

## Observing ESL Classes Off Campus: Some Suggested Locations

### Please note:

To make an appointment to observe, *please call at least one week in advance*, identify yourself as a student in our M.A. program, and state what level you want to observe. *If for any reason you cannot observe, it is important to cancel at least twenty-four hours in advance.* It is your responsibility to arrive early for your visit and to stay for the duration of the class. You may also need to stay a few minutes after class to talk with the teacher. Please remember that the instructors are accepting you as a courtesy to help you with your professional preparation. Again, please do NOT wait until the last minute.

### City College of San Francisco (CCSF)

The San Francisco Community College District has several campuses, and each individual campus has an ESL Coordinator. CCSF serves mainly resident immigrants and refugee populations. Both non-credit and credit classes are held each weekday with focus on survival English, VESL, and academic ESL. Proficiency levels range from literacy to advanced. In the non-credit system, the lowest level is 1 and the highest level is 8.

*Important note: Currently, responses to requests to observe classes at CCSF may be slow or reluctant due to problems related to financial and accreditation difficulties.*

#### 1) Civic Center Campus, 750 Eddy Street

*Observations require at least one week's notice.*

- Park Presidio United Methodist Church, 4301 Geary Blvd. (morning classes)
- A.P. Giannini Middle School, 3151 Ortega St. (evening classes)

Observations require at least one week's notice, and students should expect to wait a week before an observation is scheduled. This campus serves an international student body representing many countries and languages. Contact Carole Glanzer at (415) 561-1880, or by e-mail at [cglanzer@ccsf.edu](mailto:cglanzer@ccsf.edu). When leaving her a message, it is helpful if you indicate when you can come and what type of class you want to observe. Also, when you arrive for an observation, please report to the front office.

#### 2) Chinatown/North Beach Campus, 940 Filbert Street

*Observations require at least one week's notice, and can take place beginning in mid-September.*

This campus serves over 5,000 with a staff of teachers at several sites. ESL, citizenship, vocational education, and literacy courses are provided. Observers should be specific in the kind of observation they want to do: class level, days and times available. When observing students have set up an observation appointment, they should contact the ESL Coordinator via e-mail with the schedule that they have set up. Lastly, the ESL Coordinator asks that observing students please keep private the phone numbers and e-mail addresses of the teacher they observe. Contact Bill Small, ESL Coordinator, by e-mail: [wsmall@ccsf.edu](mailto:wsmall@ccsf.edu); phone: (415) 561-1854.

#### 3) Downtown Campus, 88 4<sup>th</sup> St. at Mission

*Observations require at least one week's notice.*

This campus serves over 3,000 ESL students of various backgrounds and skill levels and offers general and individual skill ESL classes, Bridge classes, VESL classes, and ESL classes using computers. There are two intensive levels (in which a student will complete two levels in one semester), intermediate-low and intermediate-high. Observations are not allowed during the last 3 weeks of classes. To arrange observations, e-mail Jim Parker at [jparker@ccsf.edu](mailto:jparker@ccsf.edu).

*Note: Currently, responses may be slow due to ongoing financial and accreditation issues.*

#### 4) John Adams Campus, 1860 Hayes Street

*Observations require at least one week's notice.*

Classes may be observed from mid-September to late November and from mid-February until the end of April. Contact Robin Mackey at (415) 561-1954, or e-mail her at [rmackey@ccsf.edu](mailto:rmackey@ccsf.edu).

#### 5) Mission Campus, 1125 Valencia Street

This campus serves over 5,000 mainly Spanish speaking adults and offers ESL and bilingual programs in various skill areas. Observation times are from 8:30 a.m. to 9:05 p.m., Monday – Thursday, 8:30 a.m. to 2:30 p.m. on Fridays, and 9:00 a.m. to 2:00 p.m. on Saturdays. Classes can be observed from mid-September until the end of November, and from mid-February until the end of April. Contact Lisa Wagner at [lwagner@ccsf.edu](mailto:lwagner@ccsf.edu) or (415) 920-6012. Please send an email with classes and class times which you are interested in.

#### 6) Ocean Campus, 50 Phelan Ave. (main campus)

*Observations require at least one week's notice.*

Currently there are almost 3,300 students enrolled in the ESL program on the main City College campus. There are many types of ESL classes with multiple sections and virtually all carry academic credit. Contact Erin Lofthouse, Coordinator, at (415) 239-3427, or e-mail her at [elofthou@ccsf.edu](mailto:elofthou@ccsf.edu). (Note: Please avoid observing classes toward the beginning and end of their semester.) If she is unavailable, please leave a detailed message. Even though this is the main campus, Ms. Lofthouse does not coordinate observations for non-credit classes or for other campuses.

### College Preparatory Programs

#### American Language Institute (ALI), San Francisco State University, HUM 101

Written procedures are sent out during the first week of October and March. (415) 338-1438.

#### The English Center, Oakland

*Observations require at least one week's notice.*

This is a small intensive English program designed for international visa students, immigrants, and refugees (some of whom have little formal education). On MWF students take core courses (grammar, reading/writing, and listening/speaking), and on TTH they have mini-courses on topics such as computer skills and career preparation. Levels range from low-beginning to college prep, and classes are conducted during the mornings, afternoons and evenings. Contact Lynne Wilkins at (510) 836-6700, or e-mail her at [programs@englishcenter.edu](mailto:programs@englishcenter.edu). Or contact her program coordinator, Michelle Duff, at [publicrelations@englishcenter.edu](mailto:publicrelations@englishcenter.edu). Please indicate which class/time you wish to observe.

#### University of San Francisco—English as a Second Language Program, Turk & Stanyan

*Observations require at least one week's notice.*

The ESL Program offers four levels of each of the following skills: Grammar, academic reading & writing, and oral academic skills, and two levels of pronunciation and vocabulary & idioms, as well as several elective courses. Classes are taught on either MWF or TR and class times are spread throughout the day, from 8:00 until 6:45 p.m. Observations run from mid-September to the end of November and the beginning of February to the end of April. Contact Lara Chavdarian, ESL Program Assistant, at (415) 422-5983 or [lschardarian@usfca.edu](mailto:lschardarian@usfca.edu), and state the level and type of class you wish to observe.

### Adult Schools

#### Berkeley Adult School, Berkeley

*Observations require at least one week's notice.*

At Berkeley Adult School there are 29 sections of ESL classes. All classes integrate speaking, listening, reading, and writing skills. Classes range from literacy to advanced, and meet Monday through Friday 8:25 – 11:35 a.m. and 12:35 – 3:45 p.m. Evening classes are Monday through Thursday 6:20 – 9:30 p.m. Classes run from September to the end of January. Contact Joan Lehman at [jlehman@berkeley.k12.ca.us](mailto:jlehman@berkeley.k12.ca.us) or (510) 644-8964. *Please note: Observers must provide written confirmation that they are enrolled in an ESL teacher-training program. All observations must be set up by contacting Joan Lehman, the Vice Principal, with at least one week's advance notice. Thank you for respecting these requirements.*

### **West Contra Costa Adult Education, Richmond**

*Observations require at least one week's notice.*

At West Contra Costa Adult there are 46 classes with skill levels ranging from literacy to advanced. Most daytime classes are multi-level. There is one ESL citizenship class, which meets Monday and Wednesday evenings as well as a citizenship class that meets Tues. Thurs. mornings and Saturday mornings. Regular ESL classes meet Monday – Saturday. The majority of the morning ESL classes are CBET (ESL/family literacy) classes. Contact the ESL specialist, Kristen Pursley, at (510) 559-2660 ext. 236, e-mail: [kpursley@wccusd.net](mailto:kpursley@wccusd.net).

### **Sequoia Adult School, Redwood City**

*Observations require at least two weeks' notice.*

At Sequoia Adult School, there are four different levels of instruction (literacy to low intermediate). Classes meet from 9 a.m. to 12 p.m. Monday through Friday, and 6:30 p.m. to 9:30 p.m., Monday and Wednesday or Tuesday and Thursday. Please contact Barbara Hooper at [bhooper@seq.org](mailto:bhooper@seq.org) or (650) 306-8866 x7902.

### **San Mateo Adult School, located in Foster City, San Bruno and San Mateo**

*Observations require one week's notice.*

At San Mateo Adult School morning and afternoon classes (Monday – Friday) at various levels meet year-round at locations in Foster City, San Bruno and San Mateo. There are also evening classes in San Mateo Monday – Thursday. Contact Tim Doyle at (650) 558-2102 or e-mail him at [tdoyle@smace.org](mailto:tdoyle@smace.org). State the class level and the approximate time that you wish to observe.

### **South San Francisco Adult Education, South San Francisco locations**

*Observations require one week's notice.*

SSF Adult Ed provides the non-English speaking adult a basic understanding and practical application of speaking, reading and writing English. Computer-assisted learning and CBET classes also offered. Classes meet at a variety of locations in the morning and evening. Contact Fernanda Carrera at [gcarrera@ssfusd.org](mailto:gcarrera@ssfusd.org) or Jim Murphy at [jcmurphy@ssfusd.org](mailto:jcmurphy@ssfusd.org).

## **Other Possibilities**

### **College of Marin ESL Center, Kentfield**

*Observations require two weeks' notice.*

At the College of Marin both credit (ESL) and non-credit (ESL) classes are available and part of the College Skills Department. Observations run from mid-September to early November and from February until late April. Morning, evening and Saturday classes are available. Most courses meet at the Kentfield Campus. The main office is in Harlan Center, Room 101. In April 2013, due to building renovations, the ESL program will be moving, tentatively to the Science Center, Room 137. Contact the administrative assistant, Alejandro Suarez, at [alejandro.suarez@marin.edu](mailto:alejandro.suarez@marin.edu) or (415) 485-9642, and indicate whether you are interested in observing a credit or a non-credit class. You may

also contact the ESL Chair, Barbara Bonander, by e-mailing her at [Barbara.bonander@marin.edu](mailto:Barbara.bonander@marin.edu).

Please note: The following programs have indicated that they do NOT want observers:

- Academy of Art
- American Language Program at CSU Hayward, now CSU East Bay
- Golden Gate University
- The Korean Center & Intercultural Institute of California
- Jewish Vocational Services
- Neighborhood Centers Adult School (East Bay)