

Course Syllabus: ESL 713 (Section # 6320) Spring 2024, January 17 to May 20

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Room 658, Call Building, Petaluma SRJC Campus  
6:30 - 9:45 PM. Mon. and Weds. (Break 8 - 8:15 PM)

## Welcome to Class!

**Instructor:** Cynthia McCabe

**E-mail:** cmccabe@santarosa.edu

**Office hours:** Mon. and Weds. 6:00 - 6:30 pm in the classroom.

### Materials

- Required Textbook: Ventures Level 1. It is \$52.25 or \$34 with the student subsidy, and you can buy it online or at Campus Bookstore.
- 3-Ring Binder with college paper, pen (black or blue ink), pencil, and eraser.

### COURSE CONTENT

At the conclusion of this course, the student should be able to:

1. Read simple passages and reading materials needed in daily life.
2. Write a series of related sentences on a familiar topic and fill out simple forms.
3. Demonstrate level-appropriate listening and speaking skills needed to communicate in real-life settings at school, work and in the community.
4. Demonstrate basic study skills needed in school environments.

### Class Lesson Material

- Read, discuss, and practice textbook materials and handouts.
- Speak in conversations, role-play dialogues, and interviews with classmates.
- Learn and practice vocabulary and grammar by speaking and listening.
- Practice dictation and pronunciation with textbook and Internet audio on a computer or cell phone
- Quizzes (short tests) and dictations.
- Give oral (speaking) presentations in front of the class

**Final Grades**      Students in this class will receive a grade of P (Pass = 80% or higher) SP (Satisfactory Progress = 70%) or NP (Not Passing = 69% or below).

Progress is based on attendance and participation as well classwork and tests.

**Attendance policy**

Students who are “no-shows” for the first 2 classes of the semester will be dropped. Students will be dropped after missing 10% of class meetings, or 3 classes. Please send me a message on Remind if you are unable to come to class.

**Class Rules**

- Come to class on time.
- Come to class prepared. Bring supplies and do homework before class.
- Show respect to everyone: the teacher, classmates, and yourself.
- Put cell phones on silent during class.

**Santa Rosa Junior College Support for Students with Disabilities**

If you need special accommodations in the classroom because of a disability please contact the Disability Resources Department (DRD), located at Santa Rosa Main Campus in Bertolini Student Center, 3<sup>rd</sup> Floor East, or call (707) 527-4278.

**Emergency and Safety**

After class, walk to the car with other students. If you need to wait for a ride or the bus, please ask a classmate to wait with you.

For police assistance, call the **Campus Police (707) 527-1000** from your cell phone. Be prepared! Add this telephone number to your cell phone **now**.

**Write your classmates contact information here:**

Name            telephone or email

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## Discussion about the Course Syllabus

Read the questions. Find and underline information in the Course Syllabus to answer the questions. Discuss with classmates.

1. What time does the class start?
2. What time and where can you speak with the teacher?
3. What supplies are NECESSARY (required) to bring to every class?
4. What happens if you miss 3 classes and DON'T message or email the teacher?
5. What should you do if you need to be absent (miss) class?

Can you commit to coming to class on time and prepared? If there is any reason why not, please explain below. You can write in your own language and I will translate it.

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If you can commit to the requirements of the class, please sign and date this page and give it to your teacher.

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*Signature*

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*Date*