

# ESOL 30 Level 3 Integrated Skills

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Campus Address: Portland Community College, Hillsboro Center  
775 SE Baseline St., Hillsboro, OR 97123

## Course Information

- **Course Title:** Level 3 Integrated Skills
- **Course Number:** ESOL 30
- **CRN:** 40371
- **Credits:** 0 credits
- **Term:** Fall 2024
- **Dates:** September 24 – December 10, 2024
- **Day, Time, and Location:**
  - **Tuesdays & Thursdays,** 9:00 – 11:50 AM, **Room 118**
  - **Fridays,** 9:00 – 11:50 AM, **Room H104**
  - **NO class:** Thursday, Nov. 28, & Friday, Nov. 29 (Thanksgiving Day holidays)
- **Course Prerequisites:** ESOL placement test within the past 12 months OR instructor permission

## Instructor Information

- **Instructor:** Carolyn Miki
- **Email:** [carolyn.miki@pcc.edu](mailto:carolyn.miki@pcc.edu)
- **Text:** 971-238-3585 (text messages)
- **Office Location:** H121
- **Office Hours:** Fridays, 12:00 – 1:00 PM or by appointment

## Communicating with the Teacher

- You can email me or text me.
- You can talk to me during our scheduled class meetings and before or after class, or you can make an appointment to talk to me.

## Response from Instructor

I will be checking email daily on weekdays. If you contact me by email, please write a specific subject in the subject line. Email sent on weekdays will be answered within 24 hours. Email sent over the weekend may not be answered until the following Monday.

## Course Description

In ESOL Level 3 Integrated Skills, you will develop high-beginning English reading, writing, speaking, and listening skills. In this course, you will:

- read and understand level-appropriate English;
- write with correct basic grammar;
- participate in class activities;
- complete homework assignments;
- speak with other students and the teacher;
- use technology to develop your English language skills.

For more information, please go to: <https://www.pcc.edu/ccog/esol/30/>

## Instructional Approach

- You will practice communicating in English in pairs, small groups, and as a class.
- You will also complete assignments by yourself on the Internet, in your books, or on paper.

## Participation Expectations

You must participate in class discussions and activities. Ask and answer questions. Sometimes you will be working in pairs or small groups – work willingly with your partner or group members. Respect everyone in the class. Help create an environment where everyone feels that it is safe to participate.

## Instructional Materials

### Textbook/Workbook

- *English in Action 3* (3<sup>rd</sup> edition) student book and workbook

\$42.70 (new) at the PCC Bookstore

\$32.05 (used) at the PCC Bookstore



- You can also buy the student book/workbook bundle online from the publisher at <https://www.cengage.com/c/isbn/9780357196915/>. If you use the use the PROMO CODE - ELTNG25, you can get a 25% discount. Shipping is free. You will have to set up an account to buy the books on this site.

### Hardware / Equipment

- You need a computer, tablet, OR smartphone with an Internet connection.
- Your device needs speakers so that you can hear the lesson.

## PCC Bookstore

- Location: PCC Rock Creek, Building 5, Room 141
- Hours: Regular hours: Monday-Thursday, 8am-4pm and Friday, 8am-2pm  
Extended hours: Wednesday, September 25, 8am-7pm

## Payment

- You must **pay for the class by Friday, September 27, 2024**. If you do not pay for the class by this date, you will be deleted from the class for non-payment. You can pay **in-person**, **online** (if you have set up a MyPCC account), or by **phone** (971-722-8888, option 3).
  - If you pay **in-person**, the Student Accounts office at the Rock Creek campus is in Building 9, Room 103, and is open at the following times:
    - Monday-Thursday, 9am to 5pm (closed 1-2pm)
    - Friday, 9am-4pm (closed 1-2 pm)
    - Extended hours: Thursday, September 26, 11:30am-7:30pm (closed 1-2 pm)
  - If you **call** PCC to pay for the class (debit card or credit card), you must have your PCC ID number (G-number). You can call Monday-Thursday, 9am to 5pm, and Friday, 9am to 4pm.
- **Class Fee Waivers**
  - If you receive **food stamps** or have the **Oregon Health Plan**, you can get a class fee waiver to take the class for free. You must give or email Carolyn a copy of your documentation by **12:00 p.m., Friday, September 27, 2024**. Your documentation must have your name on it and a date that shows it is less than one year old. Your documentation must show that you have benefits, not your children or your family.

## Adding and Dropping the Class

If you are dropped from the class for nonpayment, the last day you can be added back to the class is Friday, October 11, 2024. If you want or need to drop the class, you must tell Carolyn before Friday, October 11, 2024, to get a refund.

## Course Grades

In this class, your grade will be determined by tests; writing assignments; homework assignments; your speaking, listening, and reading abilities, and class participation. There will be a test after each unit we complete in the book. There will also be quizzes.

*Students generally study in ESOL Level 3 for two, three, or more terms. The instructor decides each student's level for the next term.* The instructor uses homework assignments, in-class participation, test scores, attendance, and the student's progress in learning English to decide if a student is ready for the next level.

You will receive one of the following non-credit grades at the end of the term:

- **CM** = **completed** the class; move to the next level
- **PR** = **progressing** (You will continue in the same level for another term.)
- **L** = **left** the class two or more weeks before the end of the term
- **UP** = **unsatisfactory progress** (You have taken the class three or more times and have not made enough progress to continue.)

## Late Work & Make-up Policy

- Learning a language is a step-by-step process. Because of this, it is important to complete assignments and quizzes on time.
- You are expected to take quizzes and tests in a timely fashion.

## Flexibility Statement

Assignment/test calendars may be changed in response to institutional, weather, and/or class problems.

## PCC Policies

### Accessibility and Accommodations

PCC is committed to supporting all students. If you plan to use academic accommodations for this course, please contact your instructor as soon as possible to discuss your needs. Accommodations are not retroactive; they begin when the instructor receives the “Approved Academic Accommodations” letter from you (submitted via email and viewable in the faculty portal, available in hard copy if needed). To request academic accommodations for a disability, please contact a disability services counselor on any PCC campus. Office locations, phone numbers, and additional information may be located on the [Disability Services website](#).

### Title IX/ Non-Discrimination

Portland Community College 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](mailto:equity.inclusion@pcc.edu).

### Basic Needs Statement

PCC wants you to be successful and have resources that may help. If you face challenges affording food or housing, or if you need access to technology, this will naturally affect your classwork. For more information, see the Student COVID-19 Resources webpage <https://www.pcc.edu/coronavirus/information-for-students/resources>.

### Student Life

<https://www.pcc.edu/student-life/>

## Sanctuary College

PCC is a sanctuary college. Find out more on our [resources for undocumented students page](#).

### Academic Integrity (rules about cheating, plagiarism, or sharing work)

Students are required to complete this course in accordance with the Student Rights and Responsibilities Handbook. Cheating includes any attempt to defraud, deceive, or mislead the instructor in arriving at an honest grade assessment, and may include copying answers from other students or using unauthorized notes during tests. Plagiarism is a particular form of cheating that involves presenting as one's own the ideas or work of another, and may include using other people's ideas without proper attribution and submitting another person's work as one's own. 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. For further information, review [Academic Integrity at PCC](#).

### Student Rights and Responsibilities Handbook:

Students are required to comply with the policies contained in the [Student Rights and Responsibilities Handbook](#). The Handbook includes the Code of Student Conduct and the Academic Integrity Policy.

### Internet Etiquette (or Netiquette)

[Click here for more information about Netiquette](#).

*I look forward to working with each of you. Remember that studying English takes time, hard work, and patience. If at any point in the term you are confused about the goals, activities, assignments, materials, or requirements of the course, please let me know. I am available to help you outside of class as well as in class. Contact me during office hours, make an appointment, or email me.*