



ESL 251 & ESL 451, section 50Z (Winter 2025)


Wednesdays 8:30 am - 10:20 am

Location: online ([Zoom](#))

In addition to class time, please expect **4 hours per week outside of class** doing homework, practicing, and reviewing the materials covered in class.

Instructor Information

Hello! My name is **Katelyn Endow** and I will be your instructor this winter. In class, please call me Katelyn (*k-eight-lin*). I have been teaching English for about 10 years in San Francisco, Los Angeles, and Japan. This is my second year at De Anza. Nice to meet you!

Please  email me anytime at endowkatelyn@fhda.edu

Office Hours

- **Mondays:** 12pm to 1pm (my office in building **F1**, room **11h**)
- **Tuesdays:** 11am to 1pm (**L-47** Language & Communication Village and [Zoom](#))
- **Thursdays:** 2pm to 3pm ([Zoom](#))

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



About ESL 251/451

In this class, you will improve your academic listening skills, pronunciation, conversation skills, and presentation skills. We will accomplish this by working independently and with your classmates using the class handouts, online lectures, podcasts, and interviews.

All requirements and policies for non-credit classes (**ESL 451**) are exactly the same as credit classes (**ESL 251**), 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 251: credit | ESL 451: non-credit |
|--|--|
| <ul style="list-style-type: none"> • 2 college units • Tuition payment required • Letter grading (A, B, C, D, F) <ul style="list-style-type: none"> ◦ ESL 251 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 - High Intermediate Level <ul style="list-style-type: none"> ◦ Required courses: ESL 451 & ESL 455 |
| <p>Passing both ESL 251/451 (high intermediate listening & speaking) and this class ESL 255/455 qualifies students to take low advanced level ESL classes (ESL 261/461 and ESL 265/465).</p> | |

Student Learning Outcomes

- **Demonstrate understanding of** essential points of discussions or speeches on selected topics
- **Recognize and demonstrate level-appropriate spoken American English** in class discussions and speeches on selected topics

Prerequisites

- A passing grade in **ESL 244/444** (Intermediate ESL); or
- Recommendation from the [ESL Guided Self-Placement](#)

Required Materials

This is a **zero-cost course**. There is no required textbook. All of your course materials will be available on Canvas for free.

- **Device** with Internet access, a working camera, and a working microphone
 - Please have your **camera ON** during the entire class time!
- **Note-taking materials** (pen, pencil, notebook, laptop, etc.)
- **Digital tools** for course materials and submitting homework
 - **Zoom:** video conference software for online class time
 - **Canvas:** online learning platform for students to access class materials and submit assignments
 - **Padlet:** web application that allows users to make posts on a virtual wall



Access & Accommodations






The Disability Support Programs and Services Division (DSPS) is available to help with reasonable accommodations. For more information, please visit: <https://www.deanza.edu/dsps/>

If there is anything I can do to improve your experience in the course, please reach out to me with feedback and suggestions. I would love to speak to you about reasonable accommodations such as in-class breaks or flexibility with assignments. You do not need documentation from DSPS before talking to me!

Class Activities

Weekly Listening Practice

Every week, you will be assigned a lecture video to listen to. You will watch the lecture multiple times and very carefully as part of your homework. Then, you will complete each of the following:

-  **Vocabulary:** Match key vocabulary words with their definitions. Then, create example sentences using the vocabulary words.
-  **Listening Questions:** Answer questions about the lecture video to check your understanding of the lecture.
-  **Video Journal:** Record a video that includes a summary, opinion, and practice vocabulary sentences. You will also watch and respond to a few of your classmate's videos.

During class time, we will discuss the listening exercise of the week. Then, we will do pre-listening activities together to prepare for the next listening exercise.

Pronunciation

We will practice different pronunciation skills throughout the class. We will then apply those skills to individual words, phrases, and entire sentences. We will read a text at the beginning of the term to assess our current pronunciation skills and then revisit that same text at the end of the class.

Midterm and Final Exams

Midterm: Wednesday, February 19 (online, Week 7)

Final: Wednesday, March 26 (online, 7:00am - 9:00am***)

*****NOTE:** The time for our final exam is VERY 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!

Workshop Reports

While our time together in ESL 251/451 will be a valuable learning experience, the reality is that one quarter (11 weeks) is not enough time to grow our listening and speaking fluency and confidence.

Therefore, part of this class is learning how to take advantage of English resources at De Anza College. Every amount of practice will help you get closer to your language goals.

Listening & Speaking Center (LSC) Workshops: 50-minute small group sessions (8-12 students) for everyday conversation practice and on language-related topics.

1. **Starts Week 2** (Jan 13); sign-ups begin Thursday, Jan 9
2. **Ends Week 11** (Mar 21)
3. **Sample Topics:** idioms, pronunciation, presentation skills, verb tenses, etc.
4. [LSC Workshops Website](#)

Academic Skills Workshops: 50-minute sessions to connect with other students and share strategies for success.

1. **Starts Week 4** (Jan 29)

2. **Ends Week 10** (Mar 14)
3. **Sample topics:** Managing Stress, Taking Notes, Goal Setting, etc.
4. [Academic Skills Workshop Website](#)

Cross-Cultural Partners: This program seeks to promote cross cultural friendships and improve English language communication among De Anza College students and even local community members. Partners meet **at least five times** for about an hour to talk and even do activities together.

1. **Applications open:** Week 2 - 3 (Jan 14 - 24)
2. **Partner Notifications being:** Week 4 (Jan 28)
3. **Partners meet:** Week 4 - 11 (Jan 28 - March 21)
4. [Cross-Cultural Partners Website](#)
5. [CCP Application](#)

You will write a brief report (summary & opinion) for each workshop or CCP meeting and submit it on Canvas.

You are required to attend **at least 4** workshops or CCP sessions during the quarter. If you choose the CCP option, the program requires a commitment of 5 meetings but you only need to write 4 reports for this class.

Two (2) Workshop Reports will be turned in the day of the midterm exam and an additional two (2) will be turned in at the end of the quarter.

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 Learning Experience | <ul style="list-style-type: none"> • Strong community with your instructor and classmates • Abundant practice in English listening and speaking skills • An "A" grade (Pass) | <ul style="list-style-type: none"> • 90% or higher on Canvas • All Grading Categories over 70%** • Attendance: 90% or higher (can miss 1 class) |
|  Silver Learning Experience | <ul style="list-style-type: none"> • Developing community with your instructor and classmates • Moderate practice in English listening and speaking skills • A "B" grade (Pass) | <ul style="list-style-type: none"> • 80% or higher on Canvas • All Grading Categories over 65%** • Attendance: 80% or higher (can miss 2 classes) |
|  Bronze Learning Experience | <ul style="list-style-type: none"> • Some community with your instructor and classmates • Some practice in English listening and speaking skills • A "C" grade (Pass) | <ul style="list-style-type: none"> • 70% or higher on Canvas • All Grading Categories over 60%** • Attendance: 70% or higher (can miss 3 classes) |

Grading Scale*

After fulfilling the criteria for a Learning Experience, ESL 261 (credit) students will receive a letter grade based on their total percentage on Canvas.

| | | | |
|-------------------------------|-----------------------|-----------------------|-----------------------------|
| A+: 100% - 97% | A: <97% - 93% | A-: <93% - 90% | B+: <90% - 87% |
| B: <87% - 83% | B-: <83% - 80% | C+: <80% - 77% | C: <77% - 73% |
| D+: < 72% - 70% | D: <70% - 30% | D-: <63% - 60% | F: <60% |

Grading Categories**

| | |
|---------------------------|---|
| 50% = Homework | (Weekly Listening Practice, Workshop Reports) |
| 20% = Quizzes | (Lecture quizzes, Pronunciation assessment) |
| 15% = Midterm Exam | (Week 7 - February 19) |
| 15% = Final Exam | (Week 12 - March 26) |

At the end of the term, a **Canvas course grade will be lowered by 5%** for every **Grading Category** that does not meet the percentage criteria for a certain Learning Experience.





Example: A student earns the Silver Learning Experience - 86% on Canvas, 100% attendance, but only 60% on the Midterm Exam. 86% on Canvas will drop by 5% to 81% for a "B-" in the class.

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:

-  **Complete:** The assignment meets all of the criteria. No further work is needed. (100%)
-  **Partial Credit:** The assignment meets most of the criteria. (75%)
-  **Needs Attention:** The assignment meets some of the criteria. (50%)
-  **Incomplete:** The assignment is missing or might be academically dishonest. (25%)

Late Work

Part of the criteria for each assignment is a deadline. Turning in work within one week of the original deadline will result in  **Partial Credit** for the assignment.

For example, if an assignment is due at 11:59pm on a Sunday night, you have until the next Sunday at 11:59pm to turn in the assignment late for Partial Credit.

If you know that you will need extra time on an assignment, please talk to or email Katelyn before it is due (but not right before!!). I am more than happy to give reasonable extensions to those who ask for them. I cannot grant extensions once a deadline 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 2 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 8:30am. I highly recommend arriving to 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 30 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 (Wednesday, January 8, 2025)

You may be dropped from ESL 251/451 if you are absent from class during Week 1 or 2.

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 (Winter 2025)


January

- **Jan 6** (Mon): First day of the winter quarter - classes start!
- **Jan 19** (Sun): Last day to [add classes](#); Last day to [drop classes](#) without a W
- **Jan 20** (Mon): **Martin Luther King Jr. Holiday** - no classes, offices closed
- **Jan 27** (Mon): [Schedule of classes](#) available for Spring 2025

February

- **Feb 9** (Sun):  **Football Super Bowl LIX (59)**
- **Feb 14 - 17** (Fri - Mon): **Presidents' Holiday** - no classes, offices closed
- **Feb 18** (Tue): Spring 2025 registration begins
- **Feb 19** (Wed): **ESL 251/451 Midterm Exam**
- **Feb 28** (Fri): Last day to [drop classes](#) with a W

March

- **Mar 9 (Sun):**  **Daylight Savings Time** begins - at 2am, turn your clocks forward by one hour to 3am
- **Mar 24 - 28 (Mon- Fri):** [Final Exams Week](#)
- **Mar 26 (Wed):** **ESL 251/451 Final Exam (7:00am - 9:00am)**

April

- **Apr 7 (Mon):** First day of the spring quarter - classes start!

Weekly Schedule (Winter 2025)

Tentative schedule - changes may be necessary

| Date | Topics | Homework |
|-------------------------------------|--|---|
| Week 1 Jan 6 - Jan 12 | Introduction Syllabus Note Taking + TED Talk Introduce Lecture 1 | Student Information Survey Pronunciation Assessment 1 Watch Lecture 1 - Video Journal + Comments (Padlet) - Listening Questions (Canvas) |
| Week 2 Jan 13 - Jan 19 | Workshop Reports (LSC, SSC, & CCP) Pronunciation: Syllables and syllabic stress Discuss Lecture 1 Introduce Lecture 2 | Pronunciation Self-Assessment Watch Lecture 2 - Video Journal + Comments (Padlet) - Listening Questions (Canvas) |
| Week 3 Jan 20 - Jan 26 | Pronunciation: TH Discuss Lecture 2 Introduce Lecture 3 | Watch Lecture 3 - Video Journal + Comments (Padlet) - Listening Questions (Canvas) |
| Week 4 Jan 27 - Feb 2 | Presentation Skills Discuss Lecture 3 Introduce Lecture 4 | Watch Lecture 4 - Video Journal + Comments (Padlet) - Listening Questions (Canvas) |
| Week 5 Feb 3 - Feb 9 | Pronunciation: Reduced forms Discuss Lecture 4 Introduce Lecture 5 | Watch Lecture 5 - Video Journal + Comments (Padlet) - Listening Questions (Canvas) |
| Week 6 Feb 10 - Feb 16 | Pronunciation: ED endings, final sounds Discuss Lecture 5 Introduce Midterm Presentation | 2 Workshop Reports Midterm Presentation (due Week 7) |
| Week 7 Feb 17 - Feb 23 | Midterm Exam (Feb 19) Introduce Lecture 6 | Watch Lecture 6 - Video Journal + Comments (Padlet) - Listening Questions (Canvas) |
| Week 8 Feb 24 - Mar 2 | Pronunciation: Sentence stress Discuss Lecture 6 Story Telling Techniques | Midterm Presentation Reflection Watch your story from The Moth (Lecture 7) - Video Journal (Padlet) - Listening Questions (Canvas) |
| Week 9 Mar 3 - Mar 9 | Story Telling (group work) Introduce Lecture 8 | Watch Lecture 8 - Video Journal + Comments (Padlet) - Listening Questions (Canvas) |

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|--------------------------------------|--|--|
| Week 10 Mar 10 - Mar 16 | Discuss Lecture 8 Introduce Lecture 9 Introduce Final Presentation | Watch Lecture 9 - Video Journal + Comments (Padlet) - Listening Questions (Canvas) |
| Week 11 Mar 17 - Mar 23 | Individual presentations + review Discuss Lecture 9 | 2 Workshop Reports Watch Lecture 9 - Listening Questions (Canvas) |
| Finals | Wednesday, March 26: Final Exam (7:00am - 9:00am) | Pronunciation Assessment 2 |