**Course Outline**   
**Bridge 101: Adult School to Ohlone College**

**Time: Tues. & Thurs. \*\*\***   
**Dates: \*\*\***  
**Location: Fremont Adult School - Room 1**

**Instructor: Martha Kehl  Embedded Tutor: Reiko**   
**E-mail: \*\*\*\*@gmail.com**   
**Office Phone: 936-0335 (Please make sure to leave your phone number in the message.)**  
**Office hours: Before or after class - by appointment**. J*ust ask me.*  
**IMPORTANT: ALL YOUR CLASS INFORMATION IS HERE:** [http://\*\*\*\*\*\*\*.wikispaces.com/home](http://*******.wikispaces.com/home)

**Course Goal:**  You will be prepared for successful study in English as a Second Language at Ohlone College. You will develop your basic reading, writing and grammar skills in American English as well as computer skills for academics.

**General topics** include college life and academic culture, goal setting, paths to success, careers, learning styles, time management principles, on-line academic tools, key websites for ESL, and avoiding plagiarism.  
   
**Bridge 101: Student Learning Outcomes (SLOs)**

**Students will be able to…**

1. Express their ideas in speech and writing at a level necessary for participation in Ohlone College ESL courses (using comprehensible sentences and/or paragraphs on topics studied).
2. Follow spoken and/or written directions to complete assignments in a timely fashion according to standards expected by a college instructor.
3. Perform computer-related tasks expected by college instructors (including typing, document creation and manipulation, online searches, communication, and other tasks)
4. Demonstrate confidence in their ability to pursue college coursework

**Required Books: None**

**Other required materials:**

--1-inch binder with a lot of lined paper for daily in-class writing

-- Access to a computer with internet

--Headset with microphone

**Attendance Policy:** **Daily class participation is necessary for passing certification**. Plan on arriving to class early so you will be ready to start at \*\*\*pm. Mini-review quizzes will often take place in first few minutes of class. If you are late, you will miss these quizzes. There will be an in-class assignment, test or activity that will be graded in every class session, so you don't want to miss any classes or you will lose valuable points. Do not plan to take a vacation during class time. If you are absent more than one day you may be dropped from the class.  I will keep track of your attendance and participation. If you are 10 minutes late = 1 ABSENCE.   
  
**Homework: Y**ou should expect to spend at least 4 hours each week on homework.  **ALL LATE WORK WILL LOSE 20% automatically. Homework may ONLY be turned in one class day late. After that I will not accept it. Keep up with your work!** You are responsible for doing *ALL* homework even if you were absent when it was assigned. Therefore, ***if you are sick or absent for any reason* contact me at** [**mkehl@ohlone.edu**](mailto:mkehl@ohlone.edu)**. Then** you should do the following things:   
--Find out the new homework that was given in class and do it as soon as possible. You can go online to  [\*\*\*\*\*\*\*.wikispaces.com/home](http://eslbridge2015.wikispaces.com/home)

--If you are sick, you may e-mail me any homework that is due **that day** in a Google Doc. Send it to [mkehl@ohlone.edu](mailto:mkehl@ohlone.edu)

**Grading:**

50% In-class reading,writing, listening and speaking activities and tests **--**There are NO make-ups for in-class tests activities or assignments. You may drop your lowest score in this category.

40% E – Portfolio :This is a collection of all on-line work.

10% Other Homework Assignments

**Tests:** You may not make up tests or in-class writing assignments but you may drop your lowest in-class writing score at the end of the course. 

**Traditional grading:**  
**90-100% = Excellent**  
**80-89% = Good / above average**  
**70-79% = Passing / average**  
**69 or below = Not passing**  
  
You must have a passing average of 70% or above to receive a certificate for the course. You should reach 70% in your all three areas: **in-class writing and tests, e-portfolio, and other homework**

**CHEATING: If you copy someone else's words for any writing assignment or test,** **you are cheating, and you will get** **no credit** on the assignment or test. You may not reach certification as a result. On a test, you also must not use any notes or other materials without my permission. 

**\*Plagiarism is using someone else’s words or ideas (without giving them credit), and it is wrong, whether the source is a book, a website, a paper, or anything else. If you copy or plagiarize anything, you will get no credit for the assignment.**

PREVENT PLAGIARISM: The only way you can use someone else’s words is to put quotes ("….") around those words. You must also give the source of those words (where they came from—the website, book, page number, etc. in parentheses in your paragraph). If you don't use quotes and give the source, you are plagiarizing. It is very easy for me to tell the difference between writing that you do by yourself and writing that you copied. **Don’t copy anything!**  
  
If you use any kind of translation service, website, software, or program to do an assignment (other than an electronic dictionary), I will not accept it.  
  
Keep all of your written work after I give it back to you. If I forget to record your score or there is a computer failure, you can show it to me later to prove that you have done it. Keep all your work together and in order, in one folder.

**Important dates:**

**First Class: \*\*\***

**Last Class: \*\*\*\***

**Important Student Resources:**

**English Learning Center (ELC)**  (1st floor Newark Center/2nd floor Hyman Hall)

1. Use the computers (for free) to type your assignments (but you must save your work on your own memory device or e-mail it to yourself)
2. Print your papers (15 cents per page after you buy a $5.00 card). (Color printing is more).
3. **Ask questions of the instructors or tutors who work there**, but do not ask them to fix or correct your papers. This is not their job. They will give you advice and guidance on how YOU can improve your paper.
4. Use computer programs, books, and other resources to improve your English.