

Fall 2022 - Course Syllabus – ESL 371/781

ESL 371/781

High-Intermediate Reading / Writing / Grammar

Teacher: Bentley Cavazzi



Sections 1410 / 1449

Contact Information:

Teacher: Bentley Cavazzi

Email: bcavazzi@santarosa.edu

Phone: (707) 778-3959

Office Hours:

- Monday: 12-2pm (in person)
- Tuesday 4-5pm (in person)
- Wednesday 12-2pm (Zoom) <https://santarosa-edu.zoom.us/my/cavazzi>
- If these times do not work for you, you can contact me to make an appointment
**all in-person office hours can also be on Zoom, if more convenient for you.*

Extra help! ESL 770 - You can also attend ESL 770 which is a tutoring option. Here you can meet with me face-to-face every Tuesday and/or Thursday from 5:00pm-6:00pm. Come to the Call Building, Petaluma Campus, PC 644.



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Class Meeting Schedule:

Our class will meet as follows:

- Monday and Wednesday: 6:00pm – 10:00pm
- Thursday: 6:00pm – 7:00pm (Zoom)

Join URL: <https://santarosa-edu.zoom.us/j/97079774127>

*You can also find this link in **our Canvas classroom**. Look on the left menu bar for “TechConnect Zoom” and you will find a schedule of our Thursday Zoom classes .*

Welcome to Class:

I look forward to working with you to improve your English language skills this semester. For many of us, we are returning back to the classroom after two years of the Covid-19 pandemic. Although the pandemic is not over yet, we are learning to better adjust to it. You might have noticed that we now have many new safety protocols and expectations at school—these are intended to keep everyone safe.

Please communicate with me if you have questions or if there is anything that prevents you from being successful in class. I will do my best to support you and connect you with SRJC resources that might be able to help!

In addition to you learning the materials in class, I want everyone to be healthy and safe this semester. These are my expectations for everyone's safety:

- Wear a mask at all times in the classroom. Even though masks are optional at SRJC, if we all wear a fitted mask that covers our nose and mouth, we will all be safer. All the top doctors recommend wearing masks! They work!
- Be aware of personal space. When possible, try to stay at least three feet away from others. Protect your personal space.
- STAY HOME IF YOU HAVE ANY SYMPTOMS! (see below) Let me know if you feel or get sick or if you need to be absent. I will do my best to support you.
- If you develop symptoms while in class, please let me know and GO HOME!
- If I notice that you have symptoms while in class, I will privately ask you to go home.
- Even if you test negative, you cannot come to campus if you have any symptoms. I hope you understand the reasons for this rule. This is for everyone's safety!

IF YOU EXPERIENCE ANY OF THESE SYMPTOMS, STAY HOME!

- Cough • Fever (100.4 F or greater) • Shortness of breath • Nausea, vomiting, or diarrhea
- Body aches • Headache • Sore throat • Sneezing • Runny nose • Loss of taste or smell

CALL 707-527-4445 TO SCHEDULE A COVID TEST

IF YOU WERE EXPOSED TO SOMEONE WHO TESTED POSITIVE

Call 707-527-4445 to schedule a rapid test within 3-5 days of last exposure



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IF YOU TEST POSITIVE FOR COVID, STAY HOME!

Contact your instructor as soon as possible, then call 707-521-7824

Wear a mask around others for 10 days

Course Description:

This is an intermediate reading, writing, and grammar course focusing on the development of pre-academic reading skills with particular emphasis on comprehension, critical thinking, vocabulary, and rate. Paragraph structure and introduction to essays, including writing, revising, and editing. Emphasis on tenses and the development of varied sentence structure. Review of high-beginning grammar and punctuation. Designed for non-native speakers of English.

Student Learning Outcomes (SLOs):

After completing this course, students will be able to:

1. Apply critical thinking skills to respond to adapted selections of fiction and nonfiction
2. Apply the writing process to produce paragraphs and short essays that demonstrate level-appropriate organization and content, critical thinking, vocabulary and fluency, and grammatical accuracy
3. Comprehend intermediate reading passages by identifying organizational strategies, paraphrasing and summarizing, and using main ideas and details to support writing assignments
4. Word-process essays and access information on the Internet
5. Utilize meta-cognitive thinking skills in learning and studying processes
6. Utilize SRJC resources and services to realize academic goals

CANVAS—Course Interface Website:

We will be using Canvas, a place where you can find our class instructions, submit assignments, view readings and videos, share resources, and view your grades. You will need your Student ID number and PIN (Personal Identification Number) code to log in to Canvas.

In addition to weekly assignments (found in the Modules section in Canvas), I will be posting announcements on the "Instructor Announcements" page. Canvas notifies you according to your preferred notification preferences (depending on what you set up, i.e., personal email or your SRJC email). We will test this Canvas feature the first week of class to ensure that you receive these announcements in your email.

Course Textbooks:

You can find instructions on buying your books on our Canvas website.

Go to: Canvas/Modules/Week 1/ Buying Textbooks for the Class.

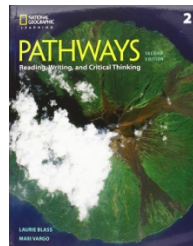
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ESL 781 students, please wait until you are sorted into the correct level before ordering your books

1. ***Pathways 2 Reading, Writing, and Critical Thinking, 2nd Edition***

by Laurie Blass & Mari Vargo

ISBN #9781337407779

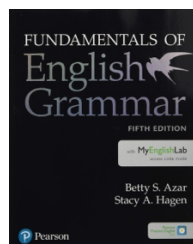


2. ***Fundamentals of English Grammar, 5th Edition***

(with “My English Lab” online workbook access)

by Betty Azar & Stacy Hagen

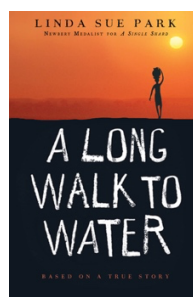
ISBN-13: 978-0134998824



3. ***A Long Walk to Water***

by Linda Sue Park

ISBN #9780547577319



Course Tools and Software:

You will need the following software for this course. I will teach you how to use these tools if you are not familiar with them. Set up a time to visit me during office hours.

- Access to a computer and the Internet
- A Google email account
- A writing notebook, pens and/or pencils



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- Access to an English dictionary (hard copy / or online) I will give you my recommendations in class
- [Adobe Reader \(link to an external site\)](#)
- [Google Drive \(link to an external site\)](#)

Important Dates:

- First class: Monday, August 15, 2022
 - Final Exam Date: Monday, December 12, 2022
 - Last class: Wednesday, December 14, 2022
- You must be present on the day of the final exam: Monday, 12/12/22, 6:30-8:30pm**

Holidays (no classes):

- Monday, September 5, 2022 - Labor Day Holiday **(No Classes, District Closed)**
- Thursday, November 10, 2022 - Professional Development Flex Day **(No Classes)**
- Friday, November 11, 2022 - Veterans Day Holiday **(No Classes, District Closed)**
- Thursday, November 24 – Sunday, November 27, 2022 - Thanksgiving Day Holidays **(No Classes, District Closed)**

Class Information:

- Last day to add **without** add code: Sunday, August 21, 2022
- Last day to drop **for refund**: August 28, 2022 (371 ONLY)
- Last day to add **with** add code: September 4, 2022
- Last day to drop **without** a "W" symbol: September 4, 2022 (371 ONLY)
- Last day to drop with a "W" symbol: Sunday, November 13, 2022 (371 ONLY)
- Last day to opt for **Pass/No Pass**: Friday, December 16, 2022 (371 ONLY)

Dropping the Class:

If you decide to discontinue this course, it is **your responsibility** to officially drop it to avoid getting no refund (after 10% of course length), a W symbol (after 20%), or a grade (after 60%). Also, if you have several consecutive, unexplained absences, I may drop you from the class. An unexplained absence is one where you have not communicated with me to let me know why you were not in attendance.

Pass/No Pass (P/NP) for 371 only

You may take this class with a "Pass/No Pass" (P/NP) option. You must file for the P/NP option no later than Friday, December 16, 2022 by submitting your request online through the ESL Tutoring & Learning Center (TLC Petaluma) or file the P/NP form with Admissions and Records. With a grade of C or better, you will get P.

Once you choose P/NP, you cannot change back to a letter grade. If you are taking this course as part of a certificate program, you can probably still take the class as a P/NP grade. Check with a counselor to be sure.



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Attendance Policy:

Learning a new language requires a serious commitment from you. What does that mean? It means—you attend class, participate in discussions, engage with your teacher and your fellow students and complete your assignments so that you are fully prepared and ready to contribute to our class community. With your efforts to achieve this commitment, you will have learned the skills from one lesson and will be able to apply them to new lessons.

Also, tardiness will affect your grade. When you are tardy, you miss important information, and you disrupt your classmates as well as your teacher.

If you do miss a class, make sure you keep up with assignments. Class materials will be posted on Canvas. I also recommend that you have a fellow student's contact information so that you can get updates on what you missed in class.

Assignments, Homework and Late Policy:

You will have homework after each class. All assignments are due by the time stated in Canvas (due date). If, for some reason you are having personal issues, please let me know and I will evaluate a possible solution. However, if you do not contact me, a late submission will receive a 10% late penalty. Submissions more than one week late are not accepted without prior agreement with me.

Exams:

We will have reading, vocabulary, writing and grammar quizzes throughout the semester. In addition, there will be a midterm and a final exam. The material comes from the textbook, class lectures and supplemental materials. If any exam is missed, a zero will be recorded as the score. It is your responsibility to take all exams by the due date. If for any reason you cannot take a quiz or exam on the due date, contact me in advance.

Grading Policy:

Visit "Grades" in Canvas to keep track of your grades. We will examine this Canvas feature in class to familiarize you with the process. When you complete an assignment, I will review it, provide you with feedback and post your grade. I will show you in class, how you can review my feedback for your writing assignments in Google docs. I will do my best to return your assignments to you within one week (7 days), as per SRJC policy. If you are new to Canvas, it is good to know that your grade is only visible to you and me.



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Your grade will be based on your attendance, class participation, homework, writing and tests. SRJC requires that you take a final exam to pass the class, so please plan accordingly.

- **371 Students:** You can either earn a letter grade (A-F) for this class, or choose the option to have a P/NP grade
- **781 students:** You will earn a P=Pass, SP= Sufficient Progress or NP=No Pass

To earn a passing grade (371 or 781), you must earn at least 70% and complete the **midterm** and **final** exams.

<ul style="list-style-type: none">• A (90-100%)• B (80-89%)• C (70-79%)• D (60-69%)• F (below 60%)	<ul style="list-style-type: none">• Participation (10%)• Homework (55%)• Quizzes (20%)• Midterm Exam (5%)• Final Exam (10%)
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Road to “Success”:

1. ESL 371/781 Intermediate Reading and Writing is a nine-unit class (9 class hours per week), which means that we will spend about 8-9 hours together every week.
 - a. Plan to spend at least 10-11 additional hours on homework and studying.
 - b. Depending on your level of English proficiency, you may find that you need to spend even more time.
 - c. You will use Canvas to access homework, quizzes, tests, and other activities for this class.
2. Paragraph and essay writing assignments will require 2 or more drafts. I highly recommend that you take advantage of my office hours, my ESL 770 support class, and especially our Petaluma writing and tutoring center.
3. Allow plenty of time to read the textbook articles and the novel. You will encounter and learn lots of new vocabulary. As you do so, you will often need to read assigned readings more than one time. You will also need to take notes as you read. We will be learning how to do this in class.
4. Do your homework. All homework assignments are designed to help you with your reading and writing. If you miss homework assignments, writing your summaries, journals, paragraphs or essays will be much more difficult.
5. Don't miss the class and Zoom meetings. If you are absent or any reason, please notify me. However, if you are running a fever and/or have been exposed to a virus such as the Covid-19 virus, do not attend in-person classes until your doctor or the SRJC Health Center clears you for attendance in public venues.



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6. During the first week of class, make a couple of new classroom buddies and get their contact information (name, email address). This will allow you not only to look at Canvas for missed assignments, but also find out what else we discussed and covered during the class you missed. This will help you to be aware of what you need to accomplish your homework assignments. Don't come to class and ask me, "Did I miss anything?" ... the answer is always "Yes, a lot!"
7. Be sure to use your own words in your writing. I'm an English teacher and I can easily tell when you copy the words of others. You are in my class to learn and the only way to do that is to put in the effort, make mistakes, learn from those mistakes so that you can improve the essential skills of reading and writing. The only way you will learn to write is to do your own work and perhaps soon you will discover that it can be fun!
8. Be an active participant not only in class, but also turn on your camera in our online Zoom meetings. These meetings prepare you to better understand class readings and also write your summaries, paragraphs, and essays because you get new ideas from your classmates, which can stimulate your thinking and help you generate and clarify ideas in your writing.

Working Together

In my class everyone is welcome! That means that we respect all individuals from all cultures, ethnicities, gender orientation and economic backgrounds. We all bring knowledge into the classroom, and we all have our stories to share, from which we all can learn. Working together teaches us the skills we need to be successful in our 21st century global community.

In this class we work together, sometimes in small groups or in pairs. I ask that you respect each other. Please listen when someone speaks; do not interrupt; do not laugh at mistakes or make fun of someone's questions or ideas. The only way that we learn is by making mistakes, examining them, and then building on those to learn and fix those errors next time. The more you support each other, the more you will learn for yourself and about yourself.

Student Conduct in Our Class

You must follow the SRJC standards of conduct. If you disrupt the classroom, you will be instructed to leave class for two classes and will be subject to further disciplinary action.

Since this is an English class, you must speak English at all times while in the classroom or in the Zoom classroom and Zoom breakout rooms because it is the best way to learn English. Speaking in another language may exclude another student from the conversation, which can be rude and hurtful.

Please plan to arrive on time, stay the full meeting and conduct yourself in a way that is respectful of other students and their desire to learn. Attend class only if you wish to learn and contribute to this class and your own educational goals.



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SRJC Student Conduct Standards

Students who register in SRJC classes are required to follow the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College.

- See the [Student Code of Conduct page \(links to an external site\)](#)

Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of "0" for that test or assignment. I encourage students to share information and ideas, but not their work. See these links on Plagiarism:

- [SRJC Writing Center Lessons on avoiding plagiarism \(links to an external site\)](#)
- [SRJC's policy on Academic Integrity \(links to an external site\)](#)

Netiquette, or Why Is It Harder to Be Polite Online?

This is something for us to consider when we have our Zoom component.

Netiquette refers to using common courtesy in online communication. All members of the class are expected to follow netiquette in all course communications. Use these guidelines:

- Use capital letters sparingly. THEY LOOK LIKE SHOUTING.
- Forward emails only with a writer's permission.
- Be considerate of others' feelings and use language carefully.
- Cite all quotations (Use "quotation" marks), references, and sources (otherwise, it is plagiarism).
- Use humor carefully. It is hard to "read" tone; sometimes humor can be misread as criticism or personal attack. Feel free to use emoticons like :) for a smiley face to let others know you are being humorous.
- Use complete sentences and your best English grammar to compose posts.
- Write in proper paragraphs. Review work before submitting it.
- Text speak, such as "ur" for "your" or "ru" for "are you" etc., is only acceptable when texting.
- Please watch the video from the ASL (American Sign Language Department) for more Netiquette Rules.

SRJC Petaluma Academic Services:

SRJC Petaluma is a full-service campus with many academic resources to help you complete your classes with higher grades. In addition to meeting with me during regular during office hours, I highly encourage you to discover the following services (next page):



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Click here to see all of the academic services available to YOU!: <https://petaluma.santarosa.edu/academic-support-center>

- **Writing Center:**

Here you have access to free writing tutoring. Tutorial assistance is provided by English department faculty and instructional assistants. Instructors work with students on the full range of the elements of composition, including brainstorming, thesis development, essay organization, paragraphing, topic sentences, style, clarity, coherence, MLA documentation format, research techniques, mechanics, grammar, and punctuation.

- **Petaluma Tutorial Center:**

The Tutorial Center is staffed by Instructional Assistants who are experts in their subject areas.

SRJC Petaluma Support Services:

Library Services: Our Herold Mahoney Library has many services available to help you succeed! The library is open from:

- 7:45am-9:00pm Monday – Thursday
- 10:00am-2:00pm Friday and Saturday (closed on Sunday).

Desktop Computers: Window/Dell computers are ready for you to use. You will also have access to the Internet and Microsoft office tools.

Need a computer?

Click here to see what equipment YOU can use and/or borrow: <https://libraries.santarosa.edu/computers>

Take advantage of the SRJC Computer Loan Program: You can check out a computer for 4 hours at a time or participate in the loan program allowing you to have it all semester. If you are interested in participating in this program, go to the library 1st floor – Circulation Desk, and ask about the program.

Can't hear during our Zoom session? Perhaps you should take advantage of the SRJC Zoom tools. You can get headphones and Zoom backdrops.



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Special Needs:

Students with disabilities who believe they need accommodations in this class are encouraged to contact Disability Resources (707) 527-4278, as soon as possible to better ensure such accommodations are implemented in a timely fashion.

Changes to Syllabus:

Except under unusual circumstances, the guidelines in the above syllabus will not change. However, if any changes are necessary, all will be communicated in writing as an addendum to the syllabus.

Weekly Topics:

For an overview of our weekly assignments, deadlines, and exams, please visit our [Canvas Classroom](#).