### WCJC Student Syllabus Cover Sheet

**Face-to-Face Courses**

<table>
<thead>
<tr>
<th>Semester and Year</th>
<th>Fall 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Prefix, Num. and Title</strong></td>
<td>English as a Second Language (ESL)</td>
</tr>
<tr>
<td><strong>AEL Email</strong></td>
<td><a href="mailto:AEL@wcjc.edu">AEL@wcjc.edu</a></td>
</tr>
<tr>
<td><strong>Office Hours / Location</strong></td>
<td>8:00am-5:00pm /AEL Office at the Wharton Main Campus</td>
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**AEL Attendance Policy**

Students are expected to attend regularly and for a minimum of 40 contact hours for High School Equivalency (HSE) and 60 contact hours for English as a Second Language (ESL) before they can be progress tested. Students are required to notify their AEL Instructor *before* class begins if they will be unable to attend the *entire* class. If students have excessive absences (more than 3 absences in a semester), they will be dropped from class. If absences are due to legitimate reasons, students need to sign the “Understanding Attendance Policy” form given by their instructor and agree to the terms and conditions on the form which includes dismissal from class and being on a waiting list until after another orientation with understanding there is no guarantee to be placed in a class unless there is space. Tardy students, 15 minutes after class has begun, will not be allowed to attend class that day unless approved by the AEL Instructor.

**ADA Statement**

The college will make reasonable accommodations for students with documented disabilities. Students wishing to receive accommodations must contact the Office of Disability Services, located in the Pioneer Student Center, Room 313, at the Wharton campus or by phone at (979) 532-6384. Students must request accommodations from the Office of Disability Services prior to each semester. Please note that accommodations provided are not retroactive. Additional information can be found on the web at [Office of Disability Services](http://wcjc.edu/About-Us/administration/offices/student-services/disability-services.aspx).

**Misconduct Statement**

Misconduct for which discipline may be administered at WCJC includes, but is not limited to, cheating, plagiarism, or knowingly furnishing false information to the college (plagiarism and cheating refer to the use of unauthorized books, notes, or otherwise securing help in a test, copying tests, assignments, reports, or term papers).

**Withdrawal**

If you are not able to attend class anymore, please tell your teacher immediately. In some cases, you may need to post-test to see your progress.

**Program Director**

Tara Zekavat  
Office Phone: 281.239.1524  
Email: zekavatt@wcjc.edu

**Career Pathway/IET programs**

Integrated Education Training  
Orarean Hooper  
Office Phone: 979.532.6324  
Cell: 774.593.3149 (text only)  
Email: hoopero@wcjc.edu

**AEL Department**

Roweena Britton  
Office Phone: 979.532.6301  
Email: brittonr@wcjc.edu

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### Course Information

The statements contained in this syllabus are provided to give insight into the nature and design of the class and to assist students in gaining full benefit from the class and are not intended to be promissory, absolute, or exhaustive. Note: The instructor reserves the right to modify the course requirements, assignments, grading procedures, and other related policies as circumstances may dictate.

### Course Description, Objectives and Benchmarks

This class will allow students to develop Basic English vocabulary and grammatical structures so that they can successfully communicate. Also, students will develop literary and analytical skills which will enable them to be successful in future courses. Every unit will develop students’ listening, speaking, reading, and writing skills.
ESL Skills:

- **Listening:** Students will listen to English from native speakers via their teacher and other media. They will also listen to English spoken by their peers. They must focus their attention on the speaker’s message in order to comprehend and produce a meaningful response.
- **Speaking:** Students will participate in conversations with their peers. Students will also present information to the class using newly acquired English skills.
- **Reading:** Students will read level appropriate texts with guidance and support from their teacher and peers. Students will use various strategies to help them comprehend a text in their second language. Students will also learn analytical skills necessary to interpret both text and images.
- **Writing:** Students will be writing on a daily basis, practicing handwriting, grammar structures, and vocabulary.
- **Financial Literacy:** Students will understand the connections among income, expense, and careers. Students will use an economic way of thinking and problems solving useful in one’s life as a knowledgeable employee, consumer, provider and investor.
- **EL Civics:** Students learn English and United States history and government for citizenship.

Materials
The course textbook is provided by AEL, Adult Education and Literacy. Bring your paper, pen, and pencil to class.

Textbook
Textbooks and Workbooks for the ESL class will be provided in the classroom. You may NOT write on textbooks or take them home. However, you may purchase them online at Amazon or Barnes and Nobles. The following resources may be used in this ESL course:
- Ventures
- Laubach

Fees
Wharton County Junior College Adult Education Literacy program is free to all students. However, students are responsible for the cost of High School Equivalency tests [from their choice of test provider].

Method of Instruction
This course primarily consists of student participation in lectures, discussions, activities, and assignments. Also required, a minimum of three (3) hours per week using AEL Distance Learning program online.

Course Policies
Attendance is extremely important. Students are expected to attend regularly and for a minimum 60 hours in the ESL program before they can be progress tested. Students are required to notify their AEL Instructor **before** class begins if they will be unable to attend the entire class. If students have excessive absences (more than 3 absences in a semester), they will need to sign the “Understanding Attendance Policy” form given by their instructor and agree to the terms and conditions on the form which includes dismissal from class and understanding there is no guarantee to be placed in a class unless there is space. Tardy students, 15 minutes after class has begun, will not be allowed to attend class that day unless approved by the AEL Instructor.

Class participation is mandatory and, above all, necessary for learning. Students must arrive to class with pen or pencil, paper, and any other item such as assigned homework. Calculators will be provided by the Adult Literacy Program. In order to fully participate, please refrain from talking or using your phone during class activities.

In order to be successful in class, it is necessary to:
- Attend class daily
- Ask questions in class.
• Practice speaking, reading, and writing in English every day.
• Complete homework, if assigned.
• Participate in Distance Learning.

Cell Phone Use Policy
Cell phones are to be turned off and put away during direct instruction time in class. Please inform the Instructor at the beginning of the class if you anticipate an important call.

Cell phones may be placed on vibrate during independent work time; you may accept a call and step into the hall for your conversation. Please be brief so you do not miss out on class time.

Classroom Behavior Policy
Students are expected to attend class regularly, for the full class time, participate in learning activities and discussions, and remain respectful to the Instructor and other students. Failure to cooperate will result in a verbal warning, followed by increasingly stronger measures, up to and including removal from the class.

Guidelines to register for Distance Learning
1. Go to the Distance Learning Website (http://www.wcjdistancelearning.weebly.com)
2. Fill out the registration and survey from the top of the page
3. You will receive an email from aeldl@wcjc.edu with your log in information
4. Distance Learning is available 24/7 and strongly encourages a minimum of three (3) hours per week

Distance Learning Instructor Contact Information: Jacqueline Fields
Distance Learning Email: aeldl@wcjc.edu

Evaluation
No grades are assigned in this ESL course. However, all students are expected to increase English proficiency by at least 1 NRS level on the BEST Plus oral test or BEST literacy test if they took the baseline assessment on BEST and/or by at least 1 NRS level on the TABE test if they took the baseline assessment on TABE. The AEL levels and scores on BEST Assessment are shown on the table below.

<table>
<thead>
<tr>
<th>BEST Assessment Table</th>
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<tbody>
<tr>
<td><strong>NRS LEVELS</strong></td>
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<tr>
<td>Beginning ESL Literacy</td>
</tr>
<tr>
<td>Low Beginning ESL</td>
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<tr>
<td>High Beginning ESL</td>
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<tr>
<td>Low Intermediate ESL</td>
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<tr>
<td>High Intermediate ESL</td>
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<tr>
<td>Advanced ESL</td>
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WCJC Open Computer Lab
If you do not have access to the internet or your computer is not working, go to the WCJC Open Computer Lab at any campus location. Wharton Campus room 107 in the Library; Sugar Land room 372; Richmond FBTC room TC 142; Bay City Room 124. Find the hours and locations at: Student link to WCJC Library (www.wcjc.edu/Students/Library/Library-Information/open-computer-labs.aspx ) open computer labs.
Adult Education and Literacy Career Pathways

Student Support Services
The AEL program abides by the WCJC’s policies and regulations. Please review the Student Handbook on the WCJC website to ensure you understand the rules and guidelines in the following areas. This information can also be found on the AEL Rules and Guidelines Webpage (https://www.wcjc.edu/programs/adult-basic-education/index.aspx).

Student support services include:
- Alcohol and Substance Abuse Awareness
- Disability Services
- Equal Opportunity/Non-Discrimination/Title IX
- Grievance Procedures and Rights and Responsibilities of Students
- Student with Disabilities
- Student Grievance procedures for Disability Issues
- Theft and Tobacco
- Policy for firearms on campus
- Student Grievance Procedures
- Sexual Harassment/Misconduct/Prevention Act

For information about “Support Services” and “Career information” check Texas Workforce Commissions (https://twc.texas.gov/).

For information about “Equal Opportunity” and how to file a discrimination complaint visit Workforce Solutions (http://www.wrksolutions.com/equal-opportunity-is-the-law).