

DE ANZA COLLEGE

ESL 251/451 INTERMEDIATE LISTENING AND SPEAKING
WINTER 2025

WELCOME TO ESL 251/451!

I am excited to spend the quarter with you! I will do my best to create an interesting and challenging class with many opportunities for learning and practicing English, but always remember, you are the key—you will get out of this class what you choose to put into it!

CLASS INFORMATION

- (credit): **251.02 CRN: 38929**
- (no credit): **451.02 CRN: 38930**
- **Tuesday 12:30 to 2:20**
- Mode: in person, room L32
- Units: credits = 2, no credit = 0

CONTACT INFORMATION

Instructor: Gretchen Himes

- **Use Canvas Inbox or text messages for the quickest response.**
- **Phone:** 408-239-3069
- **Email (slower response):**
himesgretchen@fhda.edu

Office hours:

- **Tuesday** from 2:20 to 2:45 in L32.
- **Thursdays** from 11:45 to 12:10 in L63
- And by appointment

PREREQUISITES

A qualifying score on the ESL placement test or successful completion of ESL 255 or 252 and 253 (Restricted to students whose native language is not English.)

STUDENT LEARNING OUTCOMES

- Produce comprehensible high-intermediate spoken English through one-on-one, group, and public speaking situations on academic topics.
- Demonstrate listening comprehension of a variety of high-intermediate listening materials, including academic lectures, newscasts, interviews and dialogues by taking notes and answering questions.

MATERIALS

MATERIAL - REQUIRED

- ESL 251/451 online material and links available on Canvas
- Access to a computer (not just a phone) and the Internet are VITAL!

RECOMMENDED MATERIAL

At this level, you should use a non-translating dictionary.

- Merriam-Webster Learner Dictionary -- www.learnersdictionary.com
- Newbury House Dictionary Online -- nhd.heinle.com (Don't type www.)
- Longman Dictionary of Contemporary English Online -- www.ldoceonline.com
- Collins Dictionary -- www.collinsdictionary.com/dictionary/english

GRADING POLICIES

GRADING CRITERIA

• Presentations/Discussions/Participation	30%
• Homework	25%
• Quizzes	15%
• Midterm Exam	15%
• Final Exam	15%

GRADING SCALE

A: Excellent = 90%--100%

B: Good = 80%--89%

C: Satisfactory = 70%--79%

D: Less than Satisfactory= 60%--69%

F: Failing = 59% and below

CLASS POLICIES

DROP POLICY AND ATTENDANCE

Class meetings are an excellent opportunity to ask questions, get to know your classmates, discuss classwork, and practice listening and speaking. Attendance during the regular class time is required. You will be dropped from the class for missing 3 class meetings.

GRADED ASSIGNMENTS

Graded assignments include presentations/reports/role-plays, videos, contact assignments, vocabulary journals, discussions and other small assignments.

- **Save copies** of all of your graded written assignments somewhere aside from Canvas. You never know when something may go wrong and you need to resubmit an assignment.

LATE ASSIGNMENT CAUTIONS

- I accept most homework assignments **until their late turn-in date**. Late due dates will differ, so check each assignment carefully.
- Assignments **not submitted by the late turn-in date will receive a zero**.
- Turning in late assignments means you will **missing timely and important feedback for the next assignment**.

QUIZZES

My quizzes are designed to help you learn the material. Most quizzes will be online and available to take multiple times.

- After the answers are released, you will not be able to take the quiz any more.
- I will **drop the lowest score** so that each person may score poorly or miss one quiz without it affecting the final grade.
- Submit each quiz even if you don't know the answers. Quizzes are valuable study tools for the exams. You can only see the answers to quizzes that you have submitted.

EXAMS

The midterm and final exams will have multiple parts. Part will be taken during class, and part outside of class. Exams must be submitted by their due dates.

PARTICIPATION

You will participate in group assignments such as in-class discussions and activities, and collaborations. They are designed to help you solve problems and learn from each other. Please complete assigned readings or listening assignments before class so that you are prepared to participate in class.

KEYS TO SUCCESS

MEETING WITH THE INSTRUCTOR

The most successful students communicate with their instructors outside of class time to ask questions or get extra help on their assignments. I encourage you to ask for help. We can talk through Canvas inbox, text message, phone, or Zoom.

CANVAS

All assignments, quizzes, activities, and a class schedule will be posted on Canvas. You will be able to log on to Canvas through the De Anza Website or MyPortal.

GETTING HELP

De Anza has a number of services to help you succeed. All the staff in these programs want to assist you!

- Disability Support Programs and Services <http://www.deanza.edu/dsps/index.html>
- Writing and Reading Center (WRC) <https://www.deanza.edu/studentsuccess/wrc/>
- De Anza Listening and Speaking Center <http://www.deanza.edu/studentsuccess/lsc/>
- Academic Skills in ATC 302 <http://deanza.edu/studentsuccess/>
- Student Success and Retention Services <https://www.deanza.edu/ssrsc/>
- Counseling/Academic Advising <http://www.deanza.edu/counseling/>
- English Performance Success <https://www.deanza.edu/languagearts/eps-counselors/>
- Food Pantry https://www.deanza.edu/outreach/food_pantry.html
- Office of College Life <https://www.deanza.edu/collegelife/>

ACADEMIC INTEGRITY

As a student at De Anza, you join a community of scholars who are committed to excellence in the teaching/learning process. We assume that all students will pursue their studies with integrity and honesty; however, academic dishonesty is taken very seriously. When students are caught cheating or plagiarizing, a process is begun which may result in severe consequences.

WHAT IS ACADEMIC DISHONESTY?

ALL assignments, quizzes, homework, midterm and the final exam should reflect your own work and own abilities. The two most common kinds of academic dishonesty are cheating and plagiarism. (from https://www.deanza.edu/policies/academic_integrity.html)

CHEATING IS THE ACT OF OBTAINING OR ATTEMPTING TO OBTAIN CREDIT FOR ACADEMIC WORK THROUGH THE USE OF DISHONEST, DECEPTIVE OR FRAUDULENT MEANS SUCH AS

- Copying, in part or in whole, from someone else's test
 - Submitting work presented previously in another course, if contrary to the rules of either course
 - Altering or interfering with grading
 - Using or consulting any unapproved sources or materials during an examination, including consulting with other students or using electronic equipment such as cell phones, unless authorized by the instructor
 - Committing other acts that defraud or misrepresent
-

PLAGIARISM IS REPRESENTING THE WORK OF SOMEONE ELSE AS YOUR OWN. THIS MAY INCLUDE

- Incorporating the ideas, words, sentences, paragraphs or parts of another person's writings without giving appropriate credit, and representing the product as one's own
 - Representing another's artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawings or sculptures as your own
 - Submitting a paper purchased from a research or term paper service, including the internet
 - Undocumented use of internet sources
-

OTHER SPECIFIC EXAMPLES OF ACADEMIC DISHONESTY INCLUDE

- Purposely allowing another student to copy from your paper during a test
- Giving homework, term paper or other academic work to another student to plagiarize
- Having another person submit any work in your name
- Lying to an instructor or college official to improve your grade
- Altering graded work after it has been returned, then submitting the work for re-grading
- Stealing tests
- Forging signatures on drop/add cards or other college documents
- Collaboration without permission of instructor
- Gaining unlawful or unauthorized access to college or district computers or servers

CONSEQUENCES OF ACADEMIC DISHONESTY

ACADEMIC CONSEQUENCES MAY INCLUDE:

- Receiving a failing grade on the test, paper or exam
- Having course grade lowered
- Receiving a grade of F in the course

ADMINISTRATIVE CONSEQUENCES MAY INCLUDE:

- Disciplinary probation
- Disciplinary suspension
- Expulsion

Students may also be subject to arrest or monetary fines if the academic dishonesty offense violates state or federal law.

The Student Development & EOPS Office maintains a record of students who have engaged in academic dishonesty. This information is used to identify and discipline students reported for academic dishonesty more than once.

CLASSROOM POLICIES

BEHAVIOR

You are expected to behave in a respectful manner towards the instructor and classmates. I will enforce all policies and procedures set forth in the Standards of Student Conduct <https://www.deanza.edu/student-complaints/rights-responsibilities.html>. Any student violating these standards may be asked to leave that class. Administrative follow-up may result.

IMPORTANT DATES

➤ Last day to add	Sunday, January 19
➤ Last day to drop without a W	Sunday, January 19
➤ MLK Jr's Birthday Holiday	Monday, January 20
➤ Presidents' Day Holiday	February 14 - 17
➤ Last day to drop a class with a W	Friday, February 28
➤ Final Exam 251/451.01	Tuesday, March 25, 1:45-3:15pm

WRITING EMAILS

The best way to get in touch with me is via Canvas Inbox. I will check my Inbox daily from Monday through Friday and I will do my best to respond to you within 24 hours. Messages sent after 5:00 PM on Friday will be replied to on Monday.

Even though writing emails may seem less formal than academic writing, it is very important to write a grammatically correct and appropriately formatted email at work or school to make a good impression. If you don't, you can make a bad impression and even offend the receiver.

1. Write something short in the subject line to describe the main purpose of the email. For example, you can write *I'll be absent, Homework, Can I make an appointment?*
2. Always include a greeting and a comma. For example, *Dear Ms. Himes* or *Hi, Gretchen*. It is not polite to address your instructor only by their last name, e.g. *Dear Himes*.
3. Introduce yourself. For example, "This is John Smith from your ESL 451.01 class." Remember that your instructor has many students and some students have the same name. Also, some of you have an email address in a foreign language, so don't assume that your instructor can read it.
4. Grammar and spelling are also very important. If your email has a lot of errors, it will seem careless and can even offend the receiver (because you didn't care enough to correct your errors).
5. Always end your email with a complimentary closing with your name. For example, *Thanks* or *Thank you*.

To: himesgretchen@deanza.edu
Subject: Office hours
Hi Gretchen, This is Taylor Swift from your ESL 251.02 class. I would like some help on the Chapter 2 homework. Can I see you during your office hours tomorrow at 11:45am to ask you questions?
Thanks, Taylor

Adapted from Pati Carobus' course packet.