Welcome to ESL 252!
In this class, you will strengthen your reading skills and knowledge of vocabulary. In this course we will focus on improving your reading rate, reading comprehension, vocabulary, inferencing and summarizing skills. This course is 3 units.

Prerequisites
To be eligible for this class, you must have successfully completed ESL 244 with a C or better, or been placed in ESL 262 after taking the Placement Test. If you are not eligible for ESL 252, please drop the course and enroll in a course you are eligible for.

Required Texts and Materials
- *Inside Reading* 3 by Bruce Rubin
- an English-only dictionary such as: *Collins Cobuild Advanced, Longman’s Advanced American, Merriam-Webster’s Collegiate, or The American Heritage*
- 2-3 small bluebooks (buy in the bookstore) for journals and 3x5 index cards for vocabulary
- a paperback novel (to be discussed in class)
- access to a computer (De Anza has hundreds.)

Optional Texts
- a college level thesaurus

Journal Writing & Vocabulary
You will have two different kinds of weekly assignments. For your Reading Journal, you will write either on an assigned topic or on a topic of your choice, but it must be about something you have *read*. Your Reading Journal will be collected approximately every other week. You will also keep Vocabulary Cards (index cards). More information will be given in class about these assignments.

Class Collaboration
In this class, you will be working with your classmates everyday on exercises and activities. You must depend on each other to be successful. Be courageous and proactive—ask your classmates for suggestions and advice! Be kind and generous—give your classmates help and support!

English Only Please!
Although I have great respect for your first language, the purpose of this class is to improve your *English* skills. You will do that most successfully if you speak English at all times during class.
Extra Help
1. Sign up for workshops and classes, and use the ESL multimedia in the Speaking and Listening Lab in AT 304.
2. Use the ESL multimedia software in AT 103/304.
3. Watch ESL videos in the Learning Center (LC). You must have a current student body card.
5. Sign up for a weekly tutor at the Tutorial Center in L47.
6. Get drop-in tutoring at the Writing-Reading Center located in AT 309.

Need more help? Visit the SSC! http://www.deanza.edu/studentsuccess

The Student Success Center offers free tutoring for many De Anza classes in the following locations:

Writing and Reading tutoring in ATC 309 (408-864-5840)
Math, Science and Technology tutoring in S-43 (408-864-8683)
General Subject tutoring in ATC 305 (408-864-8682)
Listening and Speaking support in ATC 304 (408-864-5385)
Skills courses and workshops: ATC 302 (408-864-8253)

Attendance
You must come on time to every class. If you miss more than three class meetings for any reason, you will be dropped from the class, receive a “W” or fail the class, depending on the day of your fourth absence. Three late arrivals to class will count as one absence.

If you do miss a class, it is your responsibility to contact your classmates or me, get the assignments for the following class and come to class prepared. You may find it helpful to get the names, phone numbers, and email addresses of two classmates. However, you are not required to give this information to anyone.

Classmate #1
Name ___________________________ Cell Phone ______________ Email __________________________

Classmate #2
Name ___________________________ Cell Phone ______________ Email __________________________

Grading
Your grade will be calculated as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written homework assignments</td>
<td>10%</td>
</tr>
<tr>
<td>Journal entries</td>
<td>10%</td>
</tr>
<tr>
<td>Worksheets and oral report on novel</td>
<td>15%</td>
</tr>
<tr>
<td>Quizzes &amp; Midterm</td>
<td>40%</td>
</tr>
<tr>
<td>Final</td>
<td>20%</td>
</tr>
<tr>
<td>Class attendance and participation</td>
<td>5%</td>
</tr>
</tbody>
</table>

Grading Scale
95-100=A, 90-94=A-, 87-89=B+, 84-86=B, 80-83=B-, 76-79=C+, 70-75=C, 67-69=D+, 64-66=D, 60-63=D-, 0-59=F
Missed Exam/Quiz and Late Paper Policy
No make-up exams or quizzes will be given. Grades will be lowered 50% for work turned in late. If you have a serious problem, call or email me as soon as possible.

Plagiarism/Cheating
If you turn in any work that is not your own or copy anything from anyone or anywhere, you will automatically receive a 0 on the assignment/exam/quiz and may be dropped from the class or fail the course. Cheating includes any of the following: on homework: submitting another person's work as your own; during a quiz or exam: communicating in any way (including by cell phone) with any person other than the instructor; using any written materials other than the exam or quiz itself; using an electronic device such as a computer, cell phones, iPods, iPads, netbooks, smartphones, digital cameras, electronic dictionaries, or any other device.

Disruptive Behavior
De Anza College will enforce all policies and procedures set forth in the Standards of Student Conduct (see catalog). Any student disrupting a class may be asked to leave that class. Administrative follow-up may result.

Pagers and Cell Phones
Please turn off all pagers and cell phones before entering class.

Important Dates
- Saturday, Jan. 15: Last day to add most classes
- Friday, Jan. 22: Last day to drop a class with no record of grade
- Friday, Jan. 28: Last day to request a class be changed to Pass/No Pass
- Friday, Feb. 25: Last day to drop with a "W"
- Monday, Jan. 17: Martin Luther King day—college closed
- Fri.-Mon., Feb. 18-21: Presidents’ Weekend Holiday—college closed

Final Exam 7-9a Tuesday, March 22

Office Visits
Please come see me if you have any questions, problems, or just need a little extra help. Come see me early, before a small concern becomes a big concern! If you cannot come to my office hours, we can arrange another time.

A Final Note
By the end of this quarter your reading and vocabulary will be stronger. Improving your English skills does not come without effort. If you put maximum effort into your work, you will be surprised at how much progress you can make. Don't worry; you don't have to do it alone. Your classmates and I are here to help you. Together we can accomplish great things. So, let’s get busy, work hard, and enjoy the quarter!

Save this greensheet and review it as necessary.