



Syllabus for ESL 205 – Fundamental Career and Educational Vocabulary for ESL Students

Course Information

Semester & Year: Fall 2021

Course ID & Section #: ESL 205 -- E2446

Location: Humboldt County Correctional Facility (HCCF)

Class Days/Times: This is a correspondence class. Students will receive their weekly work packets on Mondays and submit their completed work packets on Sundays.

Instructor's name: Deva Richards

Course units: 0. This is a non-credit course.

Instructor Contact Information

Phone number: Office of Adult Education, (707) 476-4500

Email address: deva-richards@redwoods.edu

Catalog Description

Introduce students to contextual vocabulary of community college practices, career options and job requirements, educational pathways, and resources available to them. Students use this knowledge to set career and education goals.

Course Student Learning Outcomes

1. Identify important information in job descriptions such as required skills, education, and experience.
2. Set specific, measurable, and attainable, realistic, and timely (SMART) career and education goals.
3. Identify next steps to attain employment in desired career.

Recommended Preparation

ESL 200 -- Fundamental English as a Second Language (ESL) – Low Beginning

Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or Disability Services and Programs for Students (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

Student Support

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges that might affect your participation in class.

You may also submit an Inmate Request Form to speak with Anna Villagomez. She is the academic advisor for College of the Redwoods' Adult Education students, including the students at HCCF. Her office phone number is (707) 476-4500.

Evaluation & Grading Policy

This is a non-credit course, so you won't receive a letter grade, ex. A, B, C. Instead, you will receive an "S" for satisfactory if you earn credit on the weekly work packets.

To earn credit on the weekly work packets, **you must complete ALL THE WORK** to the best of your ability. Copying another classmate's work, or having someone else complete your work for you, is not permitted and will result in "no credit" for either party.

The instructor will give you feedback, including a "credit" or "no credit" evaluation, on a weekly basis.

Late Work Policy

This class moves quickly and builds on itself; therefore, **late work is not accepted**. If you have an extenuating circumstance (illness, dorm drama, etc.), write the instructor a note explaining your situation, and submit it like assigned work.

Important Dates for Fall 2021

- *Classes begin: 8/21/21*
- *Labor Day Holiday (all campuses closed): 09/06/21*
- *Veteran's Day (all campuses closed): 11/11/21*
- *Fall Break (no classes): 11/22/21 – 11/26/21*
- *Semester ends: 12/17/21*

Class Participation

- Please complete the weekly work packets to the best of your ability. Each packet should take you about 2 hours and 15 minutes to complete.
- Please ask for help from your classmates if you need it, but don't copy their work or have them write your work for you.
- Please help your classmates if they ask for it, but don't write their work for them or let them copy your work. I can't be there to teach this class in-person, so I need each of you to be a good teacher to your classmates. Help them learn and come up with their own answers.
- Please read the weekly feedback I give you, and if required or desired, respond to my feedback.

Behavior Policy

Rude or obnoxious behavior surrounding coursework will not be tolerated. The point of the class is to learn. Anything you do that disrupts others from learning will cause me to give you a "no credit" evaluation for at least one week.

Communication Guidelines

If you need to speak with me, please write a note or letter and submit it with your work. I will keep anything you write to me private unless I feel that you are a danger to yourself or others. However, be aware that all communication passes through Humboldt County Correctional Facility (HCCF) and College of the Redwoods (CR) administrators and may be read by them.

I want you (and the other ESL 205 students) to feel comfortable while taking this class – while understanding that mental and emotional growth is a part of learning, and growth often feels *uncomfortable*. If you are concerned about anything related to this course, please write me a note or letter, and I will do my best to quickly resolve your concern.

Course Schedule

Week	Dates	Topic	Example Learning Activities	Due Date
1	Aug. 23-29	Assessing the Situation	personal introductions; review the syllabus, including class rules and procedures; assess student needs, assets, concerns, and interests regarding education and career; explanation of the U.S. educational system	August 29
2	Aug. 30-Sept. 05	Getting Help to Attain Educational and Career Goals	read and discuss College of the Redwoods' student services; read and discuss a pamphlet of Humboldt County community resources; review professional telephone vocabulary and etiquette	September 05
3	Sept. 06-12	Getting Help to Attain Educational and Career Goals, cont.	role play telephone conversations for requesting information or services; practice filling out applications for aid programs available to students	September 12
4	Sept. 13-19	Attending College in the U.S.	overview of the benefits of obtaining a college certificate or degree in the U.S.; survey of the certificate, major, and course offerings at CR	September 19
5	Sept. 20-26	Attending College in the U.S., cont.	browse the CR course catalog (decode abbreviations and graphics)	September 26
6	Sept. 27-Oct. 03	Paying for College	determine the cost of CR, and explore CR's financial aid information; compare and contrast grants, scholarships and loans; research grants, scholarships and loans available to CR students	October 03
7	Oct. 04-10	Paying for College, cont.	practice filling out the FAFSA and other grant, scholarship, and loan applications	October 10
8	Oct. 11-17	Choosing a Career	take the RIASEC assessment of best careers for different personalities; discuss decision making and do decision-making exercises; research careers identified by RIASEC	October 17

9	Oct. 18-24	Midterm Review	Review the information and concepts learned up to this point in the semester.	October 24
10	Oct. 25-31	Choosing a Career, cont.	define career goals; reflect on skill, experience, and personality strengths and weaknesses, as well as ways to overcome weaknesses	October 31
11	Nov. 01-07	Getting Hired	research job opportunities and major employers in Humboldt County, with a focus on businesses friendly to those with a criminal record; identify potential jobs online and in print	November 07
12	Nov. 08-14	Getting Hired, cont.	practice filling out applications and writing resumes and cover letters; practice interviewing	November 14
13	Nov. 15-21	Keeping a Job	define good customer service; analyze the importance of attitude in finding success and happiness at work	November 21
14	Nov. 22-28	No class	Fall Break	N/A
15	Nov. 29-Dec. 05	Keeping a Job, cont.	review how to work well as a member of a team; practice non-violent communication to aid in conflict management	December 05
16	Dec. 06-12	Sticking to Your Education and Career Plans	create an education and/or career plan; discuss time management, and practice using time blocking or other time management tools; address motivation; identify potential obstacles to success and specific actions to help overcome obstacles	December 12
17	Dec. 13-19	End-of-Term Review	course review and wrap-up	December 19