



2007 - 2008

Master Plan of Instruction
English for Speakers
of Other Languages - ESOL

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MISSION: Lake Technical Center's mission is to meet the educational needs of the community by offering a variety of high quality career-technical training opportunities.

charting new directions

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LAKE TECHNICAL CENTER

English for Speakers of other Languages (ESOL)

INTRODUCTION

The primary function of the English for Speakers of Other Languages (ESOL) program is to assist students in English acquisition skills that include: speaking, listening, comprehension, reading and writing. All ESOL students are tested using the CASAS instrument to determine initial functioning level at time of admission. Trained staff members work with students individually and in small groups. Computer programs are also utilized in the basic instruction plan. Follow-up testing using the CASAS at prescribed levels is used to determine student progress and capture LCP's (Literacy Completion Points.)

ESOL PHILOSOPHY

We believe that all foreign-born students need English communication skills. We believe in an active learning environment to develop communication skills, basic academic skills, technical skills, and cultural awareness.

We believe in an ongoing program and curriculum revision based on the needs of the students and state guidelines.

We believe in instructors being current on best ESOL practices, applying effective teaching methods, and maintaining high standard of performance. We, at Lake Technical Center, are dedicated to helping our students become productive members in today's American society in which they have chosen to live.

PURPOSE

The purpose of the ESOL program is to provide English language acquisition assistance to adult speakers of other languages.

The program is designed to build confidence and self-esteem as students work toward their individual language goals. Although oral language is emphasized, basic academic skills in reading and writing are incorporated into the program. In addition, cultural awareness as it relates to life in the United States is included in the instructional format.

ADMISSIONS REQUIREMENTS

Non-English speaking adult students have a unique opportunity to work toward English fluency. There are no academic prerequisites. Enrollment in the ESOL program complies with school policy and state law. Adult students may enroll in an open entry/open exit framework. There is no charge for instruction. Class hours are from 8:15 A.M. until 2:15 P.M. Monday through Friday. Scheduling is flexible to allow for working hours and family obligations of the students.

Evening classes are offered at Lake Technical Center and other off campus sites.

Fees

There is no tuition charged for adult ESOL students enrolled in the ESOL program. Students are required to pay a \$10 registration fee and will receive an ID badge and parking permit from the Business Office.

PROGRAM GUIDELINES

In order to provide students with a positive and successful learning experience, certain rules and procedures must be followed:

1. At school or on the job, attendance and punctuality are extremely important. Students are expected to attend class every day, according to their set schedule. Six consecutive absences will lead to withdrawal. Students may re-enter the program as space allows.
2. The ESOL program is for adults. Children are not allowed to attend. Administrative approval is needed for anyone under the age of 18 to register for class.
3. Food and drinks other than water are not allowed in classroom and laboratory areas. Water is permitted in these areas provided it is in a closed, covered container that will not spill if the container is tipped.
4. A 15-minute break is schedule in the morning. ESOL students may use the student center facilities.
5. Smoking is only allowed in the designated smoking area. Students must be 18 or older to be in the smoking area. Please dispose of smoking materials in the designated containers.
6. Beepers and cell phones should be turned off or put in silent mode. Radios, iPods and CDs are not allowed in the classroom.
7. Good personal appearance and hygiene are important. The Lake Tech dress code is enforced. Clothes must be appropriately sized. "Appropriately sized" is defined to mean clothing that is neither constricting nor more than one size larger than the normal waist size. Shorts less than knee length, revealing tops such as midriffs or halters, short skirts, hats and tank tops are not permitted in the classroom. Due to allergies, strong perfumes and after-shave are not allowed.
8. Lake Tech ID badges are to be worn at all times while on campus.
9. Students are allowed to park only in the south parking lot. For safety, loitering in or around vehicles once the vehicle is parked is not allowed and a 10 mph speed limit is

enforced. In consideration of the neighbors and classes in session, loud music in vehicles on campus is prohibited.

ATTENDANCE POLICY

Absences

To help develop appropriate work ethics, Lake Tech students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence.

The expectation of the Lake Technical Center Charter Board is that all students will be in attendance each scheduled day. The student attendance policy for each postsecondary program is recommended by the program advisory committee and approved by the administration of Lake Tech.

Campus attendance is kept via a computerized system. It is the responsibility of the student to **log in and out** in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended. You will be marked absent if you fail to clock in and out. We ask that you stay until you are scheduled to leave. If you must leave class for any reason, please notify your instructor. Please do not bring family or friends to class with you or have them wait on campus while you are in class.

The Learning Manager may recommend withdrawal if absences are excessive. In addition, six consecutive absences will lead to withdrawal. The withdrawal date will be the day after the last day of attendance.

A student who is absent for six (6) consecutive class sessions will be withdrawn from membership in their program. A withdrawn student must wait until the next enrollment period to re-register. A School Intervention Team will review all applications for reenrollment.

Tardiness

Students are expected to be in their seats promptly for the start of class. As a courtesy, students must notify the instructor before the start of class of any anticipated tardiness and an expected arrival time. This allows the instructors to best utilize their time.

CAMPUS SAFETY

Basic safety standards, which will include fire drills, weather drills, lockdowns, equipment usage, and traffic regulations, will be covered in the program orientation and within the program as applicable. These basic safety standards will be reinforced throughout the program enrollment. Students should immediately report any safety concerns to an instructor or administrator. Please refer to the school catalog for more campus safety information.

PLAN OF INSTRUCTION

Objectives

The aim of the ESOL program is to assist students in acquiring English language proficiency and in meeting personal goals. The program is characterized by open entry/open exit enrollment, flexible scheduling, and performance-based evaluations.

Another characteristic element of the ESOL program is the personalized approach and unique relationships established between students from multi-cultural backgrounds and languages and the instructors. Group activities that stress verbal communication skills are interspersed with individual educational plans for each student based on needs and goals.

Goals and objectives for ESOL are:

- To identify the student's initial level of language proficiency through CASAS evaluation.
- To diagnose basic language skill needs in reading, writing, speaking, and listening comprehension.
- To provide guided practice in speaking and listening activities.
- To provide opportunities to utilize ESOL computer programs designed for language acquisition.
- To provide educational and social experiences through field trips and in-class activities.
- To incorporate cultural awareness in class interaction and activities.

Completion time is a variable dependent upon the student's academic and language proficiency at level of entry and personal goal requirements.

Learning materials may consist of print materials, computer assisted instruction, and video and audio series.

Progress is monitored and the CASAS is used for determining performance gains.

Instructional Materials

The ESOL classroom is equipped with a variety of print materials designed to meet diverse academic needs in language, reading, and writing.

The CROSSROAD'S CAFÉ video series is used as a group activity with follow-up workbooks designed to meet the needs of the beginning level, the intermediate level, and the advanced level of learners. This series focuses on listening comprehension, cultural awareness, and grammatical structure.

The ELLIS computer program is available to all students. This program has a placement test that places the student at the appropriate level. There is also a pronunciation component that gives visual as well as oral practice. The ELLIS program teaches reading, writing, listening, speaking, vocabulary, grammar, culture, test practice and review, through multiple media instruction. The management system allows tracking of students.

Provisions For Meeting Individual Needs For Students

Although many group activities are emphasized to encourage oral language usage, individualized lesson plans are prescribed for all students that address individual needs in reading, writing and grammar.

Student Progress Data

Students are given immediate feedback in group activities. Direct instruction is followed by guided practice.

The CASAS is used to measure growth. At intervals throughout the year, the student will again test on the reading and listening components of the CASAS. This test is designed to measure language gains and level movement.

PLAN OF INSTRUCTIONAL PRACTICES

Instructors strive to provide students with the skills needed for language acquisition using the latest technology, relevant print and video materials, and face-to-face instruction and practice.

Instructional materials are regularly evaluated and supplemented to meet needs, interests, and student objectives. Every effort is made to provide materials that integrate language acquisition with basic skill instruction.

EMPLOYABILITY SKILLS

Appropriate grooming and employability skills are incorporated in the ESOL program. Regular attendance, punctuality, and proper notification of absences are stressed.

ADVISORY COMMITTEE

Community representatives and school staff serve on the Advisory Committee. Committee members represent many agencies and vocations who may interact with ESOL students. Educational trends at the local, state and federal levels are shared among committee members at regular meetings throughout the school year.

COMPONENTS OF STUDENT PERFORMANCE STANDARDS

1. LANGUAGE ACQUISITION: This is the primary focus of the ESOL program.
2. BASIC ACADEMIC SKILLS RELATED TO LANGUAGE ACQUISITION: Grammar, sentence structure, reading and writing skills are taught at the appropriate levels.
3. WORKFORCE READINESS SKILLS: These skills are incorporated within the overall ESOL program.
4. CULTURAL AWARENESS AND CITIZENSHIP: American culture is incorporated within the overall ESOL program. A Citizenship Unit designed to give a basic understanding of

American history and government is taught to all students.

5. SCANS: These are incorporated in the ESOL program.
6. BASIC COMPUTER LITERACY: Introductory lessons are provided in the ESOL program for the computer competency necessary for ELLIS.
7. VPI (Vocational Preparatory Instruction): When an ESOL student attains an advanced level (CASAS), he is referred to the VPI lab for additional academic skills or to the appropriate vocational class.