ESL 160: High-Advanced Academic ESL
Section #010       CRN 37792       HC 201       4 units – 4 ½ lecture and 1 lab hour/week
Tuesday and Thursday 11:00 to 1:15 PM.

Instructor: Erin Lofthouse Campus Mail: Box L302
Office Phone: 452-7145 Office: Batmale 374
Office Hours: Tuesday 10:00 – 11:00 A.M
Wednesdays 9:15 – 9:45 PM
Thursday 1:15 – 2:15 PM
e-mail: elofthou@ccsf.edu Website: http://fog.ccsf.edu/elofthou

Textbooks: There are two required books for this class.
The Bedford Reader, by Kennedy, Kennedy and Aaron
The Process of Composition, Third Edition by Joy Reid

Course Description: In this course we will work to improve academic reading skills and strategies, with a number of reading passages used to support written composition work. There will be practice in writing clear, coherent expository and persuasive essays both in and out of class.

Course Content: The ultimate aim of this course is to improve reading and writing skills in English. In order to accomplish this, the tasks and assignments in this class are multiple and varied. There will be 3 in-class essays of at least 400 words responding to essay questions requiring students to summarize, paraphrase, and use quotations and specific details and examples. The 4 out-of-class essays will require students to compose essays of at least 600 words which demonstrate the ability to successfully argue a position, and also demonstrate the ability to criticize, analyze and evaluate a topic; to synthesize ideas from various sources; to express ideas clearly in an appropriate tone; and to show a developing individual style. The 4 main out-of-class assignments will have multiple drafts which have been revised and edited for grammar, mechanics and vocabulary. In addition, there will be a number of shorter writing assignments that will also be graded. We will be reading a wide range of college-level essays in order to develop vocabulary and comprehension skills. A reading journal will accompany the reading assignments and there will be a number of reading comprehension quizzes, tests and/or essays. There will also be grammar quizzes which will require students to find and correct grammar mistakes. Finally, at the end of the course you will take the ESL department final reading, grammar and composition exams.

Lab Hour: In ESL 160, you will have the opportunity to receive individualized attention and assistance through the use of a lab setting. As part of the requirement to pass ESL 160, you must work for one hour per week in this setting with tutors, computer-assisted learning programs, small group workshops, and/or self-paced audio and video materials. You and I will work together to determine in which areas you need specific attention. Please keep in mind that you must fulfill the lab hour requirements in order to pass the course. You must complete at least 15 hours of lab work this semester, with at least 7 of these hours completed before March 14th. If the 15 hours are not completed before the end of the semester, the student must develop an alternative plan with the instructor to make up for the deficiency in hours. We will have a lab orientation, which will thoroughly explain your options for completing this requirement.

Course Grade: When this course is finished, you should be able to demonstrate that you meet the skill level in English reading and composition for the successful completion of ESL 160. In order to pass this course, your final grade must be a 70% or higher. The student with a final grade below
70% will have to repeat the course. Please note that if your in-class writing assignments and composition final do not average 70% or above, you will not pass the class. You must complete all required assignments if you wish to pass the course. However, it is possible to complete all assignments and still not have a passing grade if the work indicates a need for improved skills. Your final grade will be based upon the following:

In-Class Writing Assignments 25%
Out-of-Class Writing Assignments 25%
Reading Journal 10%
Reading and Grammar Quizzes 15%
Final Reading, Grammar and Composition Exam 25%

Grading
93 - 100% = A, 90 - 92 = A-
Scale:
87 - 89 = B+, 83 - 86 = B, 80 - 82 = B-
77 - 79 = C+, 72 - 76 = C, 70 - 72 = C-
67 - 69 = D+, 62 - 66 = D, 60 - 62 = D-
0 - 59 = F

Attendance: As is stated in the City College bulletin, you are expected to attend class regularly and be on time. If you miss more than two classes, I may drop you. Please note that in-class writing assignments and reading quizzes cannot be made up, so if you are absent and miss one, you will receive a zero for that assignment. If you know that you will be absent, let me know in advance, if possible. Remember that if you miss class for any reason, you are responsible for the content covered during the absence and for making up any course work that was required. Please contact a fellow student in order to get the homework.

Late Writing and homework assignments must be turned in on time. If an assignment is late, it will be graded down one full letter grade from the grade it would have received had it been handed in on time. Any assignment turned in later than a week after the due date will not be accepted.

Special Note: If you (1) need classroom or testing accommodations because of a disability, (2) have emergency medical information to share with me, or (3) need special arrangements in case the building needs to be evacuated, please make an appointment with me as soon as possible.

Important Dates:
January 21 Holiday – Martin Luther King, Jr. Birthday
January 28 Last day to reduce units in order to qualify for refund
February 1 Last day to add credit classes or change sections
February 7 Holiday – Lunar New Year
February 8 Flex Day – No Day or Evening Classes
February 11 Last day to drop classes with no notation on record
February 15 Holiday – Lincoln’s Birthday
February 16 - 18 Holiday – President’s Day Weekend
March 10 - 14 Mid-term Period
March 22 - 30 Spring Break – No Classes
March 31 Holiday – Cesar Chavez Birthday
April 11 Last day for Student-Instructor Initiated Withdrawals
May 15 Last Day of Class
May 19 Final Reading, Grammar and Composition Exam