

**South Plains College**  
**ESOL 0303: ESOL Reading and Vocabulary**  
**Spring 2021 Syllabus**

**Instructor:** Mrs. Kim Holland, Adjunct Instructor of ESOL  
**Location:** Library Building, Third floor, Room 336  
**Class schedule:** Mondays and Wednesdays 11:00 AM-12:15 PM  
**Office:** Communications Building Room 103, SPC, Levelland Campus  
**Office Hours:** Monday and Wednesday 9:00-9:30 AM, 12:15-1:00 PM by appointment  
**Office Phone:** 806-716-2431  
**Email:** kholland@southplainscollege.edu

**Department:** English and Philosophy

**ESOL 0303 Course Description:** This course develops English reading proficiency and vocabulary for academic, career, or personal purposes in speakers of languages other than English and prepares them to function in a multicultural, multilingual society. Successful completion of this course (grade of "A" or "B") fulfills TSI requirements for reading. ACGM Approval Number: 32.0108.56 12. Students must pass this class with a "B" or higher to progress to the Corequisite (ENGL 1301+INRW 0300).

**ESOL 0303 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 in academic materials.
3. Make inferences and draw conclusions from a variety of college level texts.
4. Respond critically, orally, and in writing to various kinds of college level texts.
5. Understand and use academic vocabulary and linguistically complex structures across a variety of disciplines and genres.
6. Demonstrate knowledge of cultural and historical references to American society in written materials.

**Textbook (required):** Williams, Jessica. *Reading and Vocabulary Focus 3*, 1<sup>st</sup> edition. National Geographic Learning: 2014. ISBN: 978-1-285-17336-8.

**Supplies:** Blue/black ink pen, 1 inch three-ring binder (to keep course PowerPoints and notes), notebook paper, spiral or composition notebook to use ONLY as a Vocabulary Notebook.

**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, so if you do not have access to a computer with reliable, fast internet service, you may use the SPC computer labs on the Levelland or Reese campus (see library for hours).

Access our Blackboard course from the SPC homepage:  
<http://www.southplainscollege.edu/> or at

<https://southplainscollege.blackboard.com>

**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.

**Homework:** Vocabulary Notebooks will be due each Monday, and you will get them back each Wednesday. If you are not in class Monday, to get full points you must send it with another student, type and email me your words, or take a picture and send it to me by 11:00 AM.

**Grading Policy:**

The following grades will be assigned when:

- A 90% or better is achieved on graded work; you have made excellent progress in reading/vocabulary skills.
- B 80% or better is achieved on graded work; you have made good progress in reading/vocabulary skills.
- C 70% or better is achieved on graded work; you have made fair progress in reading/vocabulary skills.
- D 60% or better is achieved on graded work; you have made minimal progress in reading/vocabulary skills.
- F 59% or less is achieved on graded work; and/or you have not achieved or attempted to make progress in reading/vocabulary skills.

**Course Evaluation:**

Grade Calculation

Unit reviews	40%
Vocabulary notebooks	20%
Extensive reading	20%
Assignments and 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, including asking relevant questions; getting assignments and/or notes if absent; and accepting responsibility for not understanding an assignment or failing an assignment
3. Display an appropriate attitude and using appropriate language in academic environments
4. Have respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning
5. Be considerate of others, especially by putting away cell phones and other distractions while in class

6. Be responsible for checking all grades and applying them to the grading scale used for the class, which is shown in the course syllabus
7. Submit all assignments in accordance with due dates, formats, and requirements
8. Avoid all forms of cheating and plagiarism on all assignments
9. Ask questions when something is unclear.

**Attendance Policy:**

1. *I expect you to be on time to class. Tardiness is disrespectful of your classmates and of me.*
2. *If you arrive late to class, let me know at the end of class, so I can change your absence to a tardy. If you are 10 or more minutes late to class, you remain marked absent for the day. **Three tardies are counted as one absence.***
3. *If you leave class before you have been dismissed, you will be counted absent.*
4. *You will be **dropped from the course** after you have accumulated 5 consecutive absences or 6 non-consecutive absences. If you are dropped from the course, you may not be reinstated.*
5. *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.*
6. *Students involved in school-sponsored activities need to **show me their documentation from the appropriate coach/sponsor before 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 or from an online paper site;
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 and Online dictionaries:** 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.** In addition, the sentences in your Vocabulary Notebooks must NOT be copied from online; they must be your original sentences.

**Class Adjustments due to COVID -19:** We will strive to keep the classroom environment as safe as possible for all. This includes wearing face coverings, maintaining social distance, sitting in approved seats, disinfecting the room after every class, and providing class virtually as needed. Each class session will be recorded. If you have symptoms of COVID-19, test positive, or have been exposed to someone who has the virus, please do not come to class! Notify me and you will not be marked absent if you log on and watch the class online.

**Policy on face coverings:** For the Spring 2021 semester, as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the **requirement that all students properly wear CDC-compliant face coverings** while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation. Students who believe they have been exposed or may be COVID-19 positive, must contact Health Services, DeEtte Edens, BSN, RN at (806)716-237 [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu)

**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 do his or her best not to 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 the Department of Health and Wellness at 806-716-2529 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.