



ABE/GED/ESL SYLLABUS

Adult Basic Education/Adult Secondary Skills (ABE)
General Educational Development (GED) Preparation
English as a Second Language (ESL)

Instructor: Kay Jones, A.A., B.A., M.S.

Websites: <http://www.socc.edu>, <http://www.k4teens.info>

Webpage: http://www.k4teens.info/SWOCC/SWOCC_Students/SWOCCstudents_summer08.html

E-mails: kjones@socc.edu, kay@k4teens.info

Year and Term: Summer 2008, June 24 - August 14

Course Credits: Non-credit, non-graded

Meeting day/time/location: Tuesdays 9:00 - 11:50 AM; Tuesdays, Wednesdays, Thursdays 6:00 - 8:30 PM

Note: You may attend any or all sections as long as you register for them. You only pay \$25.00 to attend one or all four sections.

Course Description: In this course, you will study 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. Students focusing on taking or improving their scores on the Civil Service Exam or ASVAB military exam will be provided with appropriate instructional materials to work toward those goals. ESL students will be given small group instruction in oral language skills including vocabulary and pronunciation, participate in conversational English through class participation, and will be provided with appropriate instructional materials for learning reading and writing skills in English. We are fortunate to have an RSVP tutor for ESL students on Tuesday mornings from 9:30-11:30 AM to focus on vocabulary development and pronunciation skills. Instructional materials for students who are studying to take the GED in Spanish will be made available.

Grading: This is a non-graded, non-credit course. However, your progress toward mastering essential skills for the workplace, passing the GED, and improving your English skills will be evaluated through informal and formal assessments as well as classroom assignments. Formal assessment will be completed with the CASAS, Comprehensive Adult Skills Assessment Systems. Pre-tests and practice tests will be given to prepare for the GED exam. Attendance will be documented on a sign-in/sign-out sheet 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 if you request me to do so.

Text: There is no text required for this course. If you have a SOCC Student Handbook, please bring this with you to class as it is a very helpful resource. If you are studying to take the GED test, you should 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 and you should become familiar with using it. These calculators are available for purchase at the Student First Stop Center and will be available to you for classroom use. Consumable workbooks for independent study in reading, writing, and math skills are also available for purchase at the Student First Stop Center.

Term Calendar:

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

Policies and Procedures:

If you must miss a class, just as if you were missing a day at work, please e-mail me or call the office to report your absence (469-5017) and ask that a note be left in my mailbox regarding your absence. Class time will be divided into mini-sessions to focus on content areas. Use your time wisely and attend those mini-sessions that will benefit you the most. Independent study on selected websites and in consumable workbooks is encouraged.

Note: Only registered students are allowed to attend class or tutoring sessions. Guests, children, and pets are not allowed in the classroom without special permission from the Dean. This is an insurance liability issue.

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 Student Advisor Michelle. 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 test.

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 Dean Jason Wood or an Advisors Michelle or Marta regarding any questions about equal opportunity and nondiscrimination.