Welcome to Level 3!

ESOL 30
Portland Community College - Fall 2023

When and where is our class?

Sept. 25th - Dec. 11th, 2023
Mondays, Wednesdays, and Thursdays
6:30pm - 9:20pm
Rock Creek Building 2 Room 126

And here is our class website:
Fall ESOL 30 Website

Visit our class website often for homework, announcements, and other materials.
If you miss a class it is up to you to check the website for the homework assigned.

INSTRUCTOR
Lisa Allen (she/her/hers)
lisa.allen2@pcc.edu (email)
(503) 956-2130 (text)

OFFICE HOURS
After class and by appointment

IMPORTANT DATES
Nov. 23rd Holiday -No class
Dec. 11th Last Day of class

What will we do?

We will develop advanced beginning English reading, writing, speaking, and listening skills for your roles as family and community members, workers, citizens, and lifelong learners. Some of our activities will include:

- Short lectures and explanations
- Readings appropriate to the level
- One-paragraph writing assignments
- Dictations
- Listening activities and exercises
- Short conversation practice
- Pronunciation activities and exercises
- Pair and group work
- Written and oral grammar practice
- Exercises and activities using the internet
- Quizzes and tests

Materials needed for class

1) English in Action Textbook and Workbook. They are available at the Rock Creek Bookstore for $42.50 Bookstore hours and information are here: https://www.pcc.edu/resources/bookstore/

- Buy it in the Bookstore on Campus for $42.50
- If you need help ordering the books, Lisa can help you. Please ask!

- Level 3 uses this book all year. This term we will study Units 1, 5, and 8

2) Notebook

3) Blue Book: You will do writing homework in the blue book. I will have extras if you don't buy one.

4) 3-ring binder (recommended), pencil, red pen,
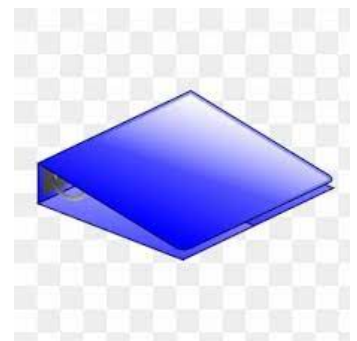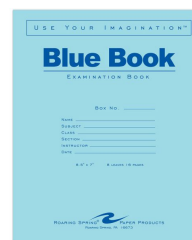
How can we be successful in class?

- **Come to class and participate.**
  - Read everything
  - Listen carefully
  - Ask questions
  - Answer questions
  - Volunteer to read
  - Talk in small groups
  - Take notes
- Ask the teacher or
  PCC tutors for help.
- Respect each other.
- **Stay focused.**
  - Don't eat or drink during class; save that for break outside of the classroom.
  - Turn off other devices.
  - Eat before or after class.
  - Ask family and pets to give you time for class.
- **Do your homework.**
- Be honest. Do your own work. Don't cheat.

If you miss class, you must still do your homework. Lisa accepts late homework, but please talk to her if you have problems. For more details, read PCC's Grading Guidelines.

How will we be graded?

Participation, Homework and **Tests** are equally important and you need to have **70% or higher Attendance in order to pass this course.** Also, it will be helpful if you text me if you will be absent or late.

Remember: It is common for some students to study at this level for more than one term. That's OK! In fact, it's a good idea because other classes are more expensive. So don't worry if you continue in Level 4 next term.

WI-FI ON CAMPUS
Use your PCC username and your G# to access free wi-fi on campus.

Other Important Information

PCC is committed to ensuring that classes are accessible. Disability Services [www.pcc.edu/disability/] works with students and faculty to minimize barriers. If students elect to use approved academic accommodations, they must provide in advance formal notification from Disability Services to the instructor.

PCC is committed to creating and fostering a learning and working environment based on open communication and mutual respect. If you believe you have encountered sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin, veteran status, sex, sexual orientation, gender identity, or disability please contact the Office of Equity and Inclusion at (971) 722-5840 or equity.inclusion@pcc.edu.

The Student Rights and Responsibilities Handbook establishes students' freedoms and protections as well as expectations of appropriate behavior and ethical academic work. The Handbook includes items such as the Policy on Student Rights, and the Student Code of Conduct Policy and Procedures.

The instructor may revise the class calendar, modify content, and/or substitute assignments in response to institutional, weather, or class situations.

PCC is a sanctuary college. For more information and resources, see www.pcc.edu/resources/undocumented-students/.

PCC offers a variety of resources to help you succeed in your classes and to enhance your college experience (e.g., jobs on campus, child care, student clubs, tutoring, writing centers, Multicultural Centers, Women's Resource Centers, Veterans Resource Centers, Queer Resource Centers, Dreamers Resource Center, emergency loans, food pantries, advising, counseling). You can access information about college resources and activities at www.pcc.edu/student-life/.

If you face challenges affording food or housing, this will naturally affect your classwork. PCC wants you to be successful and offers some resources that may help: Emergency Funds (www.pcc.edu/enroll/paying-for-college/emergency-funds.html) and food pantries (www.pcc.edu/student-leadership/services/free-resources/). You can also contact a campus Student Conduct and Retention Coordinator at *conductandcare@pcc.edu*.

Dishonest activities such as cheating on exams and submitting or copying work done by others will result in disciplinary actions including but not limited to receiving a failing grade. See the Student Code of Conduct Policy and Procedures [www.pcc.edu/student-conduct/conduct/student-code-of-conduct-policy-and-procedures/] for further details.

It is always my goal to keep information you share private but I am required by law to report to our Office of Equity and Inclusion all allegations of dating or domestic violence, child abuse or neglect, abuse of vulnerable populations, and/or credible threats of harm to yourself or others. If you wish to make a disclosure that can remain confidential, there are staff at PCC who are deemed confidential.