South Plains College
ESOL 0300: Reading & Vocabulary for Non-native Speakers
Fall 2023 Syllabus

Instructor:	Ms. Rachel Branch, Adjunct Instructor of ESOL
Location:	Communications-English Building, Room 118
Class schedule:	Mondays and Wednesdays 9:30AM-10:45AM
Office:	Communications Building Room 103, SPC, Levelland Campus
Office Hours:	Monday and Wednesday 10:45 AM-12:00 PM by appointment
Office Phone:	806-716-2431
Email:	rbranch@southplainscollege.edu

Department: English and Philosophy

ESOL 0300 Course Description: This course focuses on Standard American English grammar usage for academic purposes. Open only to nonnative speakers. A grade of "C" or higher is needed to progress. ACGM Approval Number: 32.0108.57 12

Student Learning Outcomes: Upon successful completion of this course, students will:

1. Comprehend and summarize texts, including the identification of main idea, supporting details, audience, and purpose of text.
2. Interpret and critically analyze author's bias, purpose, and perspective.
3. Recognize genre, tone, and register.
4. Draw factual conclusions and make inferences and from a variety of texts.
5. Expand English vocabulary through intensive and extensive reading, explicit instruction, and the personal implementation of vocabulary-learning strategies.
6. Develop reading strategies such as previewing, scanning, making use of visual materials, understanding chronology and identifying causation.

Textbook: *Reading Explorer 2, 3e*.
9780357116265, By MacIntyre. MUST BE NEW

Supplies: Blue/black ink pen, three-ring binder (to keep course handouts and notes), notebook paper.

Blackboard and Internet Access: Blackboard is a website host for our class, where you can view and access homework, view and print class PowerPoint lessons, check your grades, view the syllabus, and email me. You will need internet access to complete your homework assignments; if you do not have access to a computer with reliable, fast internet service that you can use on a regular basis, you may use the SPC computer labs on the Levelland or Reese campus. Access our Blackboard
course at https://southplainscollege.blackboard.com
or from the MySPC homepage (login at https://portal.southplainscollege.edu/

Remind: All students need to sign up for Remind, which will send class updates/notifications directly to your phone (or via email, if you do not have a Smart Phone). Instructions will be given in class on how to

register for the notifications. This will keep you updated on any changes to the class schedule and/or location, reading list, and any class cancellations. Our class code is kca6773.

Grading Policy:
The following grades will be assigned when:
A   90% or better is achieved on graded work; you have made excellent progress in writing skills.
B   80% or better is achieved on graded work; you have made good progress in writing skills.
C   70% or better is achieved on graded work; you have made fair progress in writing skills.
D   60% or better is achieved on graded work; you have made minimal progress in writing skills.
F   59% or less is achieved on graded work; and/or you have not achieved or attempted to make progress in writing skills.

Course Evaluation:

<u>Grade Calculation</u>

Unit Reviews	40%
Vocabulary Notebook	20%
GIST Summaries	20%
Other Assignments/Homework	10%
Class Participation	5%
Final exam	5%

NOTE: No late work will be accepted, except in certain cases when prior arrangements are made with the Instructor (for example, when traveling on SPC-sponsored trips).

Student Responsibilities: Students are expected to
1. Be on time and regularly attend class
2. Be responsible for the learning process, including preparation for class, such as reading and homework; participation in class discussions; getting assignments and/or notes if absent; and asking questions or requesting help if needed
3. Display an appropriate attitude and use appropriate language in class and on Blackboard
4. Have respectful behavior toward instructor and classmates
5. Be courteous to others; put away cell phones and other distractions while in class
6. Submit all assignments in accordance with due dates, formats, and requirements
7. Avoid all forms of cheating and plagiarism on all assignments
8. Keep track of your assignment and course grades, and ask questions if necessary

Attendance Policy:
1. *I expect you to be on time to class. Tardiness is disrespectful of your classmates and of me.*
2. *If you are 10 or more minutes late to class, you remain marked absent for the day.*
3. *Three tardies are counted as one absence.*
4. *If you leave class before you have been dismissed, you will be counted absent.*
5. *You will be dropped from the course after you have accumulated 5 consecutive absences or 6 total absences. If you are dropped from the course, you may not be reinstated.*
6. *On the other hand, if you have 0-2 absences during the entire semester, have at least a "C" in the class, and tardiness has not been a problem, OR if you have an "A" average, you may be exempted from the final exam. If your course average is below 70% (C) at the end of the semester, you will be required to take the final exam no matter what your attendance record is.*

7. *Students involved in school-sponsored activities need to show me their documentation from the appropriate coach/sponsor <u>before</u> they are absent from class. Students who do so will not be counted absent and will make arrangements for completing any in-class assignments they may miss.*

Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:
1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:
1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

A word about Google Translate: Google Translate, like other online resources, can be a helpful tool when used appropriately. It is no substitute for *learning* English vocabulary, verb conjugation, and sentence structure. When drafting your written work, my expectation is that you are creating a document in English, not using an electronic tool to translate something written in your native language. You may use translation tools to translate a word or phrase, but NOT entire sentences.

Policies regarding COVID-19: The Centers for Disease Control and Prevention (CDC) recommends the following measures to protect against the spread of COVID-19: wear a face covering in public places where community spread is high, get vaccinated against COVID-19, wash your hands often or use hand sanitizer made with at least 60% alcohol, cover coughs and sneezes with a tissue (then throw it away), and avoid close contact with those who are sick. If you have had close contact with someone who has COVID-19, you are not required to quarantine, but should wear a mask for 10 days and monitor yourself. If symptoms develop, get tested for COVID-19. Students who test positive for COVID-19 will be asked to self-isolate for 5 days and wear a mask for 10 days. If you need to isolate due to COVID-19 infection, notify me and we will make arrangements for you to watch online, so you will not be counted absent. If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

• Cough, shortness of breath, difficulty breathing
• Fever or chills
• Muscles or body aches
• Vomiting or diarrhea
• New loss of taste and smell

If you test positive or have symptoms of COVID-19, please notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning**.** Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

Disability Statement: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Nondiscrimination Policy: The instructor will not discriminate on the basis of age, color, disability, ethnic background, gender, national origin, race, religion, sexual orientation, or veteran status.

Diversity Policy: In this class, the instructor will endeavor to establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all participants to learn about others, about the larger world, and about themselves.

Pregnancy Accommodations Statement: If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email cstraface@southplainscollege.edu for assistance.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.