

MINNESOTA WEST COMMUNITY AND TECHNICAL COLLEGE - WORTHINGTON CAMPUS
COURSE SYLLABUS

DEPT. ESL COURSE NO. 0091 CREDITS 3 ACADEMIC YEAR 10

COURSE TITLE Reading and Writing INSTRUCTOR Sue Salzwedel

OFFICE NUMBER _____ OFFICE TELEPHONE NUMBER _____

CATALOG DESCRIPTION:

FULFILLS MN TRANSFER CURRICULUM AREA(S):

Area _____: by meeting the following competencies: _____

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PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:

THIS COURSE IS USUALLY OFFERED:

_____ every other year _____ fall X spring _____ summer _____ undetermined

Four goals are emphasized in courses at Minnesota West - Worthington Campus.

1) ACADEMIC CONTENT:

- A. Writing Skills: Students will acquire a comfortable level of writing skills, through assignments [creating ideas and paragraphs, editing and proofreading] and journals.
- B. Reading Skills: Students will become more proficient readers by practicing new vocabulary and comprehending various forms of literature.
- C. Grammar Skills: The students will understand basic grammar skills and mechanics and will practice them in and outside of class, using the text, quizzes, and writing assignments.

2) THINKING SKILLS:

- A. Writing Skills: Students will create a variety of writings, from personal experiences to researched papers.
- B. Reading Skills: Students will interpret various forms of literature and present their opinions in diverse ways.
- C. Grammar Skills: Students will apply grammar skills presented in class in a variety of assignments, as well as outside of class.

3) COMMUNICATIONS SKILLS:

Students will become more confident in their English skills by attending this class and using the skills mentioned above. These skills will transfer and be used in other classes/work/home.

4) HUMAN DIVERSITY:

Student diversity will be common in this ESL course. Led by an instructor with 18 years of experience working with diverse cultures, students will be comfortable attending this class and will feel free to converse and state opinions about cultural differences in every part of the world.

TOPICS TO BE COVERED:

- 1. Keeping a journal
- 2. Reading a variety of literature
- 3. Grammar and mechanics
- 4. Writing skills

TEXTS, SUPPLIES, AND ADDITIONAL EXPENSES:

- 1. All in One, Required Text
- 2. The Newbury House Dictionary of American English, optional dictionary

The combined cost of the above items is approximately \$_____.

LEARNING/TEACHING TECHNIQUES used in this course are:

☒ Collaborative Learning
☒ Student Presentations
☒ Creative Projects
☒ Lecture
☒ Demonstrations

☒ Problem Solving
☒ Interactive Lectures
☒ Individual Coaching
☐ Films/Videos/Slides
☐ Other (please describe):

ASSIGNMENTS and ASSESSMENTS for this class include:

☒ Reading
☒ Oral Presentations
☒ Textbook Problems
☐ Group Problems
☐ Other (described below):

☒ Tests
☒ Worksheets
☒ Papers
☐ Term Paper

☐ Individual Projects
☐ Collaborative Projects
☐ Portfolio

CALENDAR OF ASSIGNMENTS, EXAMS, DUE DATES FOR PAPERS, ETC.:

Weekly book assignments
Weekly/Bi-weekly quizzes on topics studied in class
Final exam on the last day
Semester assignment

GRADING POLICIES AND EVALUATION PROCEDURES (include attendance policy):

- 1) Class attendance and promptness are expected.
- 2) Points will be earned for the following:
 - a. Weekly assignments
 - b. Quizzes
 - c. Writing assignments
 - d. Final exam
- 3) Homework will be given each week. Expect about three or more hours each week. (One hour for each credit of class is normal.)
- 4) Scoring system:
 - a. 90 – 100% is an A
 - b. 80 – 89% is a B
 - c. 70 – 79% is a C
 - d. 69% and below – no grade will be given (not passing)

The information in this course outline is subject to revision

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or Minnesota Relay Service at 800-627-3529 or by using your preferred relay service.

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