

**Hagerstown Community College Adult Education**  
**English as a Second Language Class**  
**Master Syllabus**

**COURSE:**            ADB 181    ESL Bridge/ ESL 099            **0 Credits**

**SEMESTER/YEAR:**    **This information to be completed by Instructor**

**INSTRUCTOR:**        **This information to be completed by Instructor**

**CLASS DESCRIPTION:**

This course is designed for students whose English proficiency allows them to meet professional and social demands, carry on conversations, and grasp deeper contexts in the language. The course includes reading, writing, speaking, and listening. Students will work on honing the verbal and written skills they already have, understanding more complex grammatical concepts, and applying their skills to better themselves at home and in the workforce. This course prepares students to transition to ESL 100, continue with GED classes or post-secondary education, or better succeed with citizenship and the workplace. Students are encouraged to attend the Learning Support Center (LSC) for additional instruction and practice. Students also have an opportunity to attend an ESL Conversation Group once a week and receive extra assistance in understanding technology.

**TEXTBOOK:**

Azar, Betty Schramper, and Stacy A. Hagen. *Understanding and Using English Grammar*. Boston, MA: Pearson Learning Solutions, 2014. ISBN: 10: 0-13-802212-7

[www.brainpop.com](http://www.brainpop.com) -- for ESL (un: hagerstowncc pw: student)

[www.powerupmheducation.com](http://www.powerupmheducation.com) (usernames and passwords to be set up by instructor)

Supplemental handouts and computer activities will be included in the course at the discretion of the instructor.

**STUDENT LEARNING OUTCOMES:**

**Upon successful completion of this course students will be able to:**

Organize thoughts, provide information, and monitor communication in a conversation on a variety of day-to-day subjects with firm control of basic grammar; and are able to express thoughts creatively and appropriately in every day conversation.

Read narrative prose and descriptive essays even if the topic or context is unfamiliar and analyze the meaning or purpose of the essay. Learners can use appropriate reading strategies, context clues, and inference skills with familiar and unfamiliar materials.

Produce and edit descriptive and narrative paragraphs using basic punctuation and basic grammar structures and moving towards understanding and using proper essay structure.

Complete a descriptive paragraph on their own following writing prompt using a topic sentence and supporting details. Instructors will evaluate this paragraph using a rubric to establish readiness for ESL 100

## **COURSE EXPECTATIONS:**

### **Attendance**

Students are expected to attend every class, including Fridays as applicable. In the case of absences due to emergency (illness, accident, death in the family), it is the student's responsibility to inform the instructor. Documented time (signing in) within the Learning Support Center will contribute to eligibility hours for post-testing, and has the potential to decrease the amount of time the student will have to spend to attain his/her goal. Students who show sporadic attendance will be placed at the bottom of the waiting list for the next session.

### **Progress**

To make progress, a minimum of 9 hours of additional, independent work outside of the class is expected each week. Typical level progress occurs after 120 hours of instruction.

Students who have taken the same course level three times without making incremental progress towards the next level will be required to meet with the Intake Assessment Specialist to determine a further plan.

## **COURSE POLICIES:**

**Honor Code:** Upon admission to HCC all students sign a pledge to uphold an honor system which holds the qualities of honesty and integrity in highest regard for the duration of their educational experience.

**Services for Students with Disabilities:** Students who have a disability are encouraged to identify themselves to the Disability Support Services (DSS) office as early as possible. Reasonable accommodations based on current documentation are provided to qualified students. Contact the Disability Support Services office at 240-500-2628 or at [dss@hagerstowncc.edu](mailto:dss@hagerstowncc.edu) to request accommodations.

**This course is offered free of charge as a service to the community through a grant from the US Department of Labor, Licensing, and Regulation (DLLR). CASAS testing of each student is required as a provision of the grant at the start and end of each session.**