

Review of Performance: ESL/Bu 095, English for Business Purposes, spring 2014 submitted by Cindy Pastor

Fifteen students were enrolled in January. Two students were withdrawn. Of the 13 students still enrolled at the end of the semester, 12 took the final exam.

SLO#	Program SLO#		Reflection/Comment
1. Identify the parts of a sentence.	4. Communicate effectively in English for business purposes.	M	13 students in the class. 6 passed SLO 1.1. As measured on the final exam, 6 students were able to follow directions to identify verbs, subjects, adjectives, adverbs, direct objects, predicate nominatives, and predicate adjectives in given sentences. 6 did not succeed at this SLO. One didn't take the final. Most students had some difficulty identifying adjectives/adverbs and the words they modified.
1.2 Construct original sentences with correct usage and punctuation.	4. Communicate effectively in English for business purposes.	M	13 students in the class. 6 passed SLO 1.2. As measured on the final exam, 6 students were able to follow directions to write original sentences in various sentence patterns using correct usage and punctuation. 8 students averaged more than 2 errors per sentence so did not pass that section of the final. 1 student did not take the final. Throughout the semester, students communicated with instructor and submitted assignments by email. 2 students repeatedly wrote sentences with correct usage and punctuation. 4 consistently wrote sentences with 3 or less errors. 6 students never wrote a single errorless sentence. One student had no submissions.
2.1 Distinguish sentences that are correctly written from sentences that contain errors.	4. Communicate effectively in English for business purposes.	M	13 students in the class. 7 passed SLO 2.1. As measured on the final exam, 6 students were able to distinguish sentences correctly written from sentences that contained errors in grammar, punctuation, and usage. 6 were not able. One student did not take the final exam.
2.2 Distinguish speech that is correctly stated from speech that contains errors.	4. Communicate effectively in English for business purposes.	D	13 students in the class. 8 passed SLO 2.2. As measured on a quiz, students listened to instructor read pairs of sentences, one with error and one without error, 8 students were able to distinguish the correct sentences at 70% accuracy or better. 4 did not .One didn't participate.

3.1 Submit assignments electronically.	6. File documents properly and use common office machines.	D	13 students in the class. 12 passed SLO 2.2. By the end of the semester, all students had submitted at least one completed assignment in a word document attached to correctly written email. Most submissions contained errors. Only 5 students can independently and consistently submit assignments correctly electronically. 7 cannot submit electronically without more than 3 errors. One didn't submit any assignments.
3.2 Maintain documents in an electronic format.	6. File documents properly and use common office machines.	D	13 students in the class. 12 passed SLO 2.2. At some point in the semester each student saved and retrieved work electronically, and 7 students independently and consistently were able to meet this SLO. 5 cannot meet this SLO independently. One student didn't submit assignments. Some students forgot, lost or had their flash drives stolen repeatedly.

Additional observations:

This was my first time teaching ESL Bu 095. Because the course relies heavily on correct use of the English language/grammar/syntax, I was able to teach the course comfortable that I knew the correct responses to all questions. The textbook presents conventions/rules that many of my students have never seen before, and it does so at a level of difficulty that is impossible for most of my students to absorb. Perhaps it would be a good idea to explore other possible textbooks (both) for this course to ameliorate student performance

Special comments:

Final grades for the semester were; 0 A's, 2 B's, 4 C's, 4 D's, and 3 F's.

Recommendations:

I question whether there are any viable jobs for our students once they graduate from a secretarial program at our college. There should be ongoing effort on the part of the college to insure that there will be jobs available for our graduates upon finishing their certificates.

Signature: _____ Date: _____

Cindy Pastor, Instructor

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