

ESL River Guide Responsibilities IRSC's ESL Facilitation Program

Note: ESL River Guide responsibilities include retaining, completing, co-enrolling, and/or transitioning students.

Individual Student Meetings

Beginning with the Low Intermediate and through the Adult ESOL College and Career Readiness (CCR) program levels, ESL River Guides will meet with students on an individual and regular basis to:

- interpret test scores
- discuss classroom and Lab progress
- recommend specific practice activities to supplement instruction
- provide information regarding career exploration and skills development
- discuss co-enrollment opportunities and/or transition efforts
- address any additional questions or concerns

During the initial facilitation meeting, the ESL River Guide will complete the Checklist for ESL Student Facilitation at the appropriate level and the Career Choices form in order to obtain basic information about the student's academic and career past experience as well as future plans. Students may schedule an appointment to meet with an ESL River Guide at any time; instructors may also suggest that a student meet with an ESL River Guide.

Follow- Up Facilitation

ESL River Guides will provide test score reviews and recommend specific, individualized remediation activities correlated to skills which need to be strengthened as per CASAS and TABE test results. Information in the student folder should be updated so that it remains current, and emphasis on student progress towards transition goals should be maintained. Communication between instructors, facilitators, and River Guides is strongly encouraged.

Career Workshops/Events/Additional Resources

ESL River Guides will encourage students to participate in events which expose them to career and college opportunities. Such events include visits to various departments and/or programs on campus; guest speakers; Information Sessions, etc. These events will be posted and updated on the AECP website. ESL River Guides will identify and promote educational resources and scholarship opportunities available to our students.

Following each student facilitation appointment, the ESL River Guide will complete a Conversation Log entry in the student folder. Enter or update information on career goals, student interests, course progress, and any additional information that may be useful in the success of our students.

Attendance Policy for ESL

All students are required to attend class on a regular basis and to be on time. Students who would like to request that absence(s) be excused should be referred to an ESL River Guide who will place a copy of the required documentation in the student file and make a notation in the Conversation Log. Students who reach the maximum permissible number of unexcused absences will be placed on Lab-Only status for the remainder of the term. (See Student Attendance C and Managed Enrollment Guidelines)

ESL Instructors are responsible for recording student attendance on a daily basis, and for submitting requests in a timely manner to the ESL Front Office for student status changes as per the following guidelines:

Managed Enrollment

- Drop – Issued to ESL students who never attended classes. **No** Last Date of Attendance (LDA) is required because the student has ZERO hours of attendance logged in Accudemia.
- XT “Exit” – Issued to ESL students who have attended class and have now reached the maximum number of permissible absences. Last Date of Attendance in class is required.
- NG “No Grade” – Issued to ESL students when moving from one course to another within the same term. Last Date of Attendance should be the last date that the student attended the class he/she is leaving--the same date that the student is placed in the new class.

Referral for Career Counseling

Instructors will encourage students to make an appointment with an ESL River Guide if assistance with career planning is needed. ESL River Guides will provide students with information regarding programs of study, entry and exit requirements, financial aid, scholarship opportunities and application, and any referral needed for testing or a meeting with the Department Chair or Program Coordinator prior to registration.