

Review of Performance: ESL/Bu 095, English for Business Purposes, Fall 2013.

Sixty-five students were enrolled in August. Two students dropped and seven were withdrawn. Of the 56 students still enrolled at the end of the semester, 53 took the final exam.

Submitted by: Jean Ranahan

SLO#	ProgramSLO#		Reflection/Comment
1.1 Identify the parts of a sentence.	4. Communicate effectively in English for business purposes.	M	56 students in the class. 31 passed SLO 1.1. As measured on the final exam, 31 students were able to follow directions to identify verbs, subjects, adjectives, adverbs, direct objects, predicate nominatives, and predicate adjectives in given sentences. Interestingly, students had very little trouble identifying adverbs and the words they modified while most students were unable to consistently identify adjectives and the words they modified.
1.2 Construct original sentences with correct usage and punctuation.	4. Communicate effectively in English for business purposes.	M	56 students in the class. 30 passed SLO 1.2. As measured on the final exam, 30 students were able to follow directions to write original sentences in various sentence patterns using correct usage and punctuation. Twenty three students averaged more than 2 errors per sentence so did not pass that section of the final. Three students did not take the final. Throughout the semester, students communicated with instructor and submitted assignments by email. Fifty four students repeatedly wrote sentences with correct usage and punctuation. Two students never wrote a single errorless sentence.
2.1 Distinguish sentences that are correctly written from sentences that contain errors.	4. Communicate effectively in English for business purposes.	M	56 students in the class. 49 passed SLO 2.1. As measured on the final exam, 49 students were able to distinguish sentences correctly written from sentences that contained errors in grammar, punctuation, and usage.
2.2 Distinguish speech that is correctly stated from speech that contains errors.	4. Communicate effectively in English for business purposes.	D	56 students in the class. 56 passed SLO 2.2. As measured on a quiz in which students listened to instructor read pairs of sentences, one with error and one without error, all students were able to distinguish the correct sentences at 70% accuracy or better.
3.1 Submit assignments electronically.	6. File documents properly and use common office machines.	D	56 students in the class. 54 passed SLO 2.2. By the end of the semester, 54 students had submitted at least one completed assignment in a word document attached to correctly written email. Most are not proficient. Only five students can independently and consistently submit assignments correctly electronically.

3.2 Maintain documents in an electronic format.	6. File documents properly and use common office machines.	D	56 students in the class. 56 passed SLO 2.2. At some point in the semester each student saved and retrieved work electronically, but only five students independently and consistently were able to meet this SLO. Students forgot, lost or had their flash drives stolen repeatedly.
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Additional observations:

While students were able to prepare for tests in order to pass particular chapter skills, they did not retain and use their knowledge.

The textbook is not appropriate for ESL students. Many writing skills are presented as review, but for the students taking the course the skills are new.

Regarding SLO 2.2, *Distinguish speech that is correctly stated from speech that contains errors*:

The results were self reported and not part of student grade. I am not confident assessing this SLO. Throughout the semester, I encouraged students to correct their speech; however, I did so only in private conversations when I felt that the student was comfortable.

This SLO should be rewritten or eliminated. I do not see the authentic need for this skill. In an ESL setting where we try to encourage students to use English, I do not want students to point out the errors in their classmates' or anyone else's speech.

Special comments:

Final grades for the semester were; 5 A's, 13 B's, 19 C's, 14 D's, and 5 F's.

Recommendations:

Since the Secretarial Science program (for which this course is a requirement) is a certificate program, consideration should be given to renaming the program. Secretaries need a level of English higher than ESL level, but certificate students do not qualify for En level courses. ESL/Bu 095 and ESL/Bu096 do not prepare students to enter into a secretarial level job.

Signature: _____
Jean Ranahan, Instructor

Date: _____

Institution Learning Outcomes:

COM-FSM graduates will demonstrate that they can:

- a. communicate effectively
- b. employ critical thinking [& problem solving]
- c. possess specific knowledge and skills in a major discipline or professional program of study
- d. take responsibility and develop skills for learning
- e. interact responsibly with people, cultures, and their environment