



COURSE SYLLABUS

Welcome to ESL 520 English for Work 2!

COURSE INFORMATION

- Course Code: ESL 520
- Course Title: English for Work 2
- Section Number:
- Semester/Year:
- Days/Times:
- Location:
- Modality:
- Instructor:
- Instructor contact information:

COURSE DESCRIPTION

Prepares intermediate and advanced level English language learners from diverse backgrounds to enter the workforce or a vocational program for general or specific occupations. Focuses on inclusive communication skills in the workplace, job safety, work-related vocabulary skills, workplace culture, workplace rights, career pathways, and vocational readings with emphasis on verbal communication through language skills instruction. Five high school elective credits may be awarded upon passing the course.

STUDENT LEARNING OUTCOMES

Upon completion of the course, the student will be able to:

1. Use appropriate responses to work-related questions and statements.
2. Interpret and respond to information such as emails, reports, or sequential instructions on work-related topics using appropriate language skills.

COURSE TEXT/MATERIALS

TESTS & HOMEWORK ASSIGNMENTS

STUDENT PARTICIPATION

- Absences:
- Drop policy:

COMMUNICATION POLICY

- *Zoom/In-person meetings:*

- **Canvas work:**
- **Instructor and student contact:**

(Suggested wording below.)

What You Can Expect From Me

I will be an active participant in this course, and I will be with you on the journey through the entire semester. You can expect that I will:

- Communicate with you at least 2 times per week via Announcements, Canvas Inbox messages, grading feedback, and/or discussions.
- Respond to all student questions within 24 hours, Monday – Friday.
- Provide grades within 1 week of assignment due dates.

IMPORTANT DATES

- **First day of class:**
- **Last day of class:**
- **Holidays/days off:**

GRADING CRITERIA

- (P) PASS: The student has demonstrated proficiency in the learning outcomes of the course as evidenced by an average score of 70% or higher using various methods of evaluation/multiple measures.
- (SP) SATISFACTORY PROGRESS: The student has demonstrated proficiency in some of the learning outcomes of the course as evidenced by an average score of 60-69% using various methods of evaluation/multiple measures.
- (NP) NO PASS: The student has not demonstrated proficiency in the learning outcomes of the course as evidenced by an average score of 0-59% using various methods of evaluation/multiple measures.

NOTE: Because this is a noncredit course, students may repeat the class as many times as they find beneficial.

HOURS OF OUTSIDE STUDY TIME

Speaking and using English well takes a great deal of practice time. In addition to the hours you spend on **Zoom/in the classroom** and in Canvas, you are encouraged to also spend time outside of class practicing and using your English. Below is a breakdown of how many hours of outside study or practice time you may spend this semester. The amount of time actually spent could vary depending on your background knowledge and skills.

Practice	Study Time
Speak: Speak English with family, friends, neighbors, co-workers, and classmates, and to practice voice recordings and public speaking.	## hours
Write: Write lists, emails, messages, notes, journals, and letters in personal, vocational and/or academic settings.	## hours

Listen: Listen to information in English in TV shows, movies, news, videos, podcasts, and other media.	## hours
Read: Read labels, statements, articles, newspapers, stories, books, and other materials.	## hours
Review: Review course materials (e.g., grammar, pronunciation, spelling, vocabulary) to prepare for quizzes, tests, presentations, and projects.	## hours
Total:	96 – 216 hours (see instructor assignment letter for details)

STUDENT SUPPORT RESOURCES

Disabled Students Programs and Services (DSPS)

(A DSPS statement is required on your syllabus. Suggested wording below.)

Disability Accommodations: [DSPS](#) is the primary provider of instructional support services and academic accommodations to students with verifiable disabilities attending SCC. Students are responsible for requesting DSPS accommodations as early in the semester as possible or at least two weeks before the accommodations are needed. To have accommodations authorized through DSPS, students must provide DSPS with disability verification and meet with a DSPS certificated professional for an evaluation of needs. Students can schedule an appointment by coming to the DSPS office in E-105, by phoning (714) 628-4860, or by emailing dsps@sccollege.edu. DSPS is committed to helping students with disabilities achieve their educational goals. Available DSPS services include, but are not limited, to the following: Priority registration/registration assistance, academic, career and disability counseling, learning disabilities assessment, test-taking accommodations, specialized instructional support, assistive technology, alternate media materials, note-taking assistance, equipment loan, sign language interpreters/real-time captioning, and liaison with faculty, staff, and community agencies.

Counseling Services

The [SCC Noncredit Counseling Department](#) is committed to providing students with the assistance and advice that you need to successfully complete your academic, career, and personal goals. Students may seek counseling for many reasons, including: planning of educational objective; obtaining information about employment and job skills; resolving personal and family problems; examining aptitudes, interests, and achievement; finding new careers and vocational directions; learning to adjust in a new country. For more information, call 714-628-5929 or 714-628-5999.

Student Welcome Center

The Student Welcome Center provides Continuing Education students with assistance related to technology, Canvas support, bus pass program, college student ID and email, laptop loaner program, food pantry, and registration support. Location: 1937 W. Chapman Ave., Room 203 (2nd Floor) Orange, CA 92868. Office Hours: Monday - Thursday: 8:30 AM - 7:00 PM. (714) 628-5994. Or visit our website: [Welcome Center](#)

Online Resources

Visit the [Santiago Canyon College Continuing Education](#) webpage for more online resources, including:

- [Laptop Loaner Program](#)
- [Microsoft 365](#)

Technology Support

- SCC Student Help Desk: (714) 628-5086
- 24/7 Canvas Support: (844) 629-6834

ACADEMIC HONESTY POLICY

(An Academic Honesty/Plagiarism statement is required on your syllabus. Suggested wording below.)

You are expected to be honest in this course. That means that any assignments or quizzes that you turn in should be original, not copied from others, and that the work is done by the student receiving the grade. This does not mean that you can't work with others on homework. In fact, I encourage you to talk about homework problems with your classmates and to practice your English with others. I want you to be successful in my class, and I understand that plagiarism can sometimes be confusing for ESL students. However, I also want you to be aware that plagiarism has serious consequences in the United States. Please contact me if you have questions about plagiarism.

ACADEMIC INTEGRITY AND ARTIFICIAL INTELLIGENCE (AI)

(Should you choose to include a statement on AI use in your class, please visit the [ASCCC's Academic Integrity Policies in the Age of Artificial Intelligence \(AI\) Resource Document](#) for examples of possible statements, depending on your approach. See pages 6-8 for examples.)

TITLE IX STATEMENT

Should you choose to include a statement about Title IX in your syllabus, please use the following statement, updated August 8, 2019, and approved by the Academic Senate:

Santiago Canyon College (SCC) faculty are committed to supporting our students and providing an environment free from sex or gender-based harassment or discrimination as outlined by Title IX of the Education Amendments Act of 1972. Therefore, if a student chooses to confide in a member of SCC's faculty regarding an issue of sexual misconduct, sexual harassment, stalking, intimate partner violence, or other forms of gender-based discrimination or harassment, that faculty member is obligated to tell the Title IX Coordinator. Faculty members are considered "responsible employees" under Title IX and are required to report all details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator. This disclosure allows the college to take immediate action to protect the victim and take steps to correct and eliminate the misconduct.

If a student does not wish to report an incident to a responsible employee but wishes to speak to someone confidentially, the student can speak to a psychologist for free through the TimelyCare application: [TimelyCare 24/7 medical and mental health care](#)

TENTATIVE SCHEDULE (OPTIONAL)

ESL DEPARTMENT MISSION

The mission of the English as a Second Language Department is to offer a variety of ESL classes and programs that enable students to maximize their potential by acquiring the necessary English skills to

reach their personal, educational, and vocational goals so that they can benefit from, and contribute to, a changing society as productive, active members of their communities.