**Syllabus – Level 2 Grammar**

**ACLP Spring Quarter 2013**

**Instructor:** C. Jacob Marcos

**Class meetings:** **Mon/Wed** 9-10:10 **Tue/Th** 9:00-9:50 **Fri** 9:00-9:50 **Room:** 109 **Email**:cjmarcos.aclp@gmail.com

**Text:** Azar, B. *Fundamentals of English Grammar 3rd Ed. Volume B* **ISBN#** 0-13-184940-9

*Basic English Grammar 3rd Ed. Workbook Volume B* **ISBN#** 0-13-184936-0

**Objective:** This course is an upper-beginning ESL developmental class in which grammar serves as the means of developing and expanding existing learners ‘abilities in speaking, writing, listening, and reading. Students will begin to establish higher levels of grammatical structure, skill, and use of past, present, and future tenses.

**Engrade:** All students are required to log into Engrade daily. It is your responsibility to monitor attendance and grades.

**Grades:**

Participation/Homework/Attendance = **15%** Quizzes= **25%** Tests = **60%**

**Class Rules Cheating Policy:** Cheating on a test or homework assignment will not be tolerated. If a student cheats on a test or homework assignment, that student will receive a zero on the test or homework assignment. Students who cheat cannot retake or make-up the test or homework.

**Participation**: Students will receive a total of 3 points: On time – 1 point Actively listening and participating in class – 2 points

**Cell Phones:** No cell phones are allowed in class. If a student is on his/her cell phone, he/she will lose all participation points for the day. Cell phones **MAY NOT** be used during class. If a student has been warned about his/her cell phone use, they will receive an absent (A) and (0) on Engrade.

**Leaving Class:** Students must use the phone or restroom before class begins. If a student leaves the class for a long period of time, without prior notification/permission, the student will be marked absent and lose all participation points for the day.

**Common Courtesy and Respect:** When the instructor speaks, students will stop speaking and listen. When a student is speaking, other students will listen to the student. We must be respectful at all times.

**Grades:** If I make a mistake grading your homework or test, then I will change the score. I cannot change or modify your grade unless I have made a mistake.

**Tests:** You must pass each test in order to pass the class. It is not required by ACLP for instructors to give make-up tests. If you are absent without a doctor’s note, you CANNOT take the missed test. You MUST be present on the day of the test. Also, you must have a doctor’s note on the day of your return in order to be considered.

**Plagiarism:** The International Extension Program/American Culture and Language Program (IEP/ACLP) along with California State University, San Bernardino (CSUSB) has strict guidelines regarding this issue: *“Plagiarism is the presentation as one’s own ideas and writings of another. Students must make appropriate acknowledgement of the written source where material is written or compiled.”* **Be sure your work is original. Copying even a few words from another source and putting your name on it is plagiarism.** *Plagiarism is a serious offense and can lead to an ‘UP’ in the class or expulsion. (Please refer to the Student Handbook regarding grades, attendance, and plagiarism.)*

**Support for Students with Disabilities**

If you are in need of an accommodation for a disability in order to participate in this class, please see the instructor and contact Services to Students with Disabilities located in UH 183 (909) 537-5238, TDD (909) 537-5242.

If you require assistance in the event of an emergency, you are advised to establish a buddy system with a buddy and an alternate buddy in the class. Individuals with disabilities should prepare for an emergency ahead of time by instructing a classmate and the instructor.

***Statement of Diversity, Safety, and Cooperation***

At the American Culture and Language Program (ACLP) at CSUSB we are committed to the

furthering of knowledge and fulfilling our educational mission. We promote a campus

environment that welcomes, celebrates, and promotes respect for the entire variety of human

experience. In our commitment to diversity, we welcome people from all backgrounds and we

seek to include knowledge and values from many cultures in the curriculum and extra-curricular

life of the campus community. We extend to each other compassion and goodwill so that we all

may feel comfortable being ourselves in a safe learning environment. To further promote this

safe learning environment, all student information, whether personal or academic, is kept

confidential between the faculty and administration.

Our commitment to work toward an environment that values diversity requires that we create,

promote, and maintain activities and programs which further our understanding of individual and group diversity. We will also promote values which discourage intolerance and discrimination. [See also Cal State San Bernardino Statement of Commitment to Diversity]

American classrooms promote teamwork and the sharing of ideas. Every person’s ideas are

valuable and important. Therefore, class activities may include group assignments, partner-work, and group and individual presentations. Group assignments may require you to work with both male and/or female classmates. Be prepared to participate in these American-style activities. Remember that your time in the U.S. is temporary, and that you must take advantage of these golden opportunities in order to improve. This will also help you to gain confidence in your English skills and in yourself.

Note: This course outline is subject to change resulting from adjustments to ACLP/CSUSB scheduling. Instructor will inform students as promptly as possible regarding any substantial modifications to the dates and/or class activities. Grade percentages are subject to be changed/modified/adjusted at the discretion of the instructor.

-------------------------------------------------Sign and Return------------------------------------------------

* I have read the syllabus and understand the classroom and attendance policies.
* If I submit late homework, I will only receive half credit. I must be present in class to receive full credit for homework/classwork unless instructed otherwise by the teacher.
* I understand what plagiarism/cheating is, and I understand the consequences.
* I understand that I must turn off my cell phone off before class begins. I am responsible for my actions, and I will not harass/stalk/bother my instructor for grade changes.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_