SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

ESLA 441

COURSE TITLE

ESL PRE-CITIZENSHIP

TYPE COURSE

 NON-FEE

CATALOG COURSE DESCRIPTION

This course focuses on the development of English language listening, speaking, reading, and writing skills, and equips students with basic knowledge of U.S. history and government. It also provides students with the basic knowledge of the naturalization process and rights and responsibilities of U.S. citizenship to prepare for advancement to an ESL Citizenship course. (FT)

LECTURE/LABORATORY HOURS

   180

ADVISORIES

- Lawful Permanent Resident status in the United States
- ESL Beginning Literacy or equivalent

RECOMMENDED SKILL LEVEL

Ability to:

- Identify English alphabet and numbers
- Understand simple texts on familiar topics with basic literacy level vocabulary
- Understand high frequency oral commands
- Use listening and speaking skills to respond to oral commands, provide basic personal information, and participate in simple conversations

RECOMMENDED SKILL LEVEL (CONTINUED)

- Achieve a reading score of 181 or higher on a CASAS reading test or equivalent
- Apply basic digital literacy skills
  Write simple sentences about personal information and complete a simple personal identification form

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility
    SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication
    SDCE students demonstrate effective communication skills
3. Critical Thinking
    SDCE students critically process information, make decisions, and solve problems independently or cooperatively.
4. Personal and Professional Development
    SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self-advocacy skills to cope with changing situations in their lives.

COURSE GOALS

Develop:

1. Basic knowledge of the requirements and steps of the U.S. naturalization process
2. Listening and speaking skills to respond to oral commands, participate in basic conversations, and answer personal information questions
3. Reading skills to comprehend basic information from level-appropriate texts, forms, digital content, and standardized tests
4. Writing skills to complete basic personal information in a written questionnaire
5. Reading and writing skills to prepare for the naturalization English reading and writing test using the U.S. Citizenship and Immigration Services (USCIS) civics vocabulary
6. Knowledge and usage of level-appropriate vocabulary related to U.S. history and government
7. Awareness and appreciation of diversity and cultural differences
8. Develop digital literacy, numeracy, and soft skills to prepare for all aspects of the U.S. naturalization process
9. Critical thinking skills for solving problems encountered during all aspects of the U.S. naturalization process

COURSE OBJECTIVES

1. Recall basic legal requirements and steps in the U.S. naturalization process
2. State in simple terms one's eligibility in the naturalization process
3. Demonstrate oral communication skills to participate in simple conversations and small group discussions and respond to questions about the naturalization forms
4. Respond appropriately to verbal commands occurring in a typical USCIS interview
5. Respond with clear pronunciation and confidence to oral questions about personal information, U.S. history and government, and small talk
6. Demonstrate level-appropriate grammar and vocabulary in simple conversations and when responding to questions
7. Interpret and respond appropriately to a variety of *WH*-questions (who, what, when, where, why) about one's personal information related to a simplified N-400 naturalization application and on the USCIS civics exam about American history and government
8. Distinguish between *WH*-questions and *Yes/No* questions and respond appropriately
9. Demonstrate comprehension of simplified U.S. history and government texts and government forms in the naturalization process
10. Demonstrate basic written communication in providing information in simplified questionnaire formats related to the naturalization process
11. Comprehend and read aloud sentences with vocabulary and format similar to the naturalization reading test
12. Comprehend and write dictated sentences with vocabulary and format similar to the naturalization writing test
13. Demonstrate cross-cultural awareness and tolerance while interacting in small or large groups
14. Demonstrate soft skills to participate effectively and with confidence in conversations and discussions in a variety of settings, including those related to the U.S. naturalization process
15. Apply digital literacy skills to access the USCIS website and educational software to learn English and citizenship content, and to take online standardized reading and citizenship tests
16. Apply problem-solving skills to resolve issues related to the U.S. naturalization process
17. Select legal services, government services, and community organizations to help address U.S. naturalization issues

SECTION II

COURSE CONTENT AND SCOPE

1. Naturalization Basic Requirements
    1.1. Age
    1.2. Years as a lawful permanent resident
        1.2.1. Locating information on a green card

COURSE CONTENT AND SCOPE (CONTINUED)

        1.2.2. Calculating residency from date on a green card
- 1.3. Home address(s) in the U.S.
- 1.4. Travel time(s) outside the U.S.
- 1.5. Following U.S. laws
- 1.6. Ability to understand and speak English
- 1.7. Testing process
  - 1.7.1. Speaking
    - 1.7.1.1. Small talk
    - 1.7.1.2. Personal information
  - 1.7.2. Reading and writing
  - 1.7.3. Civics test
- 1.8. Testing options
  - 1.8.1. Exemptions
  - 1.8.2. Accommodations
2. Naturalization Process
   - 2.1. The N-400 application
   - 2.2. Fees and payment options
   - 2.3. Letters and notices from USCIS
   - 2.4. Fingerprints (biometrics) appointment
   - 2.5. Interview appointment
   - 2.6. Oath ceremony
3. Naturalization Interview English Skills
   - 3.1. Simple small talk conversations
   - 3.2. Verbal commands and physical responses
   - 3.3. Listening and speaking skills
     - 3.3.1. *WH*-questions
     - 3.3.2. *Yes/No* questions
   - 3.4. Non-verbal communication during an interview
   - 3.5. Use intelligible pronunciation
   - 3.6. Clarification
     - 3.6.1. Polite interruptions
     - 3.6.2. Variety of expressions
     - 3.6.3. Demonstrating comprehension
       - 3.6.3.1. Repeat back
       - 3.6.3.2. Restate
       - 3.6.3.3. Spell out
4. N-400 Application
   - 4.1. Interpreting vocabulary
   - 4.2. Responding to questions
   - 4.3. Inserting words and numbers into application form
   - 4.4. Using level-appropriate vocabulary and grammar
     - 4.4.1. Present and past tense
     - 4.4.2. Simple present perfect tense
   - 4.5. Timeline format for multi-part answers

COURSE CONTENT AND SCOPE (CONTINUED)

5. Writing Skills for the Interview Dictation Test
   5.1. Dictated words and sentences with vocabulary from the Naturalization Test
   5.2. Writing mechanics
      5.2.1. Capitalization
      5.2.2. Punctuation
   5.3. Error recognition and self-correction
6. Reading Skills for the Interview Test
   6.1. Reading vocabulary from the USCIS list with intelligible pronunciation
   6.2. Reading simulated interrogative questions from the USCIS list
7. USCIS History and Government Civics Test
   7.1. Important U.S. documents
      7.1.1. Declaration of Independence
      7.1.2. The Constitution
   7.2. Organization of the U.S. government
      7.2.1. Three branches of the government
      7.2.2. Current leaders of the country
      7.2.3. Making the laws
      7.2.4. Judges
      7.2.5. Powers of federal vs. state government
   7.3. Rights and responsibilities
      7.3.1. Citizens
         7.3.1.1. Voting rights
         7.3.1.2. U.S. passport
         7.3.1.3. Jury duty
      7.3.2. Everyone living in the U.S.
         7.3.2.1. Paying taxes
         7.3.2.2. Following the law
         7.3.2.3. Registering for Selective Service
         7.3.2.4. Rights
            7.3.2.4.1. First Amendment freedoms
            7.3.2.4.2. Rights in the Declaration of Independence
   7.4. American history before and during the 1700's
      7.4.1 Native Americans
      7.4.2 First settlers
      7.4.3 Forming a new government
      7.4.4 Early leaders
   7.5. American history during the 1800's
      7.5.1. Expanding the size of the country
      7.5.2. Ending slavery in the U. S.
      7.5.3. Establishing the women's movement
   7.6. American history during the 1900's and 2000's
      7.6.1. Fighting in the World Wars
      7.6.2. Women's right to vote
      7.6.3. Civil rights for minorities

COURSE CONTENT AND SCOPE (CONTINUED)

        7.6.4. Modern conflicts
        7.6.5. Terrorist attack on 9/11/2001
    7.7. Geography and important places
        7.7.1. Oceans and rivers
        7.7.2. Neighboring countries
        7.7.3. Statue of Liberty
        7.7.4. U.S. Capital
    7.8. Symbols
        7.8.1. National flag
        7.8.2. National anthem
8. Cultural awareness and understanding
    8.1. National holidays and holidays around the world
    8.2. Tolerance and cultural sensitivity
        8.2.1 Varying customs, traditions, and values
    8.3. Sections of N-400
        8.3.1. Naming practices
        8.3.2. Marriage laws and customs
        8.3.3. Parental involvement in children's education
        8.3.4. Military service in U.S. and around the world
    8.4. Greetings and leave-taking
        8.4.1. Common questions and answers
        8.4.2. Common expressions
        8.4.3. Body language and hand-shaking
    8.5. Interacting with government officials
        8.5.1. In the U.S. and around the world
            8.5.1.1   USCIS officers, police, social services, federal security
9. Digital literacy
    9.1 Basic computer skills
        9.1.1 Using e-tablet for dictation
            9.1.1.1 Using a stylus or index finger
            9.1.1.2 Using a reusable writing and drawing tablet or cell phone app to simulate e-tablet
        9.1.2 Following computer commands
        9.1.3 Using a mouse
        9.1.4 Locating a browser
        9.1.5 Taking standardized online tests
    9.2 Finding and consuming digital content
        9.2.1 Using toolbar and scrolling functions
        9.2.2 Opening and closing applications
        9.2.3 Using keywords in search engine and navigating results
        9.2.4 Uploading citizenship practice apps
        9.2.5 Using citizenship educational websites and software
    9.3 Online USCIS Services
        9.3.1 Creating an online account

COURSE CONTENT AND SCOPE (CONTINUED)

        9.3.2 Downloading immigration forms
        9.3.3 Using the USCIS virtual assistant to find information on the USCIS website
        9.3.4 Applying online
        9.3.4 Checking case status
        9.3.4 Using USCIS YouTube channel and the Online Citizenship Resource Center
    9.3 Netiquette
        9.3.1 Emails
        9.3.2 Utilizing online tools to interact with others
    9.4 Internet security and privacy
        9.4.1 Password protection and management
        9.4.2 Identifying government versus commercial websites
10. Numeracy
    10.1. Graphs and charts about the naturalization process
    10.2. Basic calculations to answer questions on typical government forms
    10.3. Ordinal and cardinal numbers
    10.4. U.S. currency
11. Soft Skills
    11.1. Collaboration
    11.2. Leadership
    11.3. Critical thinking
    11.4. Professionalism
    11.5. Organizational skills
    11.6. Time management
12. Community Resources
    12.1. Immigration legal assistance
    12.2. Government websites, programs, and services
    12.3. Non-government assistance organizations

APPROPRIATE READINGS

Appropriate readings may include but are not limited to:

1. Beginning-low ESL level citizenship texts and workbooks
2. San Diego Community College District (SDCCD) citizenship packets and SDCCD online materials
3. Instructor-prepared materials
4. USCIS government website www.uscis.gov for current version of forms, test requirements, and interview preparation materials, and U.S. history and government educational materials
5. Simplified information from pamphlets and forms related to naturalization process
6. On-line EL Civics citizenship materials
7. Simple charts, graphs, maps, and other infographics

WRITING ASSIGNMENTS

Writing assignments may include but are not limited to:

1. Dictation of words and sentences that include USCIS designated vocabulary
2. Cloze activities
3. Simple charts with personal, family, or cultural information
4. Sentences to explain personal, family or cultural information
5. Personalized list of challenging vocabulary from the USCIS interview and N-400 application
6. Email messages
7. Simple online discussion board posts

OUTSIDE ASSIGNMENTS

Outside assignments may include but are not limited to:

1. Complete assigned homework
2. Watch mock interviews on the Internet and discuss in class
3. Attend a USCIS workshop in the community

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Appropriate assignments that demonstrate critical thinking may include but are not limited to:

1. Role-play appropriate responses in a simplified mock USCIS interview
2. Identify and prioritize personal goals in the naturalization process
3. Evaluate progress in meeting course completion requirements
4. Interpret data from simple tables, charts, and graphs
5. Cite basic evidence to support a decision
6. Participate in class discussions, express opinions, and cite basic evidence
7. Small group presentations and team projects

EVALUATION

Evaluation procedures may include but are not limited to:

1. Instructor observation of student performance and participation in class activities
2. Instructor-developed listening comprehension activities and dictations
3. Self-monitored progress checklists
4. Instructor-created weekly or unit assessments
5. Writing activities
6. Textbook unit tests
7. On-line citizenship software assessments
8. Standardized reading, listening, and performance-based assessments

EVALUATION (CONTINUED)

9. Instructor-created assessments based on Student Learning Objectives (SLO's), the course objectives, and course content
10. Fulfillment of attendance requirements

Upon successful completion of each course in the program, a Certificate of Course Completion will be issued. Upon successful completion of all courses included in the program, a Certificate of Program Completion will be issued.

METHOD OF INSTRUCTION

Methods of instruction may include but are not limited to:

1. Early Production to introduce new vocabulary
2. Paired and small group cooperative learning activities
3. Focused listening activities
4. Dialogue and role play
5. Dictation activities
6. Pronunciation drills
7. Field trips
8. Class discussions requiring critical thinking
9. Mock interviews
10. Technology enhanced instruction
11. Online: synchronous/asynchronous
12. Lecture/lab

Technology is integrated into instruction via learning management system (LMS), educational software, class websites, and digital devices.

This course, or sections of this course, may be offered through distance education.

 TEXTS AND SUPPLIES

Classroom texts may include but are not limited to:

Current ESL Citizenship text approved by ESL Textbook committee, including current versions of:

Citizenship: Passing the Test, Lynne Weintraub, New Readers Press, current edition

Citizenship: Ready for the Interview, Lynne Weintraub, New Readers Press, current edition

San Diego College of Continuing Education ESL Citizenship N-400 workbook(s) and CD packet

TEXTS AND SUPPLIES CONTINUED)

USCIS government website www.uscis.gov for current version of forms, test
    requirements, and interview preparation materials, and U.S. history and government
    educational online materials

USCIS vocabulary flashcards, civics flashcards, study booklets, and other USCIS
    resources

Online and commercially published DVDs of mock naturalization interviews
            appropriate for ESL learners

Supplemental materials may include but are not limited to:

1. Instructor-created lessons and materials
2. Additional Internet resources for citizenship appropriate for ESL learners
3. Posters and pictures
4. Open Education Resources (OER)
5. Interactive media and software for citizenship

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REVISED BY: _____   DATE: _____

Instructors must meet all requirements stated in Policy 3100 (Student Rights,
Responsibilities and Administrative Due Process), and the Attendance Policy set forth in
the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100
California Community Colleges, Title 5, Section 55002
Continuing Education Catalog