoom) environment. Participate in your zoom classes in a quiet area without distractions so you do not interrupt others' learning. Mute your microphone during zoom classes when noise is present in your background or while another person is speaking. Please make sure to use appropriate language and clothing for our interactive video classes. Please refrain from eating, drinking and chewing while your microphone is on during class.

Grading Policy

Pass (P)	Students will earn a P in this class if they <ul style="list-style-type: none">-Earn a minimum score of 208 (ESL 713) or 218 (ESL 714) on a CASAS test or demonstrate that level of competency-Attend and participate in class activities for a minimum of 90 percent of the Zoom classes (not missing more than 4 scheduled classes)-Complete and submit all assigned homework and classwork on time-Demonstrate competence in the expected outcomes of the course
Sufficient Progress (SP)	Students will earn a grade of SP if they” <ul style="list-style-type: none">-Attend class and participate in class regularly-Complete assigned classwork and homework-Demonstrate progress toward the expected outcomes for this course
No Pass (NP)	Students will earn a grade of NP if they do not: <ul style="list-style-type: none">-Attend classes for a minimum of 20 hours during a semester-Complete assignments-Show progress toward the expected outcomes for this course
Withdrawal (W)	Students will earn a grade of W if they attend class fewer than 8 hours during the semester.

Class Materials

Required:

An internet connection and a cell phone, tablet, laptop, or desktop computer is required to participate in this class.

English in Action Level 1, third edition textbooks (Instructions pages 6-23)

The Remind app (Instructions on page 2)

The Zoom app (Instructions on page 1)

A Pencil with an eraser

Recommended:

One three ring binder or notebook with lined paper

A bilingual dictionary, translator, or translation app

Textbooks:

We will be using the [English in Action Level 1, third edition](#) textbooks for this class (pictured on the right). You may purchase your books online (using the information on the next pages) or in person at the Southwest Santa Rosa Center. The cost for the student book and workbook together is: \$46.00. The ESL department pays \$25 for your books. Your total will be [\\$21.00](#) Please [bring the exact amount in cash](#) when you pay for your books at the Southwest Center as the bookstore employees will not have change there.

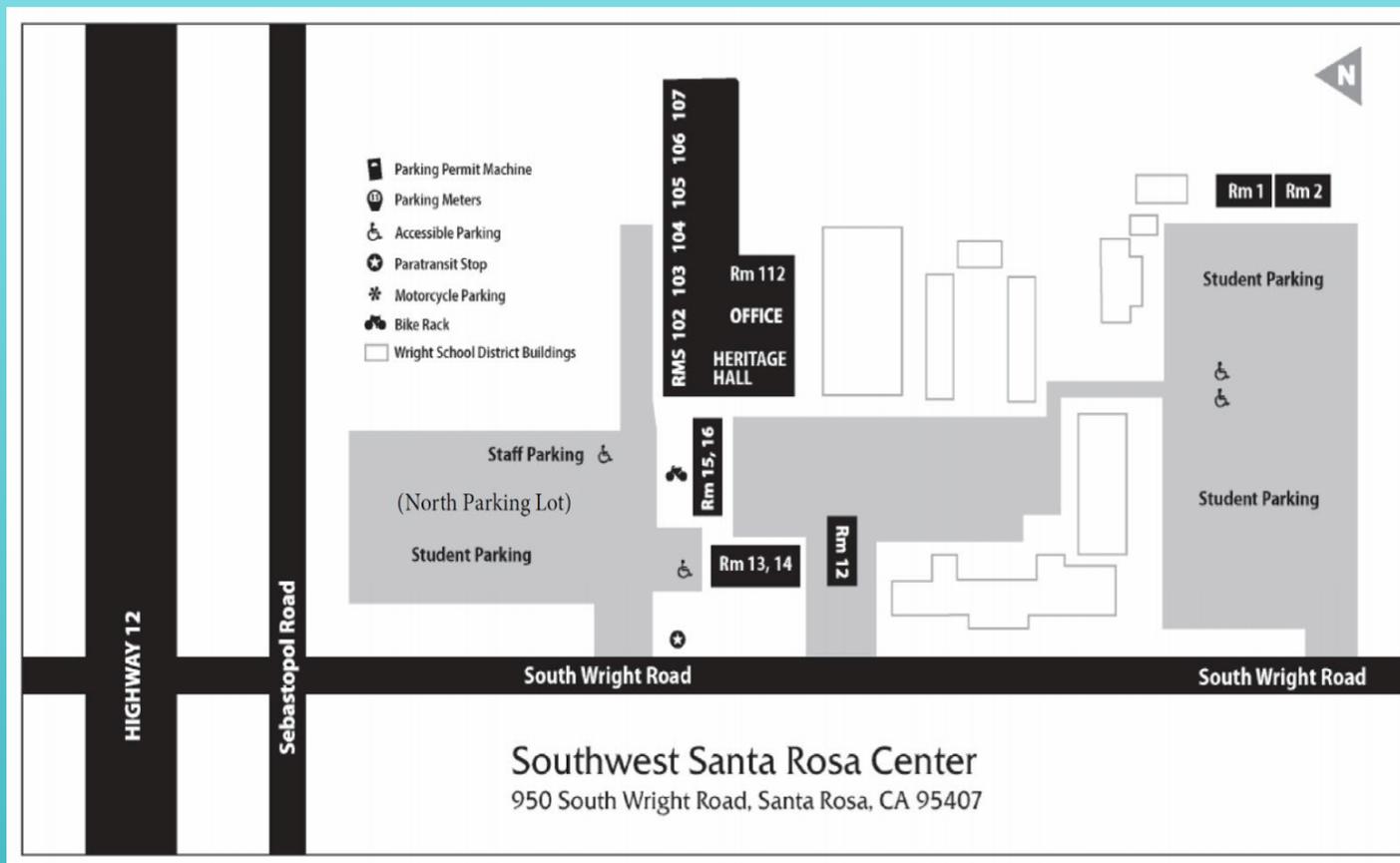


Below are the dates the bookstore will sell your textbooks at the Southwest Santa Rosa Center. There is also a map with the address that shows where to drive through to buy your books in Santa Rosa. You will need to wear a mask. You will also need your class name and section number [ESL 713 \(Section 1388\)](#) or [ESL 714 \(Section 3913\)](#). If you are unable buy your books at the [Southwest Santa Rosa Center](#), you may order your books online (See below.). Alternatively, you may call the bookstore and arrange to pick up your books at the drive thru pick up on Mendocino Avenue. [The SRJC Bookstore hours are Monday through Thursday from 9 am to 4 pm \(for pickup only\)](#). You can call the SRJC bookstore at [707-527-4321](#). Their address is [222 Elliott Avenue in Pioneer Hall in Santa Rosa](#). Their email address is santarosajuniorcollege@bkstr.com.

Fall 2020 Textbook Sales Schedule at the Southwest Santa Rosa Center

August 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	01
03	04	05	06	07	08
10	11	12	13	14	15
17	18	19	20	21	22
	9:00am - 11:00am 4:00pm - 6:00pm 	9:00am - 11:00am 4:00pm - 6:00pm 	Cancelled due to air quality! 9:00am - 11:00am 4:00pm - 6:00pm 		
24	25	26	27	28	29
	9:00am - 11:00am 4:00pm - 6:00pm 	9:00am - 11:00am 4:00pm - 6:00pm 	9:00am - 11:00am 4:00pm - 6:00pm 		
31	01	02	03	04	05



:Online Textbook Purchase Procedures

1. **Send me (Nicole Rilea) a message through the Remind app to tell me you will purchase your textbooks online.**
2. **After receiving your message, I will send you a gift card code and a PIN number to use when you purchase your books online.**
3. **Follow the instructions on the next page to complete your transaction.**

Ordering ESL Textbooks Online

1. On your computer, go to the website: <https://bookstore.santarosa.edu/>
2. Click on **SANTA ROSA CAMPUS** or **PETALUMA CAMPUS**.
3. Next, under “Select Term,” choose “Fall 2020.”



Find My Course Materials

Make your selections below to find your textbooks.

Program Santa Rosa	Select Term: Fall 2020
-----------------------	------------------------

Program Santa Rosa	Select Term: Fall 2020
-----------------------	------------------------

FIND COURSES →



4. Click on “FIND COURSES.”

5. Next, under “Select Department,” select or type “ESL.”



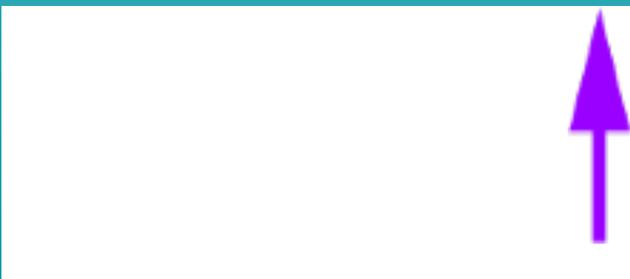
Select Department: **ESL** Select Course: 713 or 714 Select Section: 1388 or 3913

Shop by Course

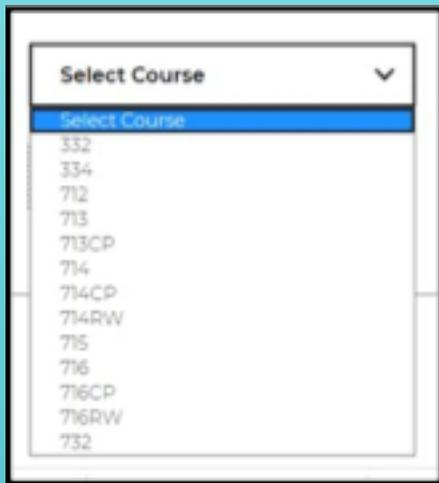
1 → ▾ ▾

Shop by Course

1 ⊗ → ▾ ▾



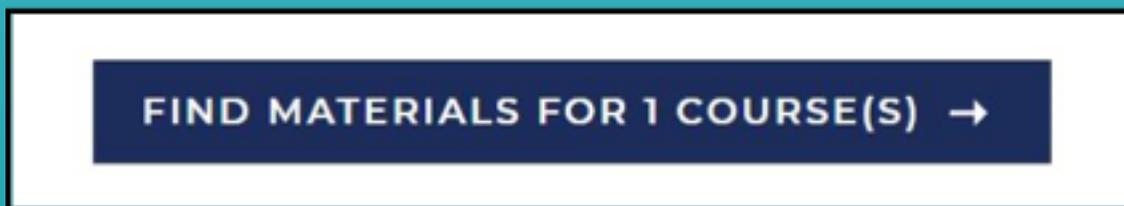
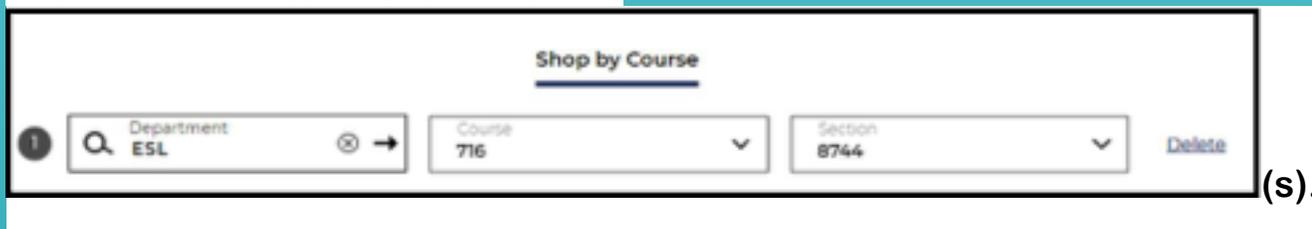
6. Under “Select Course,” find your course number. **713 or 714**



7. Next, under “Select Section,” find your section number. For example:

1388 or 3913

8. When you finish selecting your course and section numbers, click on the button: Find materials for 1 course



713 or 714





1388 or 3913 

Santa Rosa / Summer 2020

1 ESL / 716 / 8744 Instructor Michael Kaufmann
Required Materials (1) [Hide Course](#)

9. Make sure your information is correct. For example, this class would show up as

ESL / 713 / 1388 / Instructor Nicole Rilea

or

ESL / 714 / 3913 / Instructor Nicole Rilea

10. Next, check the box under “Buy.”

English in Action 1 (w/Wkbk) New \$41.05

Edition: 3rd



REQUIRED Buy New \$42.25

English in Action 4 (w/Wkbk)
\$42.25

Edition: 3rd
ISBN: 9780357196922
Author: Foley
Publisher: Cengage Learning

[Add to Wishlist](#)

er Course 1 of 1 Required Items Selected **ADD 1 ITEM TO BAG →**

11. Click on “ADD 1 ITEM TO BAG.”



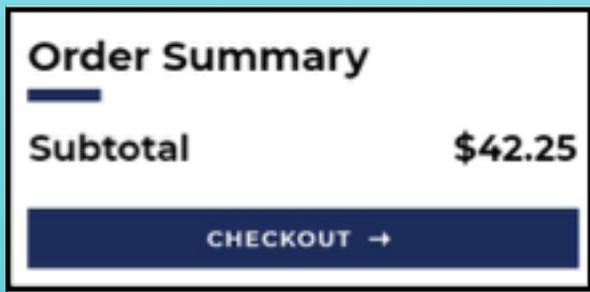
12. You will see a box like this:

The screenshot shows a white confirmation box with a black border and a close button (X) in the top right corner. The text inside reads: "1 Item has been added to your bag from your course list". Below this, there is a placeholder image of a document. To the right of the image, the text says: "English in Action 4 (w/Wkbk)" followed by "\$42.25". Below that, in smaller text, it says "ESL / 776 / 8744 Instructor Michael Kaufmann" and "Selection: Buy New". At the bottom of the box, there is a summary: "Your Bag (1): \$42.25". Below the summary are two buttons: a white button with a black border labeled "CONTINUE SHOPPING" and a dark blue button with white text labeled "VIEW BAG & CHECKOUT →".

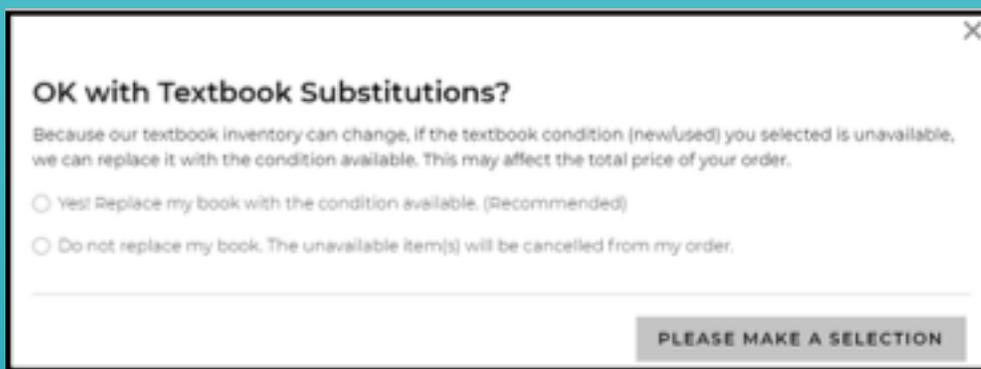
13. If correct, click on “VIEW BAG & CHECKOUT.”



14. Next, click “CHECKOUT.”

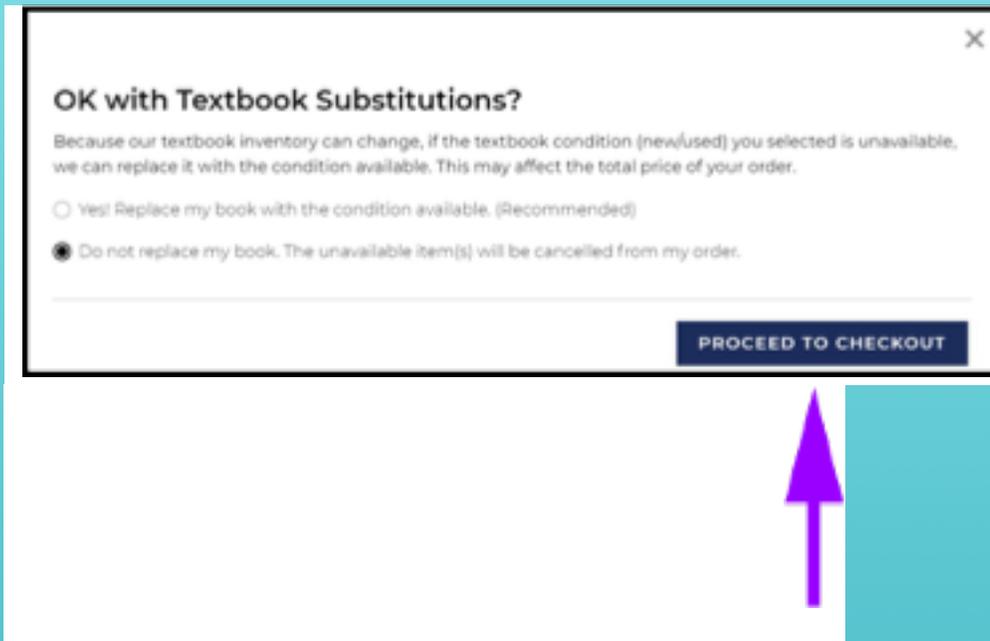


15. You will see this box:

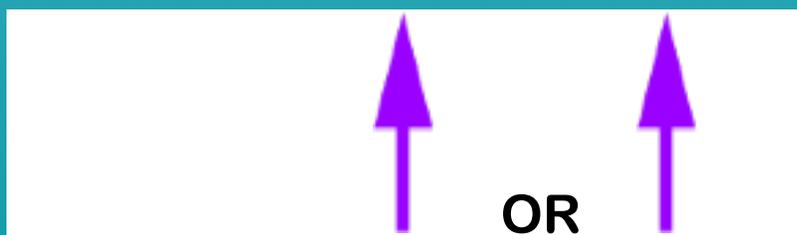
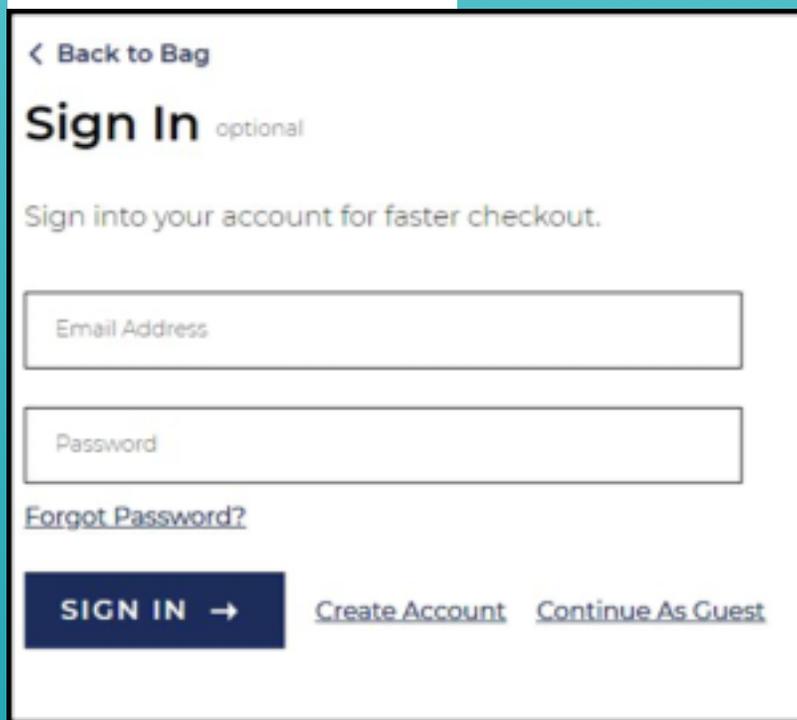


16. Choose "Do not replace my book. The unavailable item(s) will be cancelled from my order."

17. Click "PROCEED TO CHECKOUT."

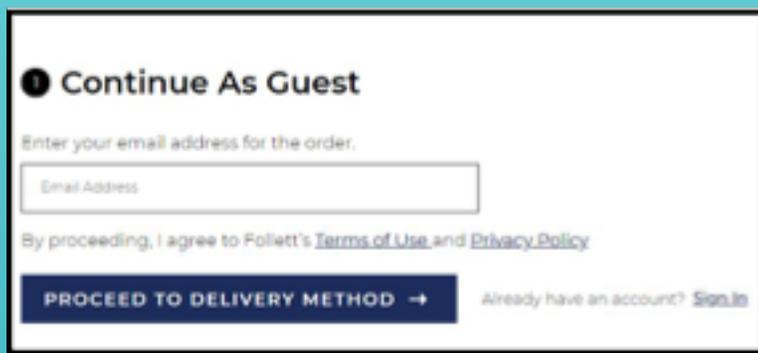


18. Now you will see this:



19. You can create an account or continue as a guest.

20. If you continue as a guest, you will see this box. Please put your email address in the box.



The screenshot shows a white rectangular box with a black border. At the top left, there is a black circle with a white exclamation mark, followed by the text "Continue As Guest". Below this, the text "Enter your email address for the order." is displayed. Underneath is a white text input field with the placeholder text "Email Address". Below the input field, the text "By proceeding, I agree to Follett's [Terms of Use](#) and [Privacy Policy](#)" is shown. At the bottom left, there is a dark blue button with the white text "PROCEED TO DELIVERY METHOD →". To the right of the button, the text "Already have an account? [Sign In](#)" is displayed.



21. Click "PROCEED TO DELIVERY METHOD."

22. Next, choose your "Delivery Method."

Choose "Curbside Pick Up (FREE)" - You pick up at the bookstore.

Select the location: Santa Rosa or Petaluma bookstore.

2 Delivery Method

Curbside Pick Up (FREE)

Select Location ▼

If you choose “Curbside Pick Up,” you will receive a message like this:

Curbside Pickup is available Monday - Friday, 9am -4pm at the Santa Rosa Bookstore. Please wait for email confirming your items are ready for pickup before arriving at the store. Pickup directions will be provided in the email.

Or choose “Ship to an Address.” This will cost (\$7.50 extra). Enter your information:

Ship to an Address

First Name Required

First Name

Last Name Required

Last Name

United States | [Select Country/Territory/Region](#)

Address Required

Address

Address 2 (Optional)

City Required

City

State **California** ▼

Zip Code Required

Zip Code

2 Delivery Method

Curbside Pick Up (FREE)

Ship to an Address

Is this a gift?

Any special instructions?

PROCEED TO PAYMENT METHOD



23. Click on “PROCEED TO PAYMENT METHOD.”

24. Choose your “Payment Method.”

3 Payment Method

Promo Code **APPLY**

Financial Aid

Gift Card

Credit / Debit Card    

Pay with PayPal

PayPal Credit: No Interest if paid in full in 6 months on purchases of

PROCEED TO CONTACT INFORMATION



25. IMPORTANT!

Your teacher has a “Gift Card Code” and PIN for students purchasing books online. This will give you a discount of \$25. Please select “Gift Card.”

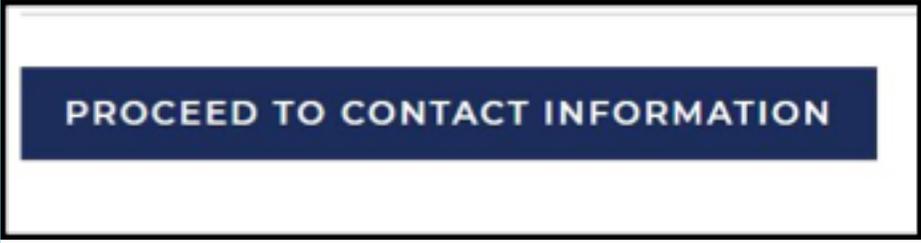
Type your “Account Number” and “PIN.”
(Ask your teacher for this in the Remind app.)
Next, click on “APPLY.”

26. Select your Payment Method for the rest of the bill. Fill in your information.

The screenshot shows a payment form with the following fields and options:

- Credit / Debit Card (with logos for VISA, Mastercard, Discover, and American Express)
- Name on Card (text input)
- Card Number (text input with a card icon)
- Select Month (dropdown menu)
- Select Year (dropdown menu)
- Billing Address**
- Same as below address
- First Name (text input)
- Last Name (text input)
- United States | [Select Country/Territory/Region](#)
- Address (text input)
- Address 2 (Optional) (text input)
- City (text input)
- Select State (dropdown menu)
- Zip Code (text input)

27. Select “PROCEED TO CONTACT INFORMATION.”



28. Fill in your Contact Information. Put your phone number and create a password (optional).

29. Click on “PLACE ORDER.”

A screenshot of a web form titled "4 Contact Information". The form includes a text input field for "Phone Number", a text input field for "Create Password", and a dark blue button labeled "PLACE ORDER →". Below the button is a line of text: "By proceeding, I agree to Follett's [Terms of Use](#) and [Privacy Policy](#)." The form is set against a white background with a thin black border.

4 Contact Information

We need this info in case there are any order/delivery updates.

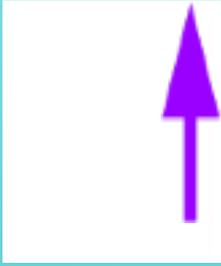
Phone Number

Create an account to track your order. (Optional)

Create Password

PLACE ORDER →

By proceeding, I agree to Follett's [Terms of Use](#) and [Privacy Policy](#).



30. You will see this message:

Thank You For Your Order:

Order #: Santa Rosa Junior College Bookstore

All set! An order confirmation email has been sent to

31. You will also see this information:

Pickup instructions

Curbside Pickup is available Monday - Friday, 9am -4pm at the Santa Rosa Bookstore. Please wait for email confirming your items are ready for pickup before arriving at the store. Pickup directions will be provided in the email.

Your order can be picked up at:

Santa Rosa Bookstore
222 Elliott Avenue
Pioneer Hall
Santa Rosa California US

Your Santa Rosa Junior College Bookstore contact information

Phone: (707) 527-4321

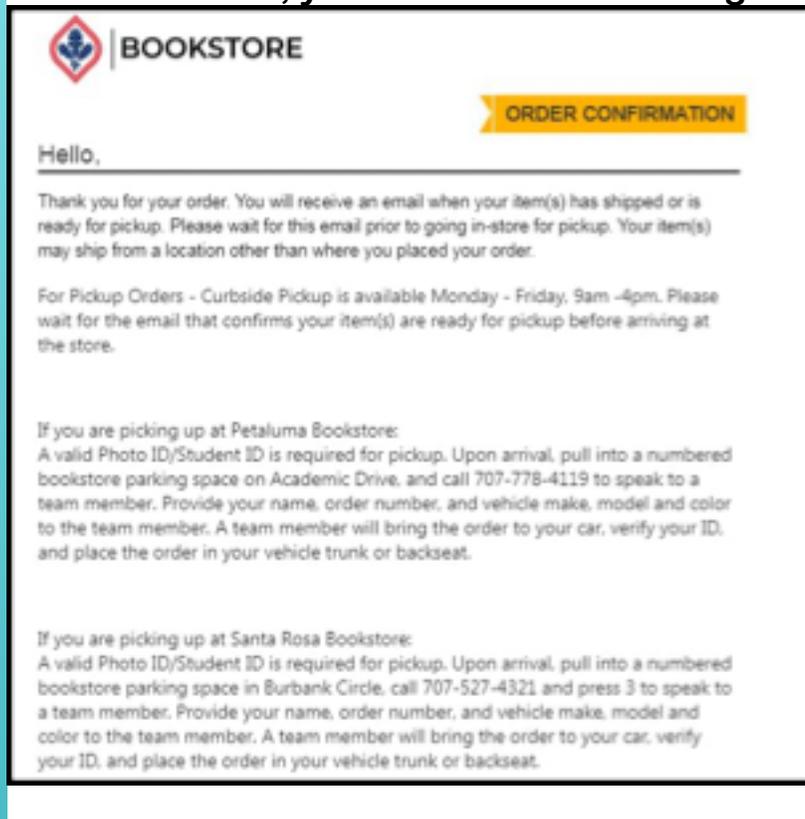
Email: santarosajuniorcollege@bkstr.com

32. You will receive an email from the bookstore with this subject line:

Your Santa Rosa Junior College Bookstore Order Confirmation

The email will come from: santarosajuniorcollege@bkstr.com

33. In the email, you will see the following information:



IMPORTANT : If you chose “Pick-up,” only go to the bookstore for pick-up when you receive an email that says your textbook is ready

To view the Weekly Schedule for ESL 713/714, please click on the link below. Then click Open Link.

https://docs.google.com/document/d/1jtHYAX0j8_UXB-IFL4ffIIUJcVcBeVb9w7e7Khtt7iM/edit?usp=sharing