



# Columbia West College

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Tel: (213) 368-3900 Fax: (213) 368-3903  
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<b>Course Syllabus</b> <b>Level 2 Reading &amp; Writing</b>	
<b>Class Time</b>	<u>Morning</u> Monday – Thursday 9:00 a.m. – 10:20 a.m. 10:35 a.m. – 11:55 a.m. 12:10 p.m. – 1:30 p.m.
<b>Instructional Mode</b>	Residential training
<b>Prerequisite</b>	Placement by assessment or successful completion of Level 1.
<b>Course Objectives</b>  The goal of this course is for you to be comfortable using sentences and common words and phrases for topics like basic personal and family information, shopping, local geography, and employment.	
<b>Learning Outcomes</b>	After you finish this course, you will be able to:  <ol style="list-style-type: none"><li>1) Read and respond to short letters, emails, book reviews, newspaper reports, maps;</li><li>2) Make guesses about passages based on the titles, make guesses about situations based on what you read, read for main ideas, quickly find details, organize information;</li><li>3) Connect your personal stories and experiences to the readings;</li><li>4) Name and write parts of a paragraph, add details, give examples, come up with ideas, fix mistakes and;</li><li>5) Write many types of “short form” writings.</li></ol>
<b>Program Length</b>  ESL Level 2 is divided into 3 modules, and each module is 4 weeks in length. However, the length of your individual educational program depends on your commitment to the school.	
<b>Required Textbook</b>  Haugnes, Natasha, and Beth Maher. <i>NorthStar Reading and Writing, Level 2</i> . 4th ed. White Plains: Pearson Education, 2014. Print.	

**Assessment and Documentation:** Your progress will be assessed throughout the 12 weeks of curriculum. You will receive a formal assessment at the end of each 4-week module. This assessment will be based on attendance, class participation, and timely completion of class assignments (quizzes, tests, in-class and homework assignments, and any other projects or assignments the instructor has assigned). At the end of each four-week module, you will be provided with unofficial transcripts. Your grades and Grade Point Averages (GPAs) will be calculated as follows:

Grade	Explanation	Percentage	Grade Point	Advancement
A	Excellent ☺ ☺ ☺	90 – 100%	4	Pass
B	Good ☺ ☺	80 – 89%	3	
C	Satisfactory ☺	70 – 79%	2	
D	Poor ☹	60 – 69%	1	Fail
F	Failing ☹☹	0 – 59%	0	

Your four-week module grade will consist of the following:

Type of Assessment	Percentage
Written assignments/Presentations/Quizzes	50%
Homework	25%
Participation	15%
Attendance	10%

**Attendance:** Please come to class on time and return from breaks on time. If you miss more than 20% of your program, you **cannot** pass this class. You must attend at least 80% of all classes or risk being asked to leave the school (please see Student Handbook for more details). If you come to class late (fewer than 15 minutes) or leave class early (fewer than 15 minutes), you will be marked “tardy.” If you are more than 15 minutes late to class or leave more than 15 minutes early, you will be marked “absent.” Three tardies = one absence.

If you need to miss class, you must inform your teacher as soon as possible. Make-up homework and in-class assignments should be discussed with your teacher. You are expected to get contact information and the missing class notes, handouts, etc. from your classmates. Quizzes are given on Fridays (unless otherwise specified), so do not be absent on Fridays; no makeup quizzes will be given (except in unforeseen extenuating circumstances, or with advanced notice, and permission from Administration. Please note that you must be achieving SAP in order to be approved for make-up quizzes.)

**Satisfactory Academic Progress:** Please keep in mind that in order to maintain Satisfactory Academic Progress (SAP), each student at CWC needs to have at least a **2.0 GPA** (Grade Point Average) and a minimum of **80%** cumulative attendance.

**In class decorum:** Out of respect for other students please do not eat anything in class. To avoid spills, please use drinking bottles and tumblers with sealable, closed lids. Also, please turn off your cell phones during class or put them on “vibrate.” Please do not get up and exit the class during lectures in order to answer the phone (unless it is an emergency), as it is disruptive and disrespectful to the instructor and other students. No cell phone calls should be conducted in the classroom (including during break).

**Learning Activities:** The class will include direct instruction, in-class written and oral assignments, discussion, movies and short videos, role-playing, and other exercises. You are expected to:

- 1) Attend all classes.
- 2) Actively participate in all class activities.
- 3) Read all assigned material and complete assigned work before each class.
- 4) Successfully complete all assignments (in-class assignments, homework, projects, presentations, quizzes, tests, and any other graded material the instructor assigns).

**Class Schedule:** Please refer to the CWC Curriculum guide that is attached to this syllabus. Instructors will provide students with a specific class schedule, including assignments, due dates, field trips, etc.



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### ESL CURRICULUM: LEVEL 2 Reading/Writing

MODULE	TEXTBOOK	WEEK 1	WEEK 2	WEEK 3	WEEK 4
A	NorthStar Reading and Writing 2	Unit 1 <b>Finding the Ideal Job</b>	Unit 1 <b>Finding the Ideal Job</b>	Unit 2 <b>Creative Thinking</b>	Unit 2 <b>Creative Thinking</b>
B	NorthStar Reading and Writing 2	Unit 3 <b>Making Money</b>	Unit 4 <b>Subway Etiquette</b>	Unit 5 <b>We Are What We Eat</b>	Unit 5 <b>We Are What We Eat</b>
C	NorthStar Reading and Writing 2	Unit 6 <b>The Heart of a Hero</b>	Unit 7 <b>What's Your Medicine?</b>	Unit 8 <b>Endangered Cultures</b>	Unit 8 <b>Endangered Cultures</b>

**Main text** Haugnes, Natasha, and Beth Maher. *NorthStar Reading and Writing, Level 2*. 4th ed. White Plains: Pearson Education, 2014. Print.