



Fall 2009 Calendar of Events

Last updated July 23, 2009

Pre-Term

Aug. 4(T) – VESL registration begins

Aug. 3-4 (M & T) – Priority Registration for Fall Semester

Aug. 10-11 (M & T) – Non-priority registration for Fall Semester

Aug. 20 (Th) – New student placement testing

Aug. 21 (F) – Campus Flex Day with ESL department activities: (Optional, but encouraged)

ESL Professional Development Workshop 9 a.m. – 11a.m., Publishers Book Fair 11a.m. -12 noon, Campus

Welcome Back BBQ, Set up classrooms, Syllabi to printing in 21A

Week 1: Aug. 24 - 29

Aug. 24 (M) – Fall semester begins

Aug. 27 (Th) – New student testing (8:30 a.m., 11:00 a.m., 4:30 p.m., 7:00 p.m.)

Aug. 27 (Th) – VESL 1 orientation in-class

Aug. 27 (Th) – Evening ESL Welcome Back Meeting, ESL Library, 8:30 – 10 p.m. (Tutors go to 66-125)

Aug. 28 (F) – Morning ESL Welcome Back Meeting, ESL Library, 10:30 a.m. – 12 noon (ESL Lab 169 open for students) (Tutors go to 66-125)

Review **Emergency Procedures** and **Smoking Policies** in every class.

Pre-1 to L.3 & L6 – Pick up your **EL Civics binders** at the General Meeting

Pre-1→ *Basic Driving Laws & DMV*

Level 1→*Responding to Emergencies*

Level 2→*Pharmacy & Medicines*

Level 3→*Employment Resources*

Level 6 – Career Paths (wiki only, no binder)

No Skills classes this week

Week 2: Aug. 31 - Sept. 5

Aug. 31 (M) – Skills classes begin

Sept. 2 (W) – Syllabus & Cover Sheets due.

Sept. 3 (Th) – New student testing on Thursdays (8:30 a.m., 11 a.m., 4:30 p.m., 7 p.m.)

LLC Orientations Begin– Remember to post your door when you go!

Oral Evaluations Begin – Intermediate levels scheduled first

Week 3: Sept. 7 -12



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Sept. 7 (M) – HOLIDAY (Labor Day)

Data Entry Begins – Advanced level classes scheduled first

Sept. 10/11 (Th/F) – Faculty **In-service** (CASAS Quick Review, SLO Discussion, Learning Styles)

Thursday- 8:30 – 10 p.m., Friday -10:30 a.m. – 12 noon / Library

Week 4: Sept. 14 - 19

EL Civics – Begin lessons for chosen objectives

Sept 16 (W) – CASAS Entry Records & Test #1; make-ups continue through Sept.23

Oral Evaluations & Data Entry continue

Prepare Student Portfolios:

- ◆ Pick up continuing student folders from the Instructional Support Office
- ◆ Create folders for new students
- ◆ Collect 1st writing sample using ESL template and rubric

REMEMBER: Dropped student portfolios need to be returned to the ISO.

Week 5: Sept. 21 - 26

Matriculation into Credit presentation begin for Levels 5 & 6 in class

Oral Evaluations & Data Entry continue

CASAS make-ups continue until Wednesday, September 23

Week 6: Sept. 28 – Oct. 3

Oral Evaluations continue

Oct. 3 (S) – CATESOL Orange County Chapter workshop

Week 7: Oct. 5 -10

Oct. 6 (T) – Midterm Development & Student Retention Workshop, 10:30 a.m. – 12 noon / 8:30 – 10 p.m., ESL Library, ESL students optionally go to the ESL Lab 66-169 during the morning workshop

In Class – Speaking & Writing – Priority student registration for Session 2 Skills

Oral Evaluations continue

Collect 2nd writing sample for student portfolios, use ESL forms

Skills classes – first session ends

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Week 8: Oct. 12 - 17

October 12 (M) Speaking & October 13 (T) Writing - Non-priority student registration for Session 2 Skills

Oct. 13 (T) – Evening Midterms

Oct. 14 (W) – Morning & Late-afternoon Midterms

Prepare **Progress Reports** for midterm review

VESL Midterms all week

No Skills classes this week

Week 9: Oct. 19 - 24

Review mid-term progress with students & sign Progress Reports

October 21 (W) – CASAS Entry/Update Records & **Test #2 in Level classes**; make-ups until Oct. 28

No Skills classes this week

Week 10: Oct. 26 - 31

Skills classes- session 2 begin

Oct. 27 (T) – VESL Open House for Levels 5 & 6

Oct. 28 (W) – Speaking Ss CASAS Entry AND Update Forms & **Test #2** (those who don't have level classes)

EL Civics (Level 3) assessment begins for “Employment Resources”

Matriculation Presentations for Level 5 & 6 students going into credit (Credit Application & Registration)

CASAS make-ups continue with Levels through Wednesday, Oct. 28

Week 11: Nov. 2 - 7

EL Civics (Level 2) assessment begins for “Pharmacy”

EL Civics (Level 6) in-class assessment begins for “Career Paths”

CASAS make-ups continue Speaking Skills

Student Learning Outcome presentations begin

Student Portfolios should all include:

- Mid-year Progress Report,
- 2 writing samples with feedback forms attached, and
- 1 oral evaluation response form

Matriculation Presentations continue

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Week 12: Nov. 9 - 14

EL Civics assessments continue with possible make-ups for Levels 2 & 3.

Nov. 11 (W) – HOLIDAY (Veterans Day)

Nov. 12 (Th) - AWE testing for VESL (optional for advanced level students)

EL Civics (Level 1) assessment begins for “Emergencies & Natural Disasters”

Matriculation Presentations continue

Week 13: Nov. 16 - 21

EL Civics (Level 1) continues & (Pre-level 1) assessment begins for “Basic Driving Laws & DMV”

Week 14: Nov. 23 - 28

Nov 24 (T) – CASAS Entry/Update Forms & **Test #3**; make-ups continue to Dec. 2 for level & speaking

Nov. 26 – 29 (Th – Su) – HOLIDAY (Thanksgiving)

Week 15: Nov. 30 – Dec. 5

Dec. 3 (Th) - VESL finals begin

CASAS **make-ups** continue until Wednesday, December 2

EL Civics assessments make-ups for Levels Pre-1 & 1

Transfer Log Preparation: Enter anticipated student transfer information into ESL database

Student Portfolios: Collect 3rd **writing sample** – organize contents per checklist, remove all non-essential material

Skills classes – second session ends

Week 16: Dec. 7 - 12

Winter 2010 Priority Registration

- **December 7 (M):** Beginning Ss (Pre-1, Levels 1 & 2)
- **December 8(T):** Intermediate & Advanced Ss (Levels 3 - 6)

Registration Receipts will be distributed to students, in class, on last day of your class

Finals Schedule:

Evening Levels: **Test** on Tuesday (Dec.8), **Transfer Logs** completed by Wednesday (Dec. 9), 6 p.m.

Daytime Levels: **Test** on Wednesday (Dec. 9), **Transfer Logs** completed by Thursday (Dec. 10), 2 p.m.

VESL Finals Continue; turn in the Pass / No-Pass list to VESL Office by Tuesday, 6 p.m.

Progress Reports & Student Portfolios (Levels only – alphabetical order):

Review with students Wed. – Fri & turn in to Instructional Support Office on your last day of class.

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Dec. 10 (Th) – All AV materials due to Instructional Support Office & all Class Sets due to ESL Library

Dec. 10 (Th) – VESL Certificate Ceremony

Dec. 12 (S) – Last day for Saturday classes

Dec. 13 (Su) – Fall semester ends!

No Skills classes this week

Post-Term

December 14, 15 & 16 (M- T- W) – Non-Priority Registration for Winter Session

December 17 (Th) – New student testing

January 07 (Th) – New student testing



Winter Session:

January 4 – February 11, 2010

Holiday: January 18 (M)



Spring Session:

February 22 – June 12, 2010

Holidays: March 31 (W), May 31 (M)