



ESL 244 & ESL 444, section 02Y (Fall 2024)

Mondays & Wednesdays 10:00 am - 12:15 pm **Location:** room L-35 (in-person)
Tuesdays & Thursdays 10:00 am - 12:15 pm **Location:** online ([Zoom](#))

In addition to class time, please expect **15 hours of homework** each week. Wow, 15 hours?! This might seem like a lot, but that's about 2 hours each day. The homework will help you review and practice what we learn in class. Regular practice is the key to success!

Instructor Information

Hello! My name is **Katelyn Endow** and I will be your instructor this fall. In class, please call me Katelyn (*k-eight-lin*). 😊

I have taught English for about 10 years in San Francisco, Los Angeles, and Japan. I started teaching at De Anza College last year, and I absolutely love it so far! I am so excited to meet all of you!

Please ✉ email me anytime at endowkatelyn@fhda.edu

Office Hours

- **Mondays:** 1pm to 3pm (**L-47** Language & Communication Village and [Zoom](#))
- **Thursdays:** 2pm to 4pm ([Zoom](#))

More meeting times are available on [Calendly](#)!

Sometimes, I'm in my office in **building F1, room 11h**.

Embedded Tutor

An embedded tutor is a fellow De Anza student who will join a few of our classes each week. We are so lucky to have the wonderful **Sudan Ye** as our embedded tutor this fall! During class, please feel free to chat with Sudan, ask her questions, and practice English together. Please read her introduction:

My name is **Sudan Ye**, and I originally come from China. I moved to America a few years ago and have been diligently improving my English communication skills since then. After completing all my ESL classes in the spring, I am now majoring in Child Development. My goal is to transfer to a university and earn a bachelor's degree. I have two years of experience working in a preschool, and I am currently a full-time student at De Anza College. I am eager to explore new opportunities in the future. In my free time, I enjoy watching variety shows, learning Pilates, and I'm starting to learn how to play tennis. I'm excited to work with all of you this quarter!



About ESL 244/444

This class will help improve your English skills so that you can gain more confidence and reach your personal, academic, and professional goals. Together, we will practice speaking, listening, reading, and writing skills every week. We will also build our English grammar and vocabulary. We will use a textbook, class discussions, TED talks, a short novel, mini lectures, and digital tools to help us learn!

You have the option of taking this class for college credit (**ESL 244**) or non-credit (**ESL 444**). Students from both sections will be in the same classroom learning together!

All requirements and policies for non-credit classes (**ESL 444**) are exactly the same as credit classes (**ESL 244**), including course content, assignments, grading and attendance. **Non-credit students are expected to come to every class, study, and do homework just like credit students.**

ESL 244: credit	ESL 444: non-credit
<ul style="list-style-type: none"> • 10 college units • Tuition payment required • Letter grading (A, B, C, D, F) <ul style="list-style-type: none"> ◦ ESL 244 students can request Pass/No Pass grading 	<ul style="list-style-type: none"> • 0 college units • No tuition required (free) • Pass/No Pass grading • Can earn a Certificate of Competency: ESL - Intermediate Level

Student Learning Outcomes

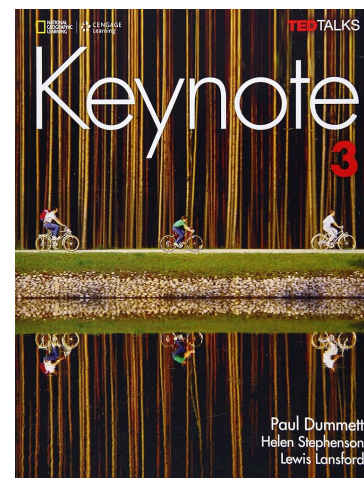
- **Comprehend, analyze and respond** to intermediate-level reading and listening materials.
- **Write** short paragraphs using intermediate-level grammar and vocabulary.
- **Demonstrate understanding and usage** of intermediate-level grammar and vocabulary in reading, writing, listening and speaking.

Prerequisites

- A passing grade in **ESL 234/434** (Low-Intermediate ESL); or
- Recommendation from the [ESL Guided Self-Placement](#)




Required Materials

- **Textbook "Keynote 3"** (2016) by Paul Dummett, Helen Stephenson, and Lewis Lansford
You may buy a paperback or digital textbook. Used is also OK!
You do **NOT** need a code for MyELT.
 - **ISBN-13:** 978-1305965058
 - [Paperback version from Amazon](#)
 - [Kindle version from Amazon](#) (PC only, no Kindle app)
 - [Rent from Chegg](#)
- **Digital device** to access Zoom, Canvas, and online materials
- **Note-taking materials** for class (notebook, pencil, laptop, etc.)
- **Roald Dahl novel** (to be decided during Week 3)





Class Activities




Listening & Speaking

-  **TED Talks:** At the end of each chapter, we will listen to a TED Talk video. These short presentations will teach and inspire us about a topic. We will watch each TED Talk a few times, answer questions, and have discussions about the presenter's ideas.
-  **Oral Presentations:** We will have **three speeches** to practice public speaking in English. The first two speeches will be to the entire class. The third speech will be in small groups. While public speaking can be scary, this is great practice for sharing your ideas and expressing your thoughts with others.
-  **Workshop Reports:** While we will do a lot of English practice together in class, the reality is that one quarter is not enough time to fully practice everything we cover in class. We need to meet with other people and experience different kinds of English to improve our skills and confidence. Therefore, you will join **at least 5** Listening & Speaking Center (LSC) workshops, LSC tutoring sessions, office hours with Katelyn, or Cross Cultural Partner meetings during the quarter. After each session, you will write a short report and submit it on Canvas. You also need to submit a photo or screenshot as proof of attendance.
- The first two reports are due Week 6 and the next three reports are due Week 11.

Reading

-  **Textbook Articles:** Each chapter has an article that explores the chapter's theme in detail. You will first read the article at home for homework. Then, in class we will practice reading the article out loud in small groups. Finally, we will discuss the article and make connections to our own ideas and experiences.
-  **Book Clubs:** One of the best ways to improve in a language is to read for fun. Starting Week 3, we will create small group "Book Clubs." Each Book Club group will choose a novel by Roald Dahl to read together this quarter. Book Clubs will meet a few times during class to talk about their book. Finally, each student will prepare an oral presentation (Speech #3) that summarizes and reviews their Book Club book.

Writing

-  **Free Writes:** Sometimes, the hardest part about writing is getting started. Free Writing will help us practice writing as much as we can without worrying about spelling, grammar, etc. We will then use some of the ideas from our Free Writes in our Writing Journal assignments.
-  **Writing Journals:** Almost every week, we will write a detailed paragraph about our ideas on the chapter's topic. We will practice a writing process of free writing, drafting, peer review, and revision. We will also have two Writing Portfolios where we revise and add more details to a previous Writing Journal assignment. There will be 10 Writing Journals this quarter.
-  **Weekly Reflections:** Every week there will be a lot of activities and information so it can be easy to forget what we did! Reflections help us to slow down and remember some of the important points. At the end of each week, you will tell me [1] something you learned, [2] how you are doing, and [3] any questions you have.

Grammar

■ **Focus on Grammar (FOG) Software:** We will use this software to practice grammar at home.

There are also helpful videos that review grammar points from class. We will have a FOG software orientation at the beginning of the term.

Vocabulary

✿ **Vocabulary Journal:** There will be a vocabulary list of about 20 - 30 words almost every week.

We will find definitions, example sentences, pronunciations, and even images to help us learn each word. Reviewing your Vocabulary Journal **daily** will help you practice and remember these important words!

Midterm and Final Exams

Midterm: Wednesday, October 30 (Week 6 in class)

Final: Thursday, December 12 (9:15am - 11:45am***)

*****NOTE:** The time for our final exam is at a slightly different from our usual class time. These times are determined by [De Anza's Final Exam Schedule](#). Please mark this time and date in your calendar!

Academic Integrity

[De Anza's Academic Integrity Guide](#)

I am confident that you can complete the coursework on your own. We all learn in different ways and at different times. This class is not a race. We are here to support and encourage each other as we practice English together.

If you are ever unsure or feel like you are struggling, please ask questions or come to office hours for help. I am here for you, and I want to see you succeed!

Integrity

Learning works best when students and teachers trust and respect each other. However, certain behaviors can make it harder to learn because they break honesty and respect. These behaviors include:

- not taking enough time to do a good job on assignments
- skipping assignments and non-graded activities
- looking at course materials quickly without really thinking about the ideas






Student Code of Conduct

The previous behaviors are your personal choices and could affect your grade and learning experience. Other behaviors, however, move beyond 'choices' and break academic rules and even laws. These include:

- plagiarizing by copying from websites or other students
- re-using an assignment from another class
- copying text from a digital tool including **artificial intelligence (AI) text generators** (ChatGPT, etc.) and **Google Translate**

Please do not use AI in this class! We are here to practice English and not how to use AI.

Learning Medals (Grading Policy)

Learning Medal	What you get	How to get it
 Gold Medal	<ul style="list-style-type: none"> • Strong community with your instructor, embedded tutor, and classmates • Lots of English practice! • An "A" grade (Pass) 	<ul style="list-style-type: none"> • Homework: 90% or more • Writing Journals: 8 Gold 🏆 and 2 Silver 🥈 • Speeches: 3 Gold 🏆 • Exams: 85% or higher • Attendance: 90% or higher (can miss 4 classes)
 Silver Medal	<ul style="list-style-type: none"> • Community with your instructor, embedded tutor, and classmates • English practice • A "B" grade (Pass) 	<ul style="list-style-type: none"> • Homework: 80% or more • Writing Journals: 5 Gold 🏆 and 5 Silver 🥈 • Speeches: 2 Gold 🏆 and 1 Silver 🥈 • Exams: 75% or higher • Attendance: 80% or higher (can miss 8 classes)
 Bronze Medal	<ul style="list-style-type: none"> • Some community with your instructor, embedded tutor, and classmates • Some English practice • A "C" grade (Pass) 	<ul style="list-style-type: none"> • Homework: 70% or more • Writing Journals: 7 Silver 🥈, 3 Bronze 🥉 • Speeches: 2 Silver 🥈 and 1 Bronze 🥉 • Exams: 70% or higher • Attendance: 75% or higher (can miss 10 classes)

** ESL 244 students with letter grading will discuss their final grade with Katelyn during Week 11.

*** Students who do not meet all criteria for the 🏆 Bronze Medal will receive a "No Pass" grade. The instructor will decide a "D" or "F" grade for ESL 244 students who have letter grading.

Assignment Grades

Improving English takes time, effort, and **plenty of mistakes**. Mistakes are often seen as bad and even shameful. However, making mistakes is one of the best ways to learn - we can problem solve and find solutions for future success. In this class, we will make lots of mistakes!

Your assignments will be graded based on **thoughtful effort** and *not* on perfection. If you meet the criteria for each assignment, you will get full points.

All assignments will receive one of the following marks:

- 🏆 **Gold:** The assignment meets all of the criteria. No further work is needed. (100%)
- 🥈 **Silver:** The assignment meets most of the criteria. (75%)
- 🥉 **Bronze:** The assignment meets some of the criteria. (50%)
- ❌ **Needs Attention:** The assignment is missing or might be academically dishonest. (25%)

Late Work

A criteria for each assignment is a deadline. Turning in work late will bring your mark down. For example, a 🏆 **Gold** assignment will turn into a 🥈 **Silver**.

Late work will be accepted until the Sunday of the following week. For example, Week 2 homework can be submitted by Sunday of Week 3 (Oct 13) for partial credit.

However, late work for Week 11 is due by Thursday, December 12.

If you need extra time on an assignment, please talk to Katelyn before it is due. I am more than happy to give reasonable extensions if you ask. I cannot extend a deadline once it has passed.

Attendance Policy

Your attendance and active participation are important to your learning experience. **Please try to schedule your appointments outside of our class time!**

However, there may be days where you need to miss a class due to family duties, feeling unwell, stress, or unexpected events. **There are at least 4 free absences for each Learning Medal** so please take a break from class if needed.

If you miss class for any reason, you still need to complete the work you missed. I am happy to meet with you to talk about what we did in class or assignment details. Please let me know how I can help you learn and succeed!

Late Arrivals & Leaving Early

Please try your best to be on time and ready to learn when our class starts at 10:00am. I highly recommend arriving at the classroom or logging in to Zoom a few minutes early.

Arriving late or leaving early two times will count as one absence. Arriving more than 20 minutes late to class will count as an "absence."

Excused Absences

If any of our classes conflicts with one of your religious holidays or official De Anza College activities, **please let Katelyn know within the first 2 weeks of the quarter.**

Absences for other valid reasons such as illness, accidents, or injury might be excused. Please communicate with Katelyn as soon as possible - written documentation such as a doctor's note may be required.

First Day (Monday, September 23, 2024)

You may be dropped from ESL 244/444 if you are absent from class during Week 1.

If you cannot come to our first class for a very serious reason (illness, hospitalization, etc.), please tell Katelyn as soon as possible **before** class to hold your spot.

In addition, you may be dropped if not enough work is turned in during Weeks 1 and 2.

Students in danger of being dropped will receive an email - please read and reply to that email!

FLEX Passes

Sometimes life happens and we could use a little FLEXibility. At the beginning of the quarter, every student will receive **three (3) FLEX Passes**. You can use a FLEX Pass to:

- **Extend a deadline** by 1 week
- **Revise an assignment** for a higher grade
- **Make up attendance** (an "Absence" will become a "Late," or a "Late" will become a "Present")

To use a FLEX Pass, please fill out the FLEX Pass form on Canvas, email Katelyn, or talk to her after class.

👍 If you email or talk to Katelyn **before** an assignment is due, there is a good chance you will get an extension without using a FLEX pass.

Important Dates (Spring 2024)

September

- **Sep 23 (Mon):** First day of the fall quarter - classes start!

October

- **Oct 4 (Fri):** Last day to [add classes](#)
- **Oct 5 (Sat):** Last day to [drop classes](#) without a W
- **Oct 20 (Sun):** 🏈 **SF 49ers** revenge game against the Kansas City Chiefs (1:25pm)
- **Oct 21 (Mon):** [Schedule of classes](#) available for Winter 2025
- **Oct 31 (Wed):** **ESL 244/444 Midterm Exam**

November

- **Nov 3 (Sun):** 🕒 **Daylight Savings Time** ends - turn your clocks back by 1-hour at 2am
- **Nov 11 (Mon):** **Veteran's Day holiday** - no classes, offices closed
- **Nov 12 (Tue):** Winter 2025 registration begins
- **Nov 15 (Fri):** Last day to [drop classes](#) with a W
- **Nov 28 - Dec 1 (Thu - Sun):** **Thanksgiving holiday** - no classes, offices closed

December

- **Dec 9 - 13 (Mon- Fri):** [Final Exams Week](#)
- **Dec 12 (Thu):** **ESL 244/444 Final Exam**

Weekly Schedule (Fall 2024)

Tentative schedule - changes may be necessary

Date	Topics	Homework
Week 1 Sep 23 - Sep 29	Chapter 1: Making a Difference Grammar: Simple Present, Present Continuous	<ul style="list-style-type: none"> ● Weekly Reflection 1 ● Writing Journal 1 ● Vocab Journal 1 (Ch 1)
Week 2 Sep 30 - Oct 6	Chapter 1: Making a Difference Grammar: Simple Past, Past Continuous, Past Participles	<ul style="list-style-type: none"> ● Weekly Reflection 2 ● Writing Journal 2 ● Vocab Journal 2 (Ch 2)
Week 3 Oct 7 - Oct 13	Chapter 2: Trends Grammar: Future Verb Tenses Book Club: Choose books & groups	<ul style="list-style-type: none"> ● Weekly Reflection 3 ● Writing Journal 3 ● Vocab Journal 3 (Ch 3)
Week 4 Oct 14 - Oct 20	Chapter 3: Improving Lives Grammar: Cause & Effect, FANBOYS Coordinating Conjunctions, Adverb Clause: "because"	<ul style="list-style-type: none"> ● Weekly Reflection 4 ● Writing Journal 4 ● Vocab Journal 4 (Ch 4)
Week 5 Oct 21 - Oct 27	Chapter 4: Designing the Web Grammar: Comparative and Superlative Adjectives Book Club: Discussion 1 Speech #1 Days 1 - 2 (Thu & Fri)	<ul style="list-style-type: none"> ● Weekly Reflection 5 ● Writing Journal 5 ● Vocab Journal 5 (Book Club) ● Book Club Padlet 1
Week 6 Oct 28 - Nov 3	Speech #1 Days 3 - 4 (Mon & Tue) Wednesday, Oct 30: Midterm Exam (Includes Writing Journal 6)	<ul style="list-style-type: none"> ● Weekly Reflection 6 ● Vocab Journal 6 (Ch 6) ● Writing Portfolio 1 ● 2 Workshop Reports due
Week 7 Nov 4 - Nov 10	Chapter 6: Clear Communication Grammar: -ing/Infinitive Verbs, Adverb Clauses: while, when, after, before, until, as, as soon as, although, even though Book Club: Discussion 2	<ul style="list-style-type: none"> ● Weekly Reflection 7 ● Writing Journal 7 ● Vocab Journal 7 (Ch 7) ● Book Club Padlet 2
Week 8 Nov 11 - Nov 17	Chapter 7: Identity Grammar: Present Perfect Tense (Simple & Progressive) Book Club: Discussion 3 Veteran's Day: NO CLASS (Monday)	<ul style="list-style-type: none"> ● Weekly Reflection 8 ● Writing Journal 8 ● Vocab Journal 8 (Book Club) ● Book Club Padlet 3
Week 9 Nov 18 - Nov 24	Chapter 7: Identity Grammar: Wh- questions Book Club: Discussion 4 Speech #2 Days 1 - 4 (Mon - Thu)	<ul style="list-style-type: none"> ● Weekly Reflection 9 ● Writing Journal 9 ● Vocab Journal 9 (Ch 11) ● Book Club Padlet 4
Week 10 Nov 25 - Dec 1	Chapter 11: Leaders and Thinkers Grammar: Modal Verbs: advice, request, possession, necessity, prohibition Thanksgiving Holiday: NO CLASS (Thursday - Sunday)	<ul style="list-style-type: none"> ● Weekly Reflection 10 ● Writing Journal 10 ● Vocab Journal 10 (Book Club)
Week 11 Dec 2 - Dec 8	Chapter 11: Leaders and Thinkers Book Club Speeches (Wed, Dec 4)	<ul style="list-style-type: none"> ● Weekly Reflection 11 ● Writing Portfolio 2 ● 3 Workshop Reports due
Finals	Thursday, Dec 12: Final Exam (9:15am - 11:15am)	