

ESOL 20 Level 2 Integrated Skills

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

Course Information

- **Course Title:** Level 2 Integrated Skills
- **Course Number:** ESOL 20
- **CRN:** 20239
- **Credits:** 0 credits
- **Term:** Spring 2025
- **Dates:** March 31 – June 9, 2025
- **Day/Time:** Mondays, Wednesdays & Fridays, 9:00 – 11:50 AM
- **Location:** H117
- **NO CLASS:** Monday, May 26 (Memorial Day)
- **Course Prerequisites:** ESOL placement test within the past 12 months OR instructor permission

Instructor Information

- **Instructor:** Carolyn Miki
- **Email:** 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. Email sent on weekdays will be answered within 24 hours. Email sent over the weekend may not be answered until the following Monday. (or Tuesday if Monday is a holiday).

Course Description

In ESOL Level 2 Integrated Skills, you will practice basic English communication. You will practice your English skills in all areas: reading, writing, speaking, and listening. In this course, you will:

- read and understand basic 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/20/>

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.

Classroom Expectations

1. Come to class on time and come to every class unless you have an emergency. Contact your teacher if you cannot come to class.

Attendance is very important. **If you are absent more than 18 hours in the term, you may not be able to move up to Level 3 next term.**

2. Learn English with the other students. Help other students learn.
3. Speak English in class and practice English outside of class.
4. Do your homework and complete the homework on time. Study English at home.

You must do the assignments when you are absent. Get the name and contact information of three classmates so that you can find out about the assignments and about what happened in class when you were absent.

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

5. Bring writing materials to class (paper and pen or pencil).
6. **Turn off your cell phone** and/or other electronic devices.
7. Do not bring children to class.
8. If you have questions, ask me.
9. Relax. You will learn more if you relax. And you might have fun.
10. Make mistakes. It's OK to make mistakes. That's how we learn.

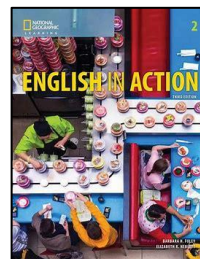
Instructional Materials

Textbook/Workbook

- *English in Action 2* (3rd edition) student book and workbook

\$49.35 (new) at the PCC Bookstore

\$37.05 (used) at the PCC Bookstore



PCC Bookstore

- Location: PCC Rock Creek, Building 5, 1st floor
- Hours: Regular hours: Monday-Thursday, 8am-4pm & Friday, 8am-2pm
Extended hours: Wednesday, April 2, until 7pm

Hardware / Equipment

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

Payment

- You must **pay for the class by Friday, April 4, 2025**. If you do not pay for the class by this date, you will be deleted from the class for nonpayment. You can pay **in-person**, **online** (if you have set up a MyPCC account), or by **phone** (971-722-8888, option 3).
 - You can pay **in-person at Hillsboro Center on Thursday, April 3, 6:00-7:30pm** with a debit card or credit card (NO cash or check).
 - You can pay **in-person at the Student Accounts office at the Rock Creek campus** (Building 9, Room 103) at the following times:
 - Regular hours: Monday-Thursday, 9am to 5pm (closed 1-2pm)
Friday, 9am-4pm (closed 1-2pm)
 - Extended hours: Thursday, April 3, 11:30am-7:30pm
 - If you **pay by phone** (971-722-8888, option 3), you must have a debit card or credit card), and 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, April 4, 2025**. 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, April 18, 2025. If you want or need to drop the class, you must tell Carolyn before Friday, April 18, 2025, 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.

Student Progress through ESOL Levels 1 - 3: *Students generally study in a level for two or three terms (sometimes more).* The teacher decides a student's level for the next term. The teacher 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 four 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.

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 you have questions 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, email me, or text me.