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
Mt. San Antonio College – Continuing Education Division

ESL Department

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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
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
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.
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

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**Winter Session:**

January 4 – February 11, 2010

*Holiday: January 18 (M)*

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**Spring Session:**

February 22 – June 12, 2010

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