Richland College School of World Languages, Cultures & Communications
American English and Culture Institute

ESOL 0036: Master Skill Set
Vocabulary Enhancement

Instructor Information
Instructor        Marianne Mercer
Telephone         972-761-6774
Email             mmercer@dcccd.edu
Office            WH270
Office Hours      Monday, Tuesday, Wednesday, and Thursday 10:30-11:30 AM or by appointment.

Course Information
Course Number     ESOL 0036
Section           83824
Class Meeting Times  M W 2:50-4:55 PM and F 3:55-4:55 PM
Prerequisite       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  May 03, 2017
No Classes           April 14, 2017

Course Description: Skill Development in Listening/Speaking
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 –
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. Maximize resources by learning to budget time and money, utilizing existing resources to accomplish a task, distributing duties to various team members, and utilizing space in a productive manner
2. Exhibit interpersonal skills by working as a member of a team, participating in peer instruction, learning to serve customers, negotiating with others, and working with different cultures.

3. Utilizes information skills by acquiring and evaluating data, organizing and maintaining information, interpreting and communicating data, and processing information.

4. Apply systems concepts by understanding technological and organizational systems, distinguishing trends, predicting results, and correcting performance.

5. Use technology by demonstrating ability to use software in computer programs, and using the Internet for class assignments.

ESOL Corner

AECI 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 MSS course grade will be determined by your overall performance earned in the MSS course and by your language proficiency at the end of the course.

Completion of this 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 and participate on a regular basis

MSS Grade Calculation:

<table>
<thead>
<tr>
<th></th>
<th>Average</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Class Projects</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>In Class Quizzes</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>Online Assignments</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>Final Quiz/Final Project</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

Important: Your Master Skill Set (MSS) grade will be averaged with your Reading, Writing, and Grammar grade; thus, your academic performance and participation in the MSS course requires your attention.

For example:

<table>
<thead>
<tr>
<th>Class</th>
<th>Average</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>80</td>
<td>B</td>
</tr>
<tr>
<td>Writing</td>
<td>85</td>
<td>B</td>
</tr>
<tr>
<td>Grammar</td>
<td>85</td>
<td>B</td>
</tr>
<tr>
<td>Master Skill Set (Listening &amp; Speaking)</td>
<td>65</td>
<td>D</td>
</tr>
<tr>
<td><strong>Average</strong></td>
<td>315 / 4</td>
<td>78.75 = C</td>
</tr>
</tbody>
</table>

Grading Scale

Letter grades are assigned based on the average you earn.

<table>
<thead>
<tr>
<th>If you earn</th>
<th>Your course grade will be</th>
</tr>
</thead>
<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>
</tr>
</tbody>
</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.

- 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 for the session = 10 points off the final grade average of W, G, R & L/S.

For Example: David/Susan has the following number of absences in each class session:
- Grammar = 2
- Reading = 2
- Writing = 1
- Listening & Speaking = 1
- Total Absences = 6

<table>
<thead>
<tr>
<th>Class</th>
<th>Average</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>80</td>
<td>B</td>
</tr>
<tr>
<td>Writing</td>
<td>85</td>
<td>B</td>
</tr>
<tr>
<td>Grammar</td>
<td>85</td>
<td>B</td>
</tr>
<tr>
<td>Master Skill Set (Listening &amp; Speaking)</td>
<td>65</td>
<td>D</td>
</tr>
<tr>
<td>Average</td>
<td>315 ÷ 4 = 78.75</td>
<td>-10 points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>68.75 = D</td>
</tr>
</tbody>
</table>

With 6 absences, David’s/Susan’s 78.75 average is reduced by 10 points = 68.75.

Students should refer to their Reading, Writing, & Grammar syllabus for exit evaluation in those skill areas.

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. This includes coming to class as well as completing assignments on time. In class projects and quizzes will only be given once. Online assignments will be available for 4 days and will not be reopened after the due date. At the end of the
session there will be one online make-up assignment available. If you choose to take it, it will replace your lowest in class quiz or in class project. There will be no other make-ups available.

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 or silence cell phones. If you receive an emergency call, leave the room quietly before answering.

**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.

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 https://alt.richlandcollege.edu/employees/syllabus-institutional-policy-statements/.
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.
Tentative 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>
</tr>
</thead>
</table>
| 1    | Lecture 1: Study Tips  
         Notetaking Strategies  
         In Class Project #1  
         Quiz #1 |          |
| 2    | Lecture 3: Exploring a Market: Attitudes  
         towards Pets  
         Vocabulary related to business and  
         marketing  
         In Class Project #2  
         Quiz #2 | eCampus Assignment |
| 3    | Lecture 5: How to Deal with Stress  
         Vocabulary related to psychology  
         In Class Project #3  
         Quiz #3 | eCampus Assignment |
| 4    | Lecture 8: Pheromones  
         Vocabulary related to biology  
         In Class Project #4  
         Quiz #4 | eCampus Assignment |
| 5    | Lecture 9: The Near Side of the Moon  
         Vocabulary related to astronomy and  
         geology | eCampus Assignment |
| 6    | Final Quiz  
         Final Project |          |
| 7    | Post Diagnostic Testing |          |
| 8    | Recommendations for Master Skill Set  
         Completion |          |
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 (Signed)                                    Date

_________________________________
Name (Printed)