ESOL 0036: Master Skill Set INFORMATIVE FOCUS

Instructor Information

Instructor: Janie Mehta
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Email: jmehta@dccc.edu
Office: WH222
Office Hours: M/W/F 1:00 PM-2:00 PM & T/R 2:00-2:30 PM

Course Information

Course Number: ESOL 0036
Section: 83822
Prerequisite: Successful completion of master skill set or placement through appropriate assessment.

Texts and Materials

Textbook: Learn to Listen: Listen to Learn 3rd Edition
Roni S. Lebauer
Pearson Education

Some Important Dates

Withdrawal Deadlines: With a “W” – 05/05/2017
No Classes: April 14, 2017

Course Description

This course provides instruction in special topics related to oral and aural skills. The content may include reviewing social and academic listening/speaking skills, pronunciation of Standard American English, presentation techniques, and improving interpersonal/cross-cultural communication. This course is open only to students whose first language is not English. This course may be repeated for credit.

(3 Lab.) Coordinating Board Academic Approval Number 3201085512
Learning Outcomes and Scan Competencies

This course will help students develop speaking or listening skills as you prepare for academic coursework. When you complete this course successfully, you will be able to do the following:

1. Students will practice listening to professional lectures in order to gain English Listening skills in preparation for college lectures. Students will learn to recognize the many different types of lecture organization styles using prerecorded lectures from their required textbook audio program.

2. Students will enhance their knowledge, understanding, vocabulary, and English writing skills by listening to and taking notes over professional lectures and speeches, and by watching educational videos.

3. Students will have the opportunity to increase their listening and speaking skills by teaching each other about new ideas, concepts, principles, or processes through doing research, writing and creating group informative presentations, and by completing a wide range of cooperative learning projects together.

4. This course is designed to integrate all ESOL courses together by allowing students ample opportunities to practice reading, writing, grammar, and listening/speaking skills through pre- and post-lecture reading activities, group discussions, reading research on a variety of topics, and paraphrasing information in order to create individual and group presentations. Furthermore, students will gain confidence, develop their cooperative and camaraderie skills as well as make life-long valuable connections with other classmates.

ESOL Corner

AECl students needing additional help with listening/speaking, reading and writing/grammar are welcomed to come to the ESOL Corner. The ESOL Corner is a drop-in tutoring center located on the second floor of Wichita Hall, across from the ESOL Lab (WH261). A tutoring schedule will be posted listing the days and times a tutor will be available to help you. Be certain to read the schedule carefully.

Evaluation Procedures

Your final course grade will be determined by your overall performance and by your language proficiency at the end of the course.

Promotion to the next language skill set will be based on the assessment of your overall performance.

1. Receive a score of 75% or higher to pass this course
2. Attend class on a regular basis
3. Complete all assignments, quizzes and exams, and participate in all activities.

Grade Calculation:

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<tbody>
<tr>
<td>Writing</td>
<td>25%</td>
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<tr>
<td>Grammar</td>
<td>25%</td>
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<tr>
<td>Listening/Speaking</td>
<td>25%</td>
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<tr>
<td>Reading</td>
<td>25%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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Course Grading:

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<tbody>
<tr>
<td>Presentations</td>
<td>25%</td>
</tr>
<tr>
<td>Projects</td>
<td>15%</td>
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<tr>
<td>eCampus/HW</td>
<td>15%</td>
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<tr>
<td>Quizzes</td>
<td>20%</td>
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<tr>
<td><strong>Final</strong></td>
<td><strong>25%</strong></td>
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<tr>
<td><strong>100%</strong></td>
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Grading Scale

Letter grades are assigned based on the average you earn.

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<thead>
<tr>
<th>If you earn</th>
<th>your course grade will be</th>
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<tbody>
<tr>
<td>(90-100%)</td>
<td>A</td>
</tr>
<tr>
<td>(80-89%)</td>
<td>B</td>
</tr>
<tr>
<td>(75-79%)</td>
<td>C</td>
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<tr>
<td>(74-60%)</td>
<td>D</td>
</tr>
<tr>
<td>(≤ 59%)</td>
<td>F</td>
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</table>
Policies and Procedures

1. Attendance

**Punctuality** is important in American culture. We begin class promptly. We expect you to be on time and stay until dismissal. The class begins once the instructor addresses the class. If you come in after the instructor has addressed and started the class, you will be marked tardy. Furthermore, if a break is given, please be prompt in returning to class once the break is over.

- 3 tardies = 1 absence
- Missing 1 hour or more of class in any one day = 1 absence
- 1 early departure of less than 1 hour (prior to instructor dismissal) = 1 tardy
- 6 or more absences = 10 points off final grade

Students have been allotted five absences for the session, and students are responsible for determining how they will utilize these absences. **When you are absent, it is your responsibility to check with your instructors to find out what you missed.** If you are absent on a day on which an exam, quiz, or in-class essay is scheduled, you will not be allowed to make up the assignment unless you contact the instructor by telephone or e-mail about your absence. If a student has an extenuating circumstance or illness causing the student to exceed the allotted five absences, the student should inform all instructors and an international student advisor in Multicultural Center. Excessive absenteeism will be reported to Multicultural Center. Instructors follow the attendance policy outlined above.

2. Late Work Policy

Part of being a college student is learning to manage your time. No late assignments are accepted. Homework is accepted late only if you have received prior permission. Assessments (quizzes, exams, presentations, etc.) may only be made up in the case of a documented emergency. You are responsible for contacting the instructor as soon as possible after the emergency arises.

3. Academic Progress

The ESOL Program’s goal is to help you succeed in your courses. If your grades or progress indicate that you may not pass this course, you may be required to attend tutoring or complete additional practice assignments or activities.

You are encouraged to discuss academic goals and degree completion with me. Specific advising is available throughout the semester. Check [7Steps2Success](#) for more details.

4. Classroom Policies

There are many activities in this course that require active participation. It is important that every student feel comfortable in speaking and participating fully. Be courteous and listen respectfully when your classmates or the instructor speak. Common courtesy also extends to the use of cell phones, food, and drink.

**Cell Phone Policy:** Turn off cell phones and place them in a bag or a backpack. If you think you may receive an emergency call, speak to the instructor about this prior to class time. Cell phones are NOT allowed during short breaks. If you must use your cell phone for an emergency, please go outside the classroom but do not linger in the hallway or disrupt other classes.

**Audio or Video Recordings:** The lecture and discussions in this course **may not be recorded** without specific permission. While I understand students’ desires to review classroom information at home, recordings can make some students uncomfortable and it raises questions about privacy.

**Food and Drink Policy:** Please feel free to bring your favorite non-alcoholic beverage to class. Food, however, tends to disrupt discussion. You should eat before or after class, not during class. Neither food nor drinks are allowed in labs.
5. Academic Integrity and the Honor Pledge

To learn well, you must do your own work. Every student in my classes is expected to maintain a high standard of academic integrity. You should read the DCCCD Code of Student Conduct at http://www.richlandcollege.edu/conduct and abide by it. You will be required to sign an honor pledge stating that you have read and understood the policy and the consequences of violating the standard. If you have any questions about the meaning of academic honesty and what is expected of you, ask me.

* If you are caught cheating in any form, you will automatically receive a 0%. If you ask someone to help you cheat in way, they too will receive a 0%. Cheating in any form is NOT worth it.

6. Course Withdrawal Procedures

If you are on an F-1 visa, please be certain to speak with your international advisor before dropping any course. If you receive financial aid, you should also speak with the Financial Aid Office. **ESOL students should not drop classes at the Admissions Office, rather, drop the course at the Multicultural Center.** If you stop attending without officially dropping the course, you will be assigned a non-passing grade of D, F, or N.

7. Institution Policies

For Richland College’s policies on dropping and repeating courses, the effect on financial aid, and other important information, please visit www.richlandcollege.edu/syllabusinfo/syllabiInformation.pdf.

8. TSI Statement

The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI Office in T170T or T170S (phone no. 972-238-6115 or 972-238-3787) or at http://www.rlc.dcccd.edu/regi/resource/tsi.htm.

9. Syllabus Change Disclaimer

The instructor reserves the right to amend this syllabus as necessary.

Promotion to the next language skill set will be based on the assessment of your overall performance.

1. Receive a score of 75% or higher to pass this course
2. Attend class on a regular basis
3. Complete all assignments, quizzes and exams, and participate in all activities.
Course Plan

This plan may be adjusted depending on the specific needs of the class.

<table>
<thead>
<tr>
<th>Week</th>
<th>Activities and Focus</th>
<th>Homework</th>
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<tbody>
<tr>
<td>1</td>
<td>Dictation of numbers Introduction &amp; Conclusions Presentation</td>
<td>Presentation #1</td>
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<tr>
<td>2</td>
<td>Notetaking pg. 32-39 Outline of Speeches Group project #1</td>
<td>Group project #1 On-line Homework</td>
</tr>
<tr>
<td>3</td>
<td>Building Confidence Practice Paraphrasing Lecture Organization Part 1 Lecture &amp; Lecture Quiz #1 Group project #2</td>
<td>Paraphrasing Vocabulary over lecture Group project #2 On-line Homework</td>
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<tr>
<td>4</td>
<td>Body Language Awareness Lecture Organization Part 2 Lecture &amp; Quiz #2 Presentation</td>
<td>Presentation #2 Vocabulary over lecture On-line Homework</td>
</tr>
<tr>
<td>5</td>
<td>Intonation Awareness Lecture Organization Part 3 Lecture &amp; Quiz #3</td>
<td>Vocabulary over lecture On-line Homework</td>
</tr>
<tr>
<td>6</td>
<td>Group project #3 Assessment Final Presentation</td>
<td>Group project #3 On-line Homework</td>
</tr>
<tr>
<td>7</td>
<td>Final Exam</td>
<td>Presentation #3</td>
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<td>8</td>
<td>Conferences</td>
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Syllabus Acknowledgement and Academic Integrity Pledge

I have received, read, and understood the syllabus for this course.

I understand that this course focuses on my learning both content and skills, and that learning does not occur when copying someone else's work or ideas. I also understand that using someone else's words or ideas without giving appropriate credit is a type of theft.

- I agree that all homework, online discussion material, presentations, quizzes, exams, and other work completed for this course will be my own. In other words, I will use my own words and ideas, unless appropriate citations or other instructions are provided.
- I agree that all work for this course will be done without help from another person, except as specifically permitted by my instructor.
- I agree not to ask for or to give answers to anyone enrolled in this or a similar course.
- I understand that the consequences for violating the standards of academic integrity begin with a zero on that assignment and can increase to a failing grade for the course, suspension, or expulsion from the college.

Name

Date