COURSE DESCRIPTION
This course is designed to develop basic English conversational skills in American culture, employment, academic, and day-to-day situations for the ESL student. Pronunciation, vocabulary and simple sentence patterns will be emphasized. Vocabulary development, the basic writing process, and oral presentations will be demonstrated. Emphasis will be placed on oral and nonverbal communication. Lab assignments will be individualized. This course may be taken as a developmental credit class or through continuing education.

STUDENT LEARNING OUTCOMES
Students successfully completing this course will be able to:

1. Focus communication skills including listening, speaking, and pronunciation.
2. Ask and answer questions, reword statements, and ask for clarification.
3. Understand the cultural aspects of language and their influences on American society.

POLICIES

Student Expectations—Students are responsible for regular and prompt attendance. Students are responsible for completing in-class and homework assignments.

Attendance—Three or more unexcused absences may result in a drop of a letter grade for the course. It is the student’s responsibility to notify the instructor of an absence prior to the missed class. In the event that the student cannot notify the instructor of an absence prior to the missed class, the student should make all efforts to notify the instructor as soon as is reasonably possible to avoid any grade deductions.

LAB

Work in the lab is to be arranged with the instructor.
EVALUATION OF STUDENTS

Attendance: 25%
Participation: 50%
Assignments: 25%

INSTITUTIONAL ACCESSIBILITY STATEMENT

ADA Statement— The Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act require that no otherwise qualified person with a disability be denied access to, or the benefits of, or be subjected to discrimination by any program or activity provided by an institution or entity receiving federal financial assistance. It is this Section 504 mandate that has promoted the development of disability support service programs in colleges and universities across the country. Subpart E of Section 504 deals specifically with this mandate for institutions of higher education. While it does not require that special educational programming be developed for students with disabilities, it does require that an institution (public or private) be prepared to make appropriate academic adjustments and reasonable accommodations in order to allow the full participation of students with disabilities in the same programs and activities available to nondisabled students.

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must place documentation on file with the Counselor/Disability Specialist. Students with disabilities should notify Midland College prior to the beginning of each semester. Student Services will provide each student with a letter outlining any reasonable accommodations. The student must present the letter to the instructor at the beginning of the semester.

Phone, Midland College Special Needs Counselor: 432-685-5598

DROP / WITHDRAWAL

The student is responsible for initiating a drop or withdrawal, not the instructor. Withdrawal from course: The instructor is not able to withdraw a student from the course after the census date. A student wishing to withdraw must fill out the withdrawal form online: https://www.midland.edu/forms/admissions/withdrawal/.

2018-2019 WITHDRAWAL DATES

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>November 16</td>
</tr>
<tr>
<td>Fall First 8-Week Session</td>
<td>October 5</td>
</tr>
<tr>
<td>Fall Second 8-Week Session</td>
<td>November 30</td>
</tr>
<tr>
<td>December Mini-Semester</td>
<td>December 28</td>
</tr>
<tr>
<td>Spring</td>
<td>April 12</td>
</tr>
<tr>
<td>Spring First 8-Week Session</td>
<td>February 22</td>
</tr>
<tr>
<td>Spring Second 8-Week Session</td>
<td>April 26</td>
</tr>
<tr>
<td>May Mini-Semester</td>
<td>May 23</td>
</tr>
</tbody>
</table>
Instructor Information

Instructor Name:
Email:
Office Location:
Office Phone:
Office Hours:
Department Chair: Brendan Egan
Fine Arts and Communications Division Dean: Dr. William Feeler
Secretary: Ms. Lula Lee
Division Office: 135 AFA
Phone: 432-685-4624
Division Office hours: 8-5, M-F

NON-DISCRIMINATION STATEMENT

Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

**Tana Baker**
Title IX Coordinator/Compliance Officer
3600 N. Garfield, SSC 242
Midland, Texas 79705
(432) 685-4781
tbaker@midland.edu

Or

**Natasha Morgan**
Human Resources/Payroll Director
3600 N. Garfield, PAD 104
Midland, Texas 79705
(432) 685-4534
nmorgan@midland.edu

For more information on notice of non-discrimination, visit the Office of Civil Rights website for the address and phone number of the office that serves your area, or call 1-800-421-3481.

**UPDATED January 2019**