

ABE/GED/ESL SYLLABUS



Course Title and Number:

Adult Basic Education/GED, #274724 *0745*30
English as a Second Language (ESL) # 274747 0747*46

Instructor: Kay Jones

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Year and Term: Fall 2007

Course Credits: Non-credit

Meeting day/time/location: Mondays, 9 – 11:50 AM, Classroom 3

Course Description: In this course, you will study the basic skills in written communication, mathematics, and reading comprehension. Emphasis will be placed on those skills necessary to be successful in entry-level employment, to transition to the five General Education Development (GED) tests, or to be successful in college or other training. ESL students will be given small group instruction in vocabulary and will participate in conversational English through class participation with peer tutoring.

Grading: This is a non-graded course. However, your progress toward mastering essential skills for the workplace and passing the GED will be evaluated through informal and formal assessments as well as classroom assignments. Attendance will be recorded and the number of hours that you attended this course will be documented on a certificate of attendance. Your attendance, oral participation, and written classwork will be used as a basis for me to write a reference letter for you to be given to you during the last class.

Text: There is no text required for this course. You will be given a SOCC Student Handbook that will be used during class, so please bring this with you to every class. You may also want to purchase a CASIO-FX 260 solar calculator as this is the kind of calculator that you may use on one part of the math GED test.

Term Calendar:

A term calendar will be given and reviewed with this syllabus.

Policies and Procedures:

This is an open-entry, open-exit course. The more classes you attend, the more progress you will make toward your academic goals. If you must miss a class, please call the office to report your absence (469-5017) just as if you were calling in to miss a day at work. You may also attend the evening or Saturday morning section of this course if you register for it. The evening class meets on Thursdays from 6 – 8:50 PM and the Saturday morning class will begin on October 27 meeting from 8:30 – 11:30 AM.

Disability Accommodation Statement: SOCC recognizes the contribution that a diverse student body brings to the educational experience. If you are a student with a disability or think you may have a disability, contact an advisor. If you received special education services in high school, you may be eligible for accommodations per the Americans with Disabilities Act (ADA). This is important to consider because some accommodations may be allowed when you take the GED.

ACADEMIC PLAGIARISM AND CHEATING

Academic Dishonesty: Plagiarism and Cheating: The policy of the Board of Education of Southwestern Oregon Community College on Student Rights, Student Code of Conduct, and Student Grievance Procedure outlines penalties ranging from admonition through expulsion for violations including plagiarism and academic cheating. In the policy academic plagiarism is defined as: “The intentional submission for evaluation to a college instructor or administrator of material based, in significant part, on work done by someone other than the submitter without reasonable written indication to the evaluator of the material’s true source.” Academic cheating is defined as “The intentional submission for evaluation to a college instructor or administrator of material based, in part, on a source or sources forbidden by generally accepted standards or by regulation established by the evaluator and disclosed in a reasonable manner.” The complete policy, penalties, and recourse through the Grievance Procedure can be found in the Student Handbook.

DISCRIMINATION/HARASSMENT POLICY

It is the policy of Southwestern Oregon Community College Board of Education that there will be no discrimination or harassment on the grounds of race, color, gender, marital status, sexual orientation, religion, national origin, age, political affiliation, parental status, veteran status or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Vice President of Administrative Services in Tioga 512. Phone 541-888-7206 or TDD 541-888-7368. All other issues, concerns, and complaints should also be directed to the Vice President of Administrative Services for referral to the appropriate administrator.

At the Curry Campus, contact an advisor or Dean Jason Wood regarding any questions about equal opportunity and nondiscrimination.

Other Information:

We will be reviewing the SOCC Student Handbook in class. Please refer to this for additional information.