

INTRODUCTION

EL CIVICS EDUCATION UNIT

Intermediate Level

This guide will take you through the Education Objective 14.6. The objective is to: *"Identify educational opportunities and research education/training required to achieve a personal goal."*

There are two tasks for this assessment.

In Task 1, students will play the role of a prospective student (either face to face or by telephone) making an inquiry an employee of a post-secondary school or job training program. The students will state/ask up to 8 items: stating a greeting and introduction, stating a reason for the inquiry, asking up to 5 questions and closing the conversation. Examples include asking about classes offered, class schedule, location, requirements for enrollment, or registration process. Note: You need a MiraCosta College Community Education Bulletin to do this assessment or copies of selected pages.

The activities in the unit are only suggestions and can be adapted to meet your students' specific needs.

Page 3: The first page of Task 1 contains a suggested list of activities and materials.

Pages 4-5: **Vocabulary Practice.** Students preview bulletin vocabulary. Note: To do this activity, students need a copy of the MiraCosta College Community Education Bulletin or selected pages.

Page 6: **Role Play Practice Dialogue.** Dialogue can be used for practice and also as a model for student information.

Page 7: **Role Play Practice Sheet.** Students write out questions on a practice chart.

Page 8-9: **Assessment Script.** To be used by the Assessor.

Page 10: **Note Taking Form.** Students practice taking notes to prepare to answer comprehension questions during role play.

Page 11: **Education Rubric: Task 1.** The task is worth 30 points. The Task 1 score will be added to Task 2 for the final score.

In Task 2, students will complete an authentic application form to enroll in postsecondary classes, such as community college, Adult School, or other training opportunities.

Page 13: The first page of Task 2 contains a suggested list of activities and materials.

Pages 14-15: **Noncredit Registration Form.** Students practice answering questions that are found on the college application. The student example from Task 1 is used to model how to answer the questions.

Page 16-19: **Task 2 Assessment—Noncredit Registration Form.**

Page 20: **Education Rubric: Task 2.** The task is worth 14 points.

Page 21: **Education Objective: Final Score** (Tasks 1 and 2). The total points for this objective are 44 points.

Instructors note total points for your level:

IL: 26

IH: 35

This number needs to be explained to your students. The score a student receives on Task 1 will be added to Task 2 for the final score. For example, if a low intermediate student scores 20 on Task 1, they only need to score 6 points on Task 2 to pass the objective.

REMINDER - The activities in this packet are meant to be suggestions for your use on completing the objectives. These additional assessments are not meant to be "additional work for you and your students." They are to be incorporated into your regular classroom activities.

EDUCATION OBJECTIVE: TASK 1

Identify educational opportunities and research educational/training required to achieve a personal goal.

Level: Intermediate

Task 1	Materials	Suggested Activities
<p>Students will play the role of a prospective student making an inquiry of a post-secondary school or job training program.</p>	<ol style="list-style-type: none"> 1. Education Rubric: Task 1 2. MiraCosta College Community Education Bulletin 3. Bulletin Vocabulary 4. Noncredit class schedule examples 5. Role Play Practice Sheet 6. Role Play Practice Dialogue 7. Note Taking Form 8. Assessment Script 	<ol style="list-style-type: none"> 1. Brainstorm a list of places students can receive additional job training after they finish their ESL classes. These could include: local adult schools, community colleges. 2. Review the Education Rubric: Task 1 so that Ss understand the requirements. 3. Put Ss in groups. Give each group a copy of the MiraCosta College Community Education Bulletin. 4. Review the Bulletin Vocabulary and show examples. Have student find the answers to the questions. 5. Put the NonCredit Class Schedule Examples on the OH. Develop questions as a group about the computer classes. 6. Model using the Role Play Practice Sheet to write down questions and answers. 7. Practice the Role Play Practice Dialogue. 8. Have each Ss complete the Role Play Practice Sheet with a class or program of their choice. 9. Model how to use the Note Taking Form to practice taking notes while listening to the answers. Use the notes to answer the 3 comprehension questions with a partner. This will also be used during the assessment. 10. Ss perform Task 1 Assessment.

College Bulletin Vocabulary

Word	Definition
Workshop	A short class (often on Saturdays) where you learn about a specific subject.
Enrichment	A class that adds something interesting to your life.
Attendance	Going to a class.
Counseling	Help with educational goal(s), suggest which classes to take.
Enroll	To register for classes.
Fees	A set price for a specific class.
Excursions	Short trips offered through Community Services.
Tuition	Money charged for each unit of credit received for college.
Tuition-free	There is no charge for these classes.
Noncredit	Classes that do not give college credit.

Look at Page 3 and tell the five ways you can register for a class.

- 1.
- 2.
- 3.
- 4.
- 5.

Vocabulary Practice

Directions: Find the following sections in the Bulletin. Write the page numbers below. Optional: Write down the names of 2-3 sections you thought were interesting. Trade papers and have your partner find the page numbers.

Section	Page Number
<u>Community Services</u>	<u>1</u>
Arts and Crafts	_____
Fitness and Health	_____
Performing Arts	_____
Personal Finance	_____
Community Services Registration Form	_____
<u>Continuing Education for Adults</u>	<u>1</u>
Tuition-Free Noncredit Registration Form	_____
ESL Classes in the Community	_____
Automotive Course	_____
Community Learning Center Map	_____
Citizenship	_____
Music	_____
Other: _____	_____
Other: _____	_____
Other: _____	_____

Role Play Practice Dialogue

Directions: Practice the dialogue below. Change the questions and answers using the **Noncredit Class Schedule** in the **Community Education Bulletin**.

A&R Assistant:	Hello.
Rania:	Hi, my name is Rania. (Offer a greeting, introduce self)
A&R Assistant:	How may I help you?
Rania:	I am interested in taking computer classes. (State reason for inquiry) . When do you offer the classes? (Question #1)
A&R Assistant:	On Saturdays, from 8:00-11:00.
Rania:	Are there classes on Fridays? (Clarifying question) .
A&R Assistant:	No, the noncredit classes are only on Saturdays.
Rania:	Do you have a class schedule? (Question #2)
A&R Assistant:	Yes, it's right here.
Rania:	Where can I take the classes? (Question #3)
A&R Assistant:	At the MiraCosta Community Learning Center.
Rania:	How much English do I need? (Question #4)
A&R Assistant:	You need to be at an Advanced level or above.
Rania:	When do the classes start? (Question #5)
A&R Assistant:	The next class starts in two weeks.
Rania:	How much are the classes? (Question #6)
A&R Assistant:	The classes are free.
Rania:	Thank you for your help. (Conclude conversation)
A&R Assistant:	You're welcome.

Role Play Practice Chart

Directions: You are going to practice asking questions about an educational program. Write your questions below. Practice asking and answering questions with a partner.

A&R Assistant: Hello, may I help you?

Student: Hello. This is_____. I am interested in taking _____ classes. (**greeting, reason for inquiry**)

A&R Assistant: (Answer)_____

Student: (Question #2) _____

A&R Assistant: (Answer)_____

Student: (Question #3) _____

A&R Assistant: (Answer)_____

Student: (Question #4) _____

A&R Assistant: (Answer)_____

Student: (Question #5) _____

A&R Assistant: (Answer)_____

Student: (Question #6) _____

A&R Assistant: (Answer)_____

Student: (Clarifying question) _____

A&R Assistant: (Answer)_____

Student: Thank you for your help (**conclude conversation**).

A&R Assistant: You're welcome.

Assessment Script (1 of 2 pages)

Directions: Evaluate students one at a time in a separate room. Students are to ask 6 questions about an educational program and one clarifying question. Follow the script below. Student answers may vary. (See **Role Play Dialogue** for examples of possible questions and answers).

A&R Assistant: Hello, may I help you?

Student: Hi, my name is Rania. **(Offer a greeting, introduce self)**
I am interested in taking _____ classes. (Possible Question #1) When do you offer the _____ class?

A&R Assistant: (Answer—look at class schedule for information)_____

Student: (Question #2) _____

A&R Assistant: (Answer)_____

Student: (Question #3) _____

A&R Assistant: (Answer)_____

Student: (Question #4) _____

A&R Assistant: (Answer)_____

Student: (Question #5) _____

A&R Assistant: (Answer)_____

Student: (Question #6) _____

A&R Assistant: (Answer)_____

Student: **(Clarifying question—this can be any time during the role play. Students ask a question to make sure they understand the information correctly.)**

A&R Assistant: (Answer)_____

Student: Thank you for your help **(Conclude conversation)**.

A&R Assistant: You're welcome.

Assessment Script (2 of 2 pages)

Directions: Now the assessor asks the student some comprehension questions based on the role play. The questions will vary based on questions students ask during the assessment.

Some examples of questions the assessor may ask are:

- 1) What days are the class?
- 2) What times are the class?
- 3) Who is the instructor?
- 4) When does the class begin?
- 5) When does the class end?
- 6) How many units is the class?
- 7) What is the room number?

Role Play Note-Taking Form

To be used during assessment

Directions: Write your questions below. Listen to the Help Desk and take notes on the answers. You do not need to write full sentences.

Example:

Question: *When are the classes?*

Answer: *They're on Mondays, Wednesdays and Fridays.*

Notes: *classes-MWF*

Questions	Answers/Notes
1.	
2.	
3.	
4.	
5.	
6.	

Education 14.6 Rubric: Task 1 Research Job Training Program

Students will play the role of a prospective student making an inquiry of a noncredit class or job training program. Use the rubric below to score the role play.

Content A: 8 items, 24 points possible. **Content B:** 3 items, 6 points possible. Total points possible for Task 1 = 30.

Scoring Rubric	Points for each component
CONTENT A	(24 points)
Utterance is appropriate, clear, complete and correct. There may be errors that do not interfere with meaning.	3
Utterance is appropriate and has correct content. It may be partially complete. There may be errors, which interfere with meaning, but the utterance can be understood with inference.	2
Utterance is inappropriate, incomprehensible, or incorrect or there is no utterance.	0
CONTENT B	(6 points)
Utterance has correct content.	2
Utterance is incorrect or there is no answer.	0

Components of the Role Play

Content A

1. Greeting/Introduce Self	0	2	3
2. State for Reason for Inquiry	0	2	3
3. Question #1	0	2	3
4. Question #2	0	2	3
5. Question #3	0	2	3
6. Question #4	0	2	3
7. Question #5	0	2	3
8. Conclude conversation	0	2	3

Content B

1. Comprehension Question #1	0	2
2. Comprehension Question #2	0	2
3. Comprehension Question #2	0	2

Total Score: _____

EDUCATION OBJECTIVE: TASK 2

Identify educational opportunities and research educational/training required to achieve a personal goal.

Level: Intermediate

Task 2	Materials	Suggested Activities
Students will complete an authentic application form to enroll in postsecondary classes, such as community college, Adult School, or other training opportunities.	<ol style="list-style-type: none"> 1. Education Rubric: Task 2 2. Noncredit Class Schedule 3. Noncredit Registration Checklist: Example 4. Noncredit Registration Checklist 5. Assessment Application 	<ol style="list-style-type: none"> 1. Review Education Rubric - Task 2 so they understand the requirements. 2. Using the example and Noncredit Class Schedule from Task 1, model how to answer the questions in the Noncredit Registration Checklist: Example. Have Ss complete the checklist for Rania in partners or small groups and share answers. 3. Direct Ss to complete the Noncredit Application Checklist with their own information. 4. Model how to complete the Noncredit Application using Rania's information. Review sections as needed. 5. Have Ss complete the Assessment: Noncredit Application.

Noncredit Registration Checklist: Example

Rania is interested in taking computer classes. She currently lives at 257 Melrose Drive, Vista, CA 92084. She graduated from high school and has lived in California since May 2000. She has not gone to college. She lived in Brazil before she moved to California and is now a Permanent Resident. She wants to take Basic Word Processing, Internet, and PowerPoint classes to help her get a better job. (See the NonCredit Class Schedule to answer the questions about the class numbers and fees.)

Question	Answer
What is your address?	
How many years did you go to school?	
Did you graduate from high school?	
Did you go to college?	
How many years did you go to college?	
What is your citizenship status?	
How long have you lived in California?	
Where did you live before you moved to California?	
When did you move to California?	
What is your ethnic background?	
What are your goals (reasons for taking classes)?	
What classes do you want to take?	
What is the course number?	
How much money does the class cost (what is the fee)?	

Noncredit Registration Checklist

These are the questions you will need to answer on the noncredit registration form. Look at the MiraCosta College Community Education Bulletin to answer the questions about classes.

Question	Answer
What is your address?	
How many years did you go to school?	
Did you graduate from high school?	
Did you go to college?	
How many years did you go to college?	
What is your citizenship status?	
How long have you lived in California?	
Where did you live before you moved to California?	
When did you move to California?	
What is your ethnic background?	
What are your goals (reasons for taking classes)?	
What classes do you want to take?	
What is the course number?	

Noncredit Registration Form

APPLICATION FOR ADMISSION

ESL / AM

□ □ □ □ □ □ □ □

FOR ADMINISTRATIVE USE ONLY

Residency Code: □ □ □ □ □ □ □ □

Initials: □ □ □ □ □ □ □ □

Date: □ □ □ □ □ □ □ □

APPLICATION FOR ADMISSION (NONCREDIT)

□ FALL 20 □ SPRING 20 □ SUMMER 20 Community Learning Center • 1831 Mission Avenue, Oceanside, CA 92058



DIRECTIONS: This application is for noncredit classes only. Please print in blue or black ink. Complete and return to the address listed above. The voluntary provision of your Social Security number will be used to assist the state of California in evaluating community college student success.

Please print your name on the side of the form. →

1. Legal Name: Last First Middle Initial

2. Social Security Number: □ □ □ □ - □ □ □ - □ □ □ □ □ □

3. Sex: Male Female

4. Citizenship Status:
 U.S. Citizen Temporary Resident Permanent Resident
 Amnesty Refugee/Asylee Student Visa (F1/M1)
 Other Status

5. Date of Birth: _____ (Month / Day / Year)

6. Age: _____ (Years)

7a. Ethnicity: Are you Hispanic or Latino? Yes No

7b. Mexican, Mexican-American, Chicano
 South American Central American Hispanic Other

7c. What is your race/ethnicity? (Check one or more. For state and federal statistical reports.)

Asian Indian Chinese Japanese
 Korean Laotian Cambodian
 Vietnamese Filipino Asian Other
 Black or African American Guamanian Hawaiian
 Samoan Pacific Islander Other
 Amer. Indian/Alaskan Native White

8. Telephone: (_____) _____ Telephone Number

9. E-mail Address: _____

10. Local Mailing Address: (MAIL)

Number Street Apartment Number
 City State Zip

11. Indicate the one that applies most recently to you.
 Never attended any college before (FYR)
 Currently a day high school student taking college courses (SPC)
 Attended another college but have not previously attended MiraCosta College (NTR)
 Attended MiraCosta but not last semester (RET)
 Attended MiraCosta last semester; I am continuing (X)

Please list the courses you wish to attend:

Class Number: _____ Course Name: _____
 Class Number: _____ Course Name: _____
 Class Number: _____ Course Name: _____

12. Directory information is released to the public. Select "NO" if you do not want this information released. See Admissions & Records for a list of directory information. No

13. Indicate which statement currently applies to you (select only one). SB11

NOT A HIGH SCHOOL GRADUATE:

Not a graduate of, and no longer enrolled in, high school (00000)
 High school student currently enrolled in grades 10-12 (10000)
 Currently enrolled in adult high school (20000)

HIGH SCHOOL GRADUATE WITHOUT A COLLEGE DEGREE:

Received high school diploma Year: _____ (3)
 Received GED or Certificate of Equivalency/Completion Year: _____ (4)
 Received Certificate of High School Proficiency Exam Year: _____ (5)
 Received foreign high school diploma/certificate Year: _____ (6)

COLLEGE GRADUATE:

Received an associate degree Year: _____ (7)
 Received a bachelor's degree or higher Year: _____ (8)

14. Give your primary goal while attending MiraCosta (select only one). SB14

Discover/formulate career interests, plans, goals (F)
 Prepare for a new career (acquire job skills) (G)
 Advance further in current job/career (update job skills) (H)
 Maintain certificate or license (e.g. nursing, real estate) (I)
 Improve basic skills in English, reading, math (K)
 Complete credits for high school diploma or GED (L)
 Personal interest (J)
 Am undecided on goal (M)

15. Have you been in continuous residence in the state of California for at least the last two years? Yes No
 If NO, enter your last state or country of residence: _____

16. When did your present stay in California begin? _____ Month / Day / Year

The information on this application is true and correct to the best of my knowledge. Falsification of any information may result in my dismissal from classes.

STUDENT SIGNATURE: _____

DATE: _____

MiraCosta College is committed to providing equal educational and employment opportunities to all persons regardless of, but not limited to, race, color, religion, national origin, gender, marital or parental status, disability, age, sexual orientation or status as a Vietnam-era veteran.

REV. 04/09

YOU WILL NOT RECEIVE REGISTRATION CONFIRMATION. PLEASE ATTEND THE FIRST CLASS MEETING.

Education 14.6 Rubric

Task 2: Complete a School Application

Note: To complete this assessment, use the MiraCosta College noncredit registration form. Total Points = 14.

Scoring Rubric Beginning High-Advanced	Points
Content	(12 points)
90% of the items assigned to the Intermediate Low-Advanced level students are correct.	12
80% of the items assigned to the Intermediate Low-Advanced level students are correct.	10
70% of the items assigned to the Intermediate Low-Advanced level students are correct.	8
80% of the items assigned to the Beginning High level students are correct.	6
70% of the items assigned to the Beginning High level students are correct.	4
Less than 70% correct or no form.	0
Legibility, Neatness and Spelling	(2 points)
Form is neat and legible.	2
Form is not neat or legible, or spelling errors interfere with meaning.	0

Total Score: _____

Education 14.6 Objective: Final Score

Student _____	Total Points Task 1 _____
Class Level _____	Total Points Task 2 _____
Date _____	
Circle One: Pass Not Pass Total Score _____	

Add the scores of Tasks 1 and 2 together for the final score. Use the rating scale below to determine if a student has passed or not passed.

Rating Scale	
Total Points Possible (Tasks 1-2):	44
Advanced:	39
Intermediate High:	35
Intermediate Low:	26
Beginning High:	17
Beginning Low:	n/a