ESL R805: LANGUAGE SKILLS FOR CITIZENSHIP PREPARATION NONCREDIT

Originator
ptrujillo

College
Oxnard College

Discipline (CB01A)
ESL - English as a Second Language (ESL)

Course Number (CB01B)
R805

Course Title (CB02)
Language Skills for Citizenship Preparation Noncredit

Banner/Short Title
Language for Citizenship Prep

Credit Type
Noncredit

Start Term
Fall 2021

Catalog Course Description
The course is designed to help non-native speakers of English prepare for U.S. Citizenship. Students receive direct instruction in oral/aural and written literacy skills in English necessary to pass an oral and written test with an Immigration and Naturalization Service official.

Taxonomy of Programs (TOP) Code (CB03)
4930.90 - Citizenship (and ESL Civics)

Course Credit Status (CB04)
N (Noncredit)

Course Transfer Status (CB05) (select one only)
C (Not transferable)

Course Basic Skills Status (CB08)
N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)
E - Non-Occupational

Course Cooperative Work Experience Education Status (CB10)
N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)
L - Non-Enhanced Funding

Educational Assistance Class Instruction (Approved Special Class) (CB13)
N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)
Y - Not Applicable

Course Noncredit Category (CB22)
B - Citizenship for Immigrants

Funding Agency Category (CB23)
Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)
2 - Not Program Applicable

General Education Status (CB25)
Y - Not Applicable

Support Course Status (CB26)
N - Course is not a support course

Special Characteristics Code Descriptor
CI - Citizenship for Immigrants (a course designed to provide instruction and services in citizenship)

Field trips
May be required

Grading method
(P) Pass/No Pass Grading

Does this course require an instructional materials fee?
No

Repeatable for Credit
Yes
Number of times a student may enroll in this course
Unlimited

Units and Hours

Carnegie Unit Override
No

Total in-Class (full semester or term)
Total Minimum Contact/In-Class Hours (for full semester or term; not weekly)
18
Total Maximum Contact/In-Class Hours (for full semester or term; not weekly)
18

Total Student Learning

Total Student Learning
Total Minimum Student Learning Hours
18
Total Maximum Student Learning Hours
18

Advisories on Recommended Preparation
Intended for students interested in becoming naturalized citizens

Student Learning Outcomes (CSLOs)

	Upon satisfactory completion of the course, students will be able to:
1	answer written questions required for the citizenship test.
2	complete INS N-400 Form.
3	understand and answer oral interview questions on the citizenship test.

Course Objectives

	Upon satisfactory completion of the course, students will be able to:
1	answer both written and oral questions about the history and government of the United States required for the citizenship test.
2	answer oral questions required for the citizenship test with enough command of English pronunciation and grammar to be understood.
3	use conversation strategies to improve communication.
4	demonstrate knowledge of the U.S. naturalization process and the rights and responsibilities of U.S. citizens.

Course Content

Lecture/Course Content

A. Requirements for citizenship
 1. Documentation
 2. Understanding of American institutions
 3. Topics on civics and citizenship preparation

B. Literacy Component
 1. Listening
     a. high-frequency vocabulary used in context
 2. Speaking
     a. phrases and sentences necessary to communicate survival needs
     b. awareness of correct pronunciation.
 3. Reading -
     a. print material to improve vocabulary and reading skills relevant to Citizenship preparation or civic participation topics.
 4. Writing -
     a. short sentences based on previously learned material.
     b. basic English grammar in context of materials presented
 5. Conversation Strategies
     a. Paraphrasing
     b. Asking for repetition
     c. Requests for clarification
     d. Following directions
     e. Responding to factual questions

C. Naturalization Process
     a. Eligibility requirements
     b. Application procedures
     c. Naturalization terminology
     d. Elements of the N-400 application form

D. Community resources
     a. health
     b. education
     c. housing
     d. finance

E. Citizenship Topics
 1. US history and historical figures
 2. Principles of US government and American institutions

  a. Key symbols - (the flag, national anthem, Statue of Liberty, Declaration of Independence)
  b. Recognize civic responsibilities; voting, rights and responsibilities
  c. Identify American institutions, symbols and ideals .

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):
Skills demonstrations

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):
Oral presentations
Quizzes
Role playing
Skills tests
Simulations

Instructional Methodology

Specify the methods of instruction that may be employed in this course
AVP
Class activities
Class discussions
Distance Education
Demonstrations
Field trips
Guest speakers
Instructor-guided use of technology
Lecture
Practica
Role-playing
Small group activities

Describe specific examples of the methods the instructor will use:
Instructor-led lecture on elements of the citizenship (naturalization) process with student interaction and discussion.
PowerPoint or video presentations on US history and civics pertaining to the naturalization exam.

Representative Course Assignments

Writing Assignments
Students will fill out the Immigration Service application.
Students will write answers to the naturalization interview questions.

Critical Thinking Assignments
Students will use critical thinking as they respond to oral questions about history and civics.

Reading Assignments
Reading assignments in textbook.

Skills Demonstrations
Students will respond orally to questions on the citizenship exam.

Outside Assignments

Representative Outside Assignments
Readings in the textbook.
Individual practice on citizenship questions.

Textbooks and Lab Manuals
Resource Type
Textbook

Description

Voices of Freedom: English and Civics for US Citizenship. B.Bliss, 2016

Resource Type
Textbook

Description
Beginning English Grammar. B. Azar. 2014

Resource Type
Websites

Description
100 Civics Questions and Answers with MP3 Audio (English version)

https://www.uscis.gov/citizenship/learners/study-test/study-materials-civics-test/100-civics-questions-and-answers-mp3-audio-english-version (https://www.uscis.gov/citizenship/learners/study-test/study-materials-civics-test/100-civics-questions-and-answers-mp3-audio-english-version/)

Distance Education Addendum

Definitions

Distance Education Modalities
Hybrid (51%–99% online)
Hybrid (1%–50% online)
100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.
Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.
Yes

Regular Effective/Substantive Contact

Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Discussions on related topics from assigned readings Course announcements to keep students updated on the course activities, changes, or additions. Questions and topics posed will allow students to practice their reading and writing skills. Personal feedback on written work via Turn it in Students will be assigned groups for collaborative activities.

Other DE (e.g., recorded lectures)	A variety of ADA compliant tools and media integrated within the learning management system to help students reach competency. Tools may include recorded lectures, narrated slides, screencasts, online library resources, 3rd party (publisher-created) tools, websites and blogs, multimedia and streaming platforms like YouTube, Films on Demand, 3CMedia, Khan Academy, etc.
E-mail	E-mail, class announcements and various learning management system tools such as "Message Students Who" and "Assignment Comments", will be used to regularly communicate with all students on matters such as clarification of class content, reminders of upcoming assignments and/or course responsibilities, to provide prompt feedback to students on coursework to facilitate student learning outcomes, or to increase the role of an individual educator in the academic lives of a student. Students will be given multiple ways to email instructor through both the learning management system inbox and district-provided email accounts.
Face to Face (by student request; cannot be required)	Students can make an appointment to meet during the instructor's office hours
Synchronous Dialog (e.g., online chat)	A set time each week may be provided when the instructor is available for synchronous chat to answer questions.
Telephone	Students can request for instructor to call or vice versa to answer one-on-one questions about course material or student progress.

Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Regular use of asynchronous discussion boards will encourage various types of interaction. Questions and topics posed will allow students to practice their reading and writing skills. Other discussion boards may be used for Q&A and general class discussion by students and instructor to facilitate student success and strengthen student learning outcomes.
E-mail	E-mail, class announcements and various learning management system tools such as "Message Students Who" and "Assignment Comments", will be used to regularly communicate with all students on matters such as clarification of class content, reminders of upcoming assignments and/or course responsibilities, to provide prompt feedback to students on coursework to facilitate student learning outcomes, or to increase the role of an individual educator in the academic lives of a student. Students will be given multiple ways to email instructor through both the learning management system inbox and district-provided email accounts.
Face to Face (by student request; cannot be required)	The instructor may hold regularly scheduled office hours either in person or via-web conferencing, for students to be able to meet and discuss course materials or individual progress. Students can request additional in-person or web conferencing meetings with faculty member as needed. Faculty may encourage online students to form "study groups" in person or online.
Synchronous Dialog (e.g., online chat)	A set time each week may be provided when the instructor is available for synchronous chat to answer questions.
Telephone	Students can request for instructor to call or vice versa to answer one-on-one questions about course material or student progress.

100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Regular use of asynchronous discussion boards will encourage various types of interaction and critical thinking skills among all course participants. Questions and topics posed will allow students to discuss, compare and contrast, identify, and analyze elements of the course content. Other discussion boards may be used for Q&A and general class discussion by students and instructor to facilitate student success and strengthen student learning outcomes.
E-mail	E-mail, class announcements and various learning management system tools such as "Message Students Who" and "Assignment Comments", will be used to regularly communicate with all students on matters such as clarification of class content, reminders of upcoming assignments and/or course responsibilities, to provide prompt feedback to students on coursework to facilitate student learning outcomes, or to increase the role of an individual educator in the academic lives of a student. Students will be given multiple ways to email instructor through both the learning management system inbox and district-provided email accounts.
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Synchronous Dialog (e.g., online chat)	A set time each week may be provided when the instructor is available for synchronous chat to answer questions.
Telephone	Students can request for instructor to call or vice versa to answer one-on-one questions about course material or student progress.

Examinations

Hybrid (1%–50% online) Modality
Online
On campus

Hybrid (51%–99% online) Modality
Online
On campus

Primary Minimum Qualification
ESL

Additional Minimum Qualifications

Minimum Qualifications
English as a Second Language (ESL): Noncredit (per 5 CCR 53412(e))
Reading

Review and Approval Dates

Department Chair
MM/DD/YYYY

Dean
MM/DD/YYYY

Technical Review
MM/DD/YYYY

Curriculum Committee
MM/DD/YYYY

DTRW-I
MM/DD/YYYY

Curriculum Committee
MM/DD/YYYY

Board
MM/DD/YYYY

CCCCO
MM/DD/YYYY

Control Number
CCC000611636

DOE/accreditation approval date
MM/DD/YYYY