

## ESOL Level 2 - Integrated Skills Class CLASS HANDOUT



CLASS	Level 2-Integrated Skills CRN: 2I569 CN: ESOL 20 Term: March 29 – June 7, 2021
TEACHER	Trina HingVoice mail: 971-722-3710 (leave message) Email: thing@pcc.eduClass page (WebEasy) link:www.pcc.edu/staff/thing
OFFICE	Portland Community College-SE Campus Liberal Arts and Pre-College Division 2305 SE 82 Ave., MSH 106 Portland, OR 97216 971-722-6255
PREREQUISITES	ESOL placement test in the past 12 months or instructor permission or completed Level 1 Integrated Skills Class.
GOALS	You will continue to learn and practice your English skills in all areas: listening, speaking, reading, and writing/grammar.
ΤΕΧΤΒΟΟΚ	NO BOOK IS REQUIRED. Sometimes pages from this book will be used. <i>Future: English for Results, Book 1</i> , 2 <sup>nd</sup> ed.
REQUIREMENTS	<ol> <li>You need a smartphone, tablet, Chromebook, laptop or a computer.</li> <li>You MUST ATTEND ZOOM meetings every Monday, Wednesday, and Friday from 6:30-8:00 pm with your teacher.</li> <li>Class is on a weekly schedule. I tell you what to do each week (on the Class Page (WebEasy): www.pcc.edu/staff/thing). You complete the week's assignments. HOMEWORK IS REQUIRED AND IMPORTANT.</li> <li>Each week assignments and homework ends on Friday at 12 midnight.</li> </ol>
CLASS GRADES	<ul> <li>This is a non-credit class. The teacher recommends your class for the next term. You will receive one of the following non-credit grades at the end of the term:</li> <li>CM passed Level 2 and will go to Level 3 class the next term</li> <li>PR will repeat Level 2 class the next term</li> <li>L left the class before a grade could be given</li> </ul>

ATTENDANCE	You <b>MUST</b> let the teacher know if you cannot come to a ZOOM meeting by email ( <u>thing@pcc.edu</u> ) or call and leave a message (971-722-3710).
IMPORTANT DATES TO REMEMBER	<ol> <li>April 2, Friday – Last day to pay for this class by         <ul> <li>a) online (you need a PCC email account) or</li> <li>b) by phone, 971-722-8888 (need your G#) or</li> <li>c) mail a check with your G# to: Portland Community College ATTN: Student Account PO Box 19000</li> <li>Portland, OR 9728</li> </ul> </li> <li>April 6, Tuesday - If you don't want this class, last day to drop this class to get a refund. Tell the teacher.</li> <li>May 31, Monday- PCC closed: Memorial Day</li> <li>June 15, Monday – Last day of class</li> </ol>
ESOL DEPARTMENT STUDENT PROGRESS POLICY STATEMENT	The ESOL Department has 8 levels of English. For Level 1, 2, and 3, most students study in one level for 1, 2, or 3 terms. The teacher decides each student's level for the next term. The teacher uses the test scores and the student's progress in learning English during the term. Only students whose English is progressing may register for the next term.
CHEATING / PLAGIARISM	<ul> <li>PCC does not allow or tolerate cheating. Cheating is doing school work that is not your work. Example:</li> <li>1. copy your classmate's homework, a book, the Internet, or other materials</li> <li>You will receive a 0/F grade for the work. Repeated cheating= not passing the class.</li> <li><u>http://www.pcc.edu/about/policy/studentrights/studentrights.pdf#code-of-student-conduct.</u></li> </ul>
DISABILITY SERVICES	If you need assistance to fully participate in this class, call the Disability Services at 971-722-4341 or TTY: 971-722-4072 (www.pcc.edu/disability).
TITLE IX / NON- DISCRIMINATION	Students and teachers at PCC treat all people fairly. We do not discriminate. If you feel you have been treated unfairly because of your identity, please contact the <i>Office of Equity and Inclusion</i> at 971-722-5840 or equity.inclusion@pcc.edu. For more informatio <u>http://www.pcc.edu/about/equityinclusion/eeostatement.htm</u>

## SANCTUARY COLLEGE STATEMENT

PCC is a sanctuary college. For more information and resources see <u>www.pcc.edu/resources/undocumentedstudents.</u>

LEAVING A MESSAGE ON VOICE MAIL		
1. Dial <b>971-722-3710</b>		
<ol> <li>Teacher: "This is Trina Hing, ESOL teacher. Please leave your name and message after the beep. Also, please spell your first and last name. Thank you!"</li> </ol>		
3. Woman's voice: "Please leave a message after the tone. When you are finished, you may hang up or press 1 for special options."		
(BEEP)		
4. Student: "My name is (first and last name) (Spell your first and last name)		
(Spell your first and last fiame)		
EXAMPLE: "My first name is T-R-I-N-A and my last name is H-I-N-G. I'm in Level 2 Class. Today is		
(month and date)		
Message: "I cannot come to class because ."		
HANG-UP		