Instructor: Michelle Culley
Office Hours: Wednesday - after class
Voice Mail: 503-351-7863

Community Partner
PCC – Rock Creek - Joanna Sullivan -
PCC - Sylvania Tutoring Lab - Laurel Spillum -
CCC – Michelle Culley

Project Description
- Capstone students will tutor small groups of adult ESL or ABE (Adult Basic Education) learners for 2.5 – 3.0 hours a week at various Community College campuses.
- Capstone students will develop instructional English videos designed for adult learners that are considered Below Basic – Basic Literate.

Course Objectives
This course will present opportunities for students to:
1. **Apply** practical skills and strategies in tutoring English Language Learners
2. **Expand** their understanding and ability to participate in cross-cultural communication while interacting with limited-English speakers.
3. **Understand** the political, social, and economical implications of immigration in the United States.
4. **Think** critically about social responsibility as it pertains to living among people from various cultures.

Learning Outcomes
Students at the end of this course will successfully:
1. **Lead** weekly tutoring groups with ELL students and reflect upon their experience in log entries.
2. **Formulate**, through written reflection and participation in classroom discussions, their growing understanding of cross-cultural communication, implications of immigration in the United States, and social and political responsibility.
3. **Apply, analyze, synthesize and evaluate** information, ideas, and insights gained through their coursework and experience, as reflected in reflections, presentations, and papers.
4. **Develop** a final product – Create animated instructional ESL videos. Process includes determining topic, writing script, creating animated video and voice overs.

Instructor Expectations

1. **Time Outside of Class**
University standards dictate that for every three-hour class, students will spend 6 hours outside of class in some capacity. Since this class is a 6-credit course, students should theoretically spend 12 hours outside of class. This time could be broken down in the following way:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Prep. for Tutoring</td>
<td>1</td>
</tr>
<tr>
<td>Travel time to the site:</td>
<td>1</td>
</tr>
<tr>
<td>Journaling/writing:</td>
<td>2</td>
</tr>
<tr>
<td>Research/Work on Product</td>
<td>3</td>
</tr>
<tr>
<td>Reading:</td>
<td>4</td>
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2. Class Sessions

Regular attendance and participation are required. Please contact me if you have unusual circumstances so that we can make an appropriate plan for your situation. You are responsible for getting assignments and class notes.

You may make arrangements with the instructor to do ONE extra assignment worth 5 points if you wish to make up for a missed class or tutoring session if all assignments are complete.

If you know ahead of time that you will be missing a tutoring session, contact your tutoring supervisor. Many times the instructors will allow you to make up the missed session. My role is that of facilitator and instructor. As facilitator, my job is to help you resolve problems that occur related to your community-based work. As instructor, I will organize, provide structure, facilitate and evaluate the work you do in class. Please contact me immediately if you and/or the community partner have comments or concerns so they can be addressed quickly.

Any student needing physical or other accommodation should see the instructor and/or contact the Disability Resource Center (435 Smith Center, (503) 725-4150 (voice) and (503) 725-6506 (TDD) as soon as possible.

3. Incomplete and Withdrawal

Grades of Incomplete will only be considered in rare circumstances. After a certain date, Withdrawals must be approved by me. Please check the PSU Bulletin for applicable dates.

4. “Academic honesty is a cornerstone of any meaningful education and a reflection of each student’s maturity and integrity” (PSU Bulletin 2001-2002, page 43). Please be aware that we take academic honesty seriously and any infraction of the Academic Honesty policy will be handled accordingly. Infraction of the Academic Honesty policy includes, but is not limited to: plagiarism, cheating, fraud, buying or selling course assignments, and performing academic assignments for another person.

Major Topics

1. Capstones
   - Community Based Learning (CBL)
   - Critical Thinking
   - University Studies Goals

2. ESL Strategies
   - Adult learners
   - Fluency/Accuracy
   - Topics for conversation and writing
   - Questioning strategies
   - Conversation maintenance
   - Asking for clarification
   - Body language
   - Cultural differences
   - Tutoring Strategies

3. Intercultural Communication
   - Culture / Subcultures
   - Describe / Interpret / Evaluate Strategy
   - Critical Incidents

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4. Immigration Issues
   - Visas
   - Refugees
   - Asylum seekers
   - Legal and illegal immigration
   - Social services
   - Think Tanks
   - Policy
   - Immigration experience

Texts

Links to the following articles will be provided:
1. *Content for Conversation Partners*, by Kathleen Olson 2002
2. *The Immigrant Experience*, Northwest Regional Educational Laboratory, 2003

Requirements and Grading  375 Total Points

1. **Tutoring = 50 points - Everyone** starts with these points. For every unexcused absence, you will lose 10 points.

2. **Coursework = 325 points**
   - A. Class Meeting Attendance (50 points)
     Everyone starts with these points. For every unexcused absence, you will lose 10 points. You may not pass this class if you miss more than 4 class meetings. Coming late or leaving early may reduce your points depending on the situation.
   - B. Final Product (100 points) – Final Projects will be shown in class Wednesday, May 27th or June 3rd. Any final edits must be completed by June 10th.
     You may work as an individual, pair or as a small group. However, each student is responsible for one complete presentation.
   - C. End of Term Reflection (25 points) – 2 pages double-spaced. This reflection should be written in a formal style and reflect on the term. What you have learned about immigration and your experiences tutoring.
     **Due June 12th – Midnight**
   - D. Website Synopses (50 points) - Due by May 17th - Midnight - This assignment may be turned in early.
     This assignment is time consuming and you may want to spread it out over the term. See D2L for detailed assignment criteria
   - E. Online Discussion Starter (25 points) Variable due dates. – Students will be responsible to start and moderate an online discussion on D2L. Topics may include anything regarding immigration, immigrants, literacy issues or second language learning. You may also expand on documentaries or activities from class.
   - F. Online Discussion Participation (5 points per week – 50 points total) - Students are required to participate in online discussions weekly. You must post at least once per week.
   - G. Tutoring Activity - (25 Points)– Individual – Variable due dates
     - Each student will be responsible for bringing and demonstrating an activity for the class. Find activities that will be appropriate for working with adults so that they can be used in your tutoring sessions. You will present your activity and demonstrate the activity by having the class participate.
GRADES

LATE WORK – The weekly discussion participation cannot be made up. If you are sick and miss class and or tutoring that week you are still expected to participate in a discussion.

Late assignments will receive a 70% as the highest grade (it may be less if you did not complete the assignment as assigned). If you have an emergency or illness please let me know, exceptions may be made. Please contact me prior to the due date. No late work can be accepted after June 12th.

<table>
<thead>
<tr>
<th>Points</th>
<th>%</th>
<th>Grade</th>
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<tbody>
<tr>
<td>375</td>
<td>352</td>
<td>A</td>
</tr>
<tr>
<td>351</td>
<td>337</td>
<td>A-</td>
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<tr>
<td>336</td>
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<td>310</td>
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<tr>
<td>235</td>
<td>225</td>
<td>D-</td>
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</tbody>
</table>

You may make arrangements with the instructor to do ONE extra assignment worth 5 to 10 points if you wish to make up for a missed class or tutoring session if all assignments are complete.

For extra credit you may submit a summary of a current event to Blackboard. The summary should be one page double spaced. Please site the source and date for your current event.

Absences. If you are sick and have a fever please do not come to class. Please visit the following link for 09/10 Flu season policies. [http://www.shac.pdx.edu/H1N1/H1N1classmpolicy_092109.pdf](http://www.shac.pdx.edu/H1N1/H1N1classmpolicy_092109.pdf)

If you have an illness or other emergency please contact me via email mculley@pdx.edu at your earliest convenience. If you will miss a tutoring session please contact the instructor you will be working with as soon as possible.

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