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

ESOL 0036: Master Skill Set Communicative Scenarios

Instructor Information

Instructor: Rebekah Holdeman
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Email: rholdeman@dcccd.edu
Office: ACCESS office A100
Office Hours: By appointment

Course Information

Course Number: 0036
Section: 83850
Class Meeting Times:
Mon 10:20 – 12:25
Wed 10:20 – 12:25
Fri 11:20 – 12:25

Prerequisite: Successful completion of master skill set or placement through appropriate assessment.

Texts and Materials


Some Important Dates

Assessments:
Final Presentation- Wednesday, May 3
Final exam - Friday, May 5

Withdrawal Deadline: May 3, 2017

No Classes: Friday, April 14- Easter Holiday

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 in 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:

- use correct intonation patterns for different types of sentences (statement/questions)
- express thoughts and opinions using appropriate pragmatic devices/conversational strategies
- using polite language/non-verbal behavior to express opinions
- narrate events telling a story in pairs/groups/to the class
- employ appropriate public speaking delivery strategies (eye contact/volume/pace/posture/gestures, etc.)
- organize ideas/give details when speaking
- express thoughts fluently when given a topic
- understand new vocabulary by using context clues
- listen to find a location on a map; checking to see if their end location matches the target destination following speaker’s directions on how to do something;
- Understand reduced speech/intonation
- listen and mark intonation patterns for sentences/identifying types of sentences (ex: information question vs. yes/no question)
- Respond appropriately to other’s conversational strategies
- give an acceptable response to other’s cues in group discussion
- requests for repetition, explanation and support of opinion, non-verbal cues to talk more/less, et

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 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:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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</thead>
<tbody>
<tr>
<td>Assessments &amp; Presentations</td>
<td>40%</td>
</tr>
<tr>
<td>MSS Final</td>
<td>20%</td>
</tr>
<tr>
<td>Assignments</td>
<td>20%</td>
</tr>
<tr>
<td>Class Participation</td>
<td>10%</td>
</tr>
<tr>
<td>Language Enhancement Activities</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></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>
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</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>
<tr>
<td>(74-60%)</td>
<td>D</td>
</tr>
<tr>
<td>(≤ 59%)</td>
<td>F</td>
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</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 = 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 lab 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 me 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 or silence cell phones, keep them put away. Cell phones are not to be used in class unless specified by the instructor.

**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 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.
**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>
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<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
</tr>
<tr>
<td>2</td>
<td>Chapter 6: Global Connections</td>
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<tr>
<td>3</td>
<td>Chapter 7: Language &amp; Communication</td>
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<td>4</td>
<td>Chapter 8: Tastes and Preferences</td>
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<tr>
<td>5</td>
<td>Chapter 9: New Frontiers</td>
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<tr>
<td>6</td>
<td>Chapter 10: Ceremonies</td>
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<tr>
<td>7</td>
<td>Review week</td>
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<td></td>
<td>• Final Presentation, Wednesday, May 3</td>
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<td></td>
<td>• Final Exam- Friday, May 5</td>
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<tr>
<td>8</td>
<td>End of Course</td>
</tr>
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<td></td>
<td>• Recommendations for Master Skill Set Completion</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 will not copy phrases or words from the internet, books, magazines, or any other resource unless I use quotation marks and provide the source. Copying 1 sentence and changing a few words is still considered plagiarism.
- 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.
- I understand that cell phones are distracting to classmates and that cell phone use during class is not allowed unless the teacher grants permission for a special purpose. If I use a cell phone without permission, I understand I must place cell phone at the front of the class until the class is over.
- I understand that students earn their grades, and that teachers evaluate and record academic progress based on student performance.

_________________________________  _______________________
Name (Signed)                                    Date

_________________________________  _______________________
Name (Printed)                             Richland ID number