

DE ANZA COLLEGE

ESL 251/451 INTERMEDIATE LISTENING AND SPEAKING
FALL 2022

WELCOME TO ESL 251/451!

I am excited to spend the quarter with you! I will do my best to create an interesting and challenging class with many opportunities for learning and practicing English, but always remember, you are the key—you will get out of this class what you choose to put into it!

CLASS INFORMATION

You are enrolled in one of the following classes. Attend on your assigned day only.

Mondays 9:30 to 11:20

- **(credit):** 251.002 CRN: 26692
- **(no credit):** 451.002 CRN: 26718
- **Mode:** in person, room L36
- **Units:** credit = 2, no credit = 0

Wednesdays 9:30 to 11:20

- **(credit):** 251.04Z CRN 27428
- **(no credit):** 451.05Z CRN: 27429
- **Mode:** online, synchronous, on Zoom
- **Units:** credit = 2, no credit = 0

CONTACT INFORMATION

- **Instructor:** Gretchen Himes
- **Phone:** 408-239-3069
- **Text or use Canvas Inbox for the quickest response.**
- **Email:** himesgretchen@fhda.edu
- **Office hours:** Monday in L36 and Wednesday from 11:20 to 11:50 on Zoom, telephone, text, email, or Facetime. You may contact me other days and times as well or book a private meeting. I will answer as soon as it is convenient.

PREREQUISITES

A qualifying score on the ESL placement test or successful completion of ESL 255 or 252 and 253 (Restricted to students whose native language is not English.)

STUDENT LEARNING OUTCOMES

- Produce comprehensible high-intermediate spoken English through one-on-one, group, and public speaking situations on academic topics.
- Demonstrate listening comprehension of a variety of high-intermediate listening materials, including academic lectures, newscasts, interviews and dialogues by taking notes and answering questions.

MATERIALS

MATERIAL - REQUIRED

- ESL 251/241 online material available on Canvas
- Access to a computer (not just a phone) and the Internet are VITAL!

RECOMMENDED MATERIAL

At this level, you should use a non-translating dictionary.

- Merriam-Webster Learner Dictionary – www.learnersdictionary.com
- Newbury House Dictionary Online – nhd.heinle.com (Don't type www.)
- Longman Dictionary of Contemporary English Online – www.ldoceonline.com
- Collins Dictionary – www.collinsdictionary.com/dictionary/english

GRADING POLICIES

GRADING CRITERIA

• Contact Assignments	10%
• Presentations and Discussions	25%
• Other Assignments	20%
• Quizzes	15%
• Midterm Exam	15%
• Final Exam	15%

GRADING SCALE

A: Excellent = 90%--100%

B: Good = 80%--89%

C: Satisfactory = 70%--79%

D: Less than Satisfactory= 60%--69%

F: Failing = 59% and below

CLASS POLICIES

DROP POLICY AND ATTENDANCE

Class meetings are an excellent opportunity to ask questions, get to know your classmates, discuss classwork, and practice listening and speaking. Attendance during the regular class time is required. You can be dropped from the class for

- missing 3 class meetings
- missing more than 5 assignments including quizzes and exams

GRADED ASSIGNMENTS

Graded assignments include presentations/reports/role-plays, videos, contact assignments, vocabulary journals, discussions and other small assignments.

- **Save copies of all of your graded written assignments somewhere aside from Canvas.** You never know when something may go wrong and you need to resubmit an assignment.

LATE ASSIGNMENT CAUTIONS

- I accept most homework assignments **until the late turn-in date**. Late due dates will differ, so check each assignment carefully.
- Assignments **not submitted by the late turn-in date will receive a zero**.
- Turning in late assignments means you will **missing timely and important feedback for the next assignment**.

QUIZZES

My quizzes are designed to help you learn the material. Most quizzes will be online and available to take multiple times.

- After the answers are released, you will not be able to take the quiz any more.
- I will **drop the lowest score** so that each person may score poorly or miss a quiz one time without it affecting the final grade.
- Submit each quiz even if you don't know the answers. You can only see the answers to quizzes that you have submitted.

EXAMS

The midterm and final exams will have multiple parts. Part will be taken during class, and part outside of class. Exams must be submitted by their due dates.

PARTICIPATION

You will participate in group assignments such as in-class discussions and activities, and collaborations. They are designed to help you solve problems and learn from each other. Please complete assigned readings or listening assignments before class so that you are prepared to participate in class.

KEYS TO SUCCESS

MEETING WITH THE INSTRUCTOR

The most successful students communicate with their instructors outside of class time to ask questions or get extra help on their assignments. I encourage you to ask for help. We can talk through text message, phone, email, Zoom, and Facetime.

CANVAS

All assignments, quizzes, activities, and a class schedule will be posted on Canvas. You will be able to log on to Canvas through the De Anza Website or MyPortal.

GETTING HELP

De Anza has a number of services to help you succeed. All the staff in these programs want to assist you!

- Disability Support Programs and Services <http://www.deanza.edu/dsps/index.html>
- Writing and Reading Center (WRC) <https://www.deanza.edu/studentsuccess/wrc/>
- De Anza Listening and Speaking Center <http://www.deanza.edu/studentsuccess/lsc/>
- Academic Skills in ATC 302 <http://deanza.edu/studentsuccess/>
- Student Success and Retention Services <https://www.deanza.edu/ssrsc/>
- Counseling/Academic Advising <http://www.deanza.edu/counseling/>
- English Performance Success <https://www.deanza.edu/languagearts/eps-counselors/>
- Food Pantry https://www.deanza.edu/outreach/food_pantry.html
- Office of College Life <https://www.deanza.edu/collegelife/>

ACADEMIC INTEGRITY

As a student at De Anza, you join a community of scholars who are committed to excellence in the teaching/learning process. We assume that all students will pursue their studies with integrity and honesty; however, academic dishonesty are taken very seriously. When students are caught cheating or plagiarizing, a process is begun which may result in severe consequences.

WHAT IS ACADEMIC DISHONESTY?

ALL assignments, quizzes, homework, midterm and the final exam should reflect your own work and own abilities. The two most common kinds of academic dishonesty are cheating and plagiarism.

CHEATING IS THE ACT OF OBTAINING OR ATTEMPTING TO OBTAIN CREDIT FOR ACADEMIC WORK THROUGH THE USE OF DISHONEST, DECEPTIVE OR FRAUDULENT MEANS.

- Copying, in part or in whole, from someone else's test
- Submitting work presented previously in another course
- Altering or interfering with grading
- Using or consulting, during an examination, any sources, consulting with others, use of electronic equipment including cell phones and PDA's, or use of materials not authorized by the instructor
- Committing other acts that defraud or misrepresent.

PLAGIARISM IS REPRESENTING THE WORK OF SOMEONE ELSE AS YOUR OWN.

- Incorporating the ideas, words, sentences, paragraphs, or parts of another person's writings, without giving appropriate credit, and representing the product as one's own'
- REPRESENTING ANOTHER'S ARTISTIC OR SCHOLARLY WORKS SUCH AS MUSICAL COMPOSITIONS, COMPUTER PROGRAMS, PHOTOGRAPHS, PAINTINGS, DRAWINGS OR SCULPTURES AS YOUR OWN
- Submitting a paper purchased from a research or term paper service, including copying anything from the internet
- Undocumented Web source usage.

OTHER SPECIFIC EXAMPLES OF ACADEMIC DISHONESTY

- Purposely allowing another student to copy from your paper during a test
- Giving homework, term paper or other academic work to another student to plagiarize
- Having another person submit any work in your name
- Lying to an instructor or college official to improve your grade
- Altering graded work after it has been returned, then submitting the work for re-grading
- Stealing tests
- Forging signatures on drop/add cards or other college documents
- Collaboration without permission of instructor.
- Gaining unlawful or unauthorized access to college or district computers or servers.

CONSEQUENCES OF ACADEMIC DISHONESTY AT FHDACCD

ACADEMIC CONSEQUENCES MAY INCLUDE:

- Receiving a failing grade on the test, paper or exam
- Having course grade lowered
- Receiving a grade of F in the course

ADMINISTRATIVE CONSEQUENCES MAY INCLUDE:

- Being placed on disciplinary probation
- Being placed on disciplinary suspension
- Being expelled
- Students may also be subject to arrest and or heavy fines if the academic dishonesty offense violates state and/or federal laws.

CLASSROOM POLICIES

BEHAVIOR

You are expected to behave in a respectful manner towards the instructor and classmates. I will enforce all policies and procedures set forth in the Standards of Student Conduct <https://www.deanza.edu/student-complaints/rights-responsibilities.html>. Any student violating these standards may be asked to leave that class. Administrative follow-up may result.

IMPORTANT DATES

➤ First class meeting	Monday, September 26
➤ Last day to add	Saturday, October 8
➤ Last day to drop without a W	Sunday, October 9
➤ Last day to drop a class with a W	Friday, November 18
➤ Holidays	
○ Veterans Day	Friday, Nov. 11
○ Thanksgiving	November 24-27
➤ Final Exam	
○ 251.002 & 451.002	Monday, December 12, 9:15-11:15 am
○ 251.04Z & 451.04Z	Wednesday, December 14 9:15 to 11:15