

**Intensive English Program**

**Houston Community College**

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**ESOL 0356 – Advanced Conversation for Foreign Speakers**

 CRN 56607 – Spring 2018

Alief-Hayes Campus **Rm A432** | 2:00 – 4:20 p.m. Monday/Wednesday

3 hours lecture / 2 hours lab / 80 hours per semester/

 **Class Dates**: 01/16/2018 – 05/13/2018

**Instructor:** **Elizabeth Celeste Coiman-Lopez**

**Instructor Contact Information: E-mail:** elizabeth.coiman-lopez@hccs.edu

**Learning Website**: http://learning.hccs.edu/faculty/elizabeth.coiman-lopez

**Location and hours:**

Alief-Hayes Campus, by appointment. Please come to see me if you have any questions or concerns. It is better to ask questions before you have problems with tests or homework. Contact me if you have been absent to arrange a time to hand in the homework and to discuss what you missed.

If you are having difficulties because of Hurricane Harvey (issues with shelter, transportation, basic needs, school supplies, school books, etc.) please do not just drop this class thinking you cannot be successful in it. Discuss your problems with your instructor. They may be able to help you find support or assistance. Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Student for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable us to provide any resources that HCC may possess.

**Instructional Materials**

Pathways 4 Listening, Speaking & Critical Thinking, 1st edition, Cengage/National Geographic.

**Prerequisites**

A passing grade in ESOL 0349 or, for incoming students, placement exam cut-offs

**Course Description**

A continuation of ESOL 0349, this course is designed to encourage students to improve aural comprehension of academic lectures and note-taking skills, and to enhance verbal communication of complex ideas.

**Course Statement of Purpose**

This course seeks to prepare students for college classes and general speaking assignments by accomplishing the following objectives:

• Students are able to make inferences regarding complex ideas.

• Students continue to refine their oral production skills.

• Students continue to refine note-taking skills, and are able to use their notes to summarize in both oral and written form.

• Students are able to function in everyday academic interactions.

**Student Learning Outcomes**

After completing ESOL 0356, Advanced Conversation, students should be able to:

1. Produce pronunciation accurate enough to be comprehended with little effort by those unaccustomed to interacting with non-native English speakers;
2. Demonstrate fluency while participating in class discussions on a variety of topics ranging from social to workforce to academic;
3. Produce a major researched oral presentation using a variety of visual resources;
4. Deliver an effective oral summary of a text on an academic topic.

**Learning Objectives Leading to the Course Outcomes above**

Students will:

1.1 Produce spoken discourse with few errors in pronouncing the English sounds;

1.2 Produce sentences with accurate stress and intonation patterns.

2.1 Participate in small-group discussions on topics related to recorded academic lectures;

2.2 Participate in classroom panel discussions or debates regarding academic topics.

3.1 Select a topic of interest to the student and the class;

3.2 Organize a presentation of 5-7 minutes on that topic;

3.3 Combine a variety of audio and visual resources to supplement the presentation;

3.4 Deliver the presentation to the class, and answer questions that may arise.

4.1 Outline the content of an academic presentation or reading passage;

4.2 Discuss the main ideas and details of the passage with students in a small group

4.3 Produce a summary of the main ideas and the major details of the passage or text.

**Student Assignments**

* Taking notes from lectures
* Dictations
* Giving presentations
* Recording for pronunciation and fluency
* Summarizing recorded material
* Discussing
* Problem solving and reporting
* Option: Participating in International Conversation Partners, or Open Lab

**Instructional Methods**

* Lectures and note-taking
* Listening and summarizing
* Discussions (pairs, small groups,

 whole class)

* Presentations and reports
* Problem solving
* Pronunciation practice
* Dictations
* Vocabulary building
* Independent study

**Assessments**

* Oral presentations
* Listening tests and quizzes
* Notes taken from lectures
* Oral summaries of recorded material
* Recordings of reading aloud (for comprehensibility and fluency
* Dictations

**EGLS3: Evaluation for Greater Learning Student Survey System**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

**HCC Policy Statement: Academic Dishonesty**

* Any form of copying, cheating, or plagiarism will result in a grade of 0 for the assignment.
* The instructor will decide whether to permit you to make up the work, and under what circumstances it might be made up.
* If you are charged with academic dishonesty, pleading ignorance of the rules will not help you.
* Penalties and/or disciplinary proceedings may be initiated by HCC officials against a student who is accused of scholastic dishonesty.
* “Scholastic dishonesty” includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

* Copying from another students’ test paper;
* Using materials not authorized by the person giving the test;
* Collaborating with another student during a test without authorization;
* Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
* Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a **grade of 0 or F** in the particular **assignment**, **failure in the course**, and/or recommendation **for probation or dismissal from the College System**.

See the HCCS Student Handbook for further information.

**HCC Policy Statement: Attendance**

* All students who have not attended by the Official Day of Record (January 29th} will be dropped or withdrawn from the class for non-attendance.
* According to the HCC Student Handbook, you may be dropped from a course after accumulating absences in excess of 12.5 percent **(4 classes)** of the total hours of instruction (lab as well as lecture).
* For Intensive English if you exceed a total of 10 hours (12.5%) of absence in any class (= 4 full days of any class, including labs), you can be dropped from that class.
* If you are an **F1 student**, this can make you **out of status** and will cause you visa problems, possibly requiring you to petition for reinstatement.
* If you are absent, it is **your responsibility** to contact your instructor to find out what you have missed and whether it is possible to make up the work.
* If you do not take this responsibility, you risk receiving grades of zero and not being allowed to make up the work.
* **No absences are excused.**
* **Class attendance leads to class success**.

**Tardiness and in-class time absence**

* Classes and tests begin on time.
* **Lateness of 10 minutes** or more counts as 1 hour class or lab absence.
* You can enter the classroom, but you will be counted as being one hour absent.
* **3 tardies** (lateness) = **1 full class absence.**
* Lateness after break times, leaving early or disappearing for more than **5 minutes** during class or lab are also counted as absences.
* If you are seen using your cell phone or texting during class one hour will be taken off and counted toward your absences. **1 warning = 1 hour class.**
* Your instructor will inform you of his/her class policy regarding this misuse: you may be required to leave the classroom and be counted absent, or you may instead be given one tardy.

**HCC Withdrawal Deadline**

To drop a class, you must speak with a counselor or an advisor. The nearest place to see one is at Alief-Hayes . The last day students may withdraw or be dropped from a class with a grade of W is Tuesday **April 3rd before** 4:30 p.m. Students who have excessive absences after that date will receive the grades they earn.

***Note: International students will be out of status if they drop or are dropped from their classes and may have to return to their countries. Speak with a counselor or an advisor before dropping classes to make sure you understand the procedures.***

**HCC Policy on Students Repeating a Course for the Third Time**

**Repeating students**:

Grades of **IP** or **F** are **failing** grades; the student will have to repeat the course. A student who fails a class for the **second time** must receive a grade of **F** for that class.Students who repeat a course for three or more times will have to pay a higher tuition fee at HCC and other Texas public colleges and universities. *If you are having trouble in class, talk to your teacher and get help from a tutor.* Get other assistance from a counselor before withdrawing or for advice if your grades are not passing. Students should get help so that they will not fail.

**HCC Policy Statement: ADA**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services.  It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/district/students/disability-services>

**HCC Policy Statement: Sexual Misconduct**

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence.  Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual’s fundamental rights and personal dignity.  Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities.  If you require an accommodation due to pregnancy please contact an Abilities Services Counselor.  The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator.  All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross

Director EEO/Compliance

Office of Institutional Equity & Diversity

3100 Main

Phone: 713-718-8271 or Institutional.Equity@hccs.edu

**CLASSROOM BEHAVIOR**

Treat your classmates and teacher with **respect**. Use English. Make the most of your class time by actively participating in discussions and activities. Turn off your cell phone during class. If you are expecting an emergency call, ask your instructor’s permission to leave your cell phone on vibrate.

**Use of Camera and/or Recording Devices**

Use of recording devices, including camera phones and tape recorders, is **prohibited** in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

**Misuse of Electronic Devices in the Classroom**

The use of electronic devices by students in the classroom is up to the discretion of the instructor. Any use of such devices for purposes other than student learning is strictly **prohibited**. If an instructor **perceives** such use as disruptive and/or inappropriate, the **instructor has the right to terminate such use**. If the behavior continues, the student may be subject to disciplinary action to include removal from the classroom or referral to the Dean of Student Services. (Please see the Attendance Policy for this class.) HCC instructors have the right to require students **to turn in** electronic devices **before** being allowed to take a **quiz** or **test** or to write an i**n-class** **composition** or other assignment.

**Disruptive Behavior:**

Students who conduct themselves in a manner that significantly **interferes** with college teaching, research, administration, disciplinary procedures or other authorized college activities (including its public service functions) on the college premises will be subject to disciplinary action. Any student who behaves in this way may be required by the instructor to leave the classroom and be counted absent for the rest of that class period.

**HCC Policy Statement: ADA**

Services to Students with Disabilities Students who require reasonable accommodations for disabilities are encouraged to report to Dr. Becky Hauri at 713-718-7910 to make necessary arrangements. Faculty is only authorized to provide accommodations by the Disability Support Service Office. Please see this website for more information: http://hccs.edu/studentrights

**Campus Carry:**

“At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry> .”

**HCC Policy on Sexual Harassment**

Sexual harassment in any form is not tolerated at Houston Community College. It is a violation of HCCS policy for an employee, agent, or student of the college to engage in sexual harassment as defined in the EEOC guidelines (EEO/AA Compliance Handbook 47). See HCCS Student Handbook for more information.

**Late homework:**

* **1 day late** without a reason that is acceptable to your instructor, the **grade** will go **down** **15 points**.
* **2 days late** = **30 points down**.
* Late homework **will not be accepted** after the **second day**.
* If you miss classwork, you cannot receive full credit for making it up.

**Missed tests or quizzes:**

Please do not be absent on testing days. If you are absent for one quiz or test, you must ask your instructor for permission to make up what you missed. The second missed quiz or cannot be made up and a grade of zero will be given.

**HCC Grading Scale**

90-100% =**A** 80 – 89% = **B** 70 – 79% = **C** Below 70% = **IP** or **F** (not passing)

 **FX** = Failure due to excessive absence

**ESOL 0356 Grading Formula**

 Listening Tests: Mid-Term, Quizzes 35%

 Oral Presentations 30%

 Final Examination 20%

 Activities and participation 15%

 **100%**

**16-WEEK COURSE CALENDAR**

|  |  |  |
| --- | --- | --- |
| Date | Objectives | Course Material |
| **Week 1****01/16 – 01/20**  | **01/15 MLK Holiday****Winter Holiday** |  |
| **Week 2****01/22 – 01/27** | **Unit 1** – Urban ChallengesIntroduction; orientation.Note-Taking Skills – Cornell Note-Taking System |  |
| **Week 3****01/29 – 02/03** | **Unit 1** – Urban Challenges & **Unit 2 -** Protecting Our Planet **Practice** – Note-Taking Skills and Summary |  |
| **Week 4****02/05 – 02/10** | **Unit 2:** Protecting Our Planet  **Presentation #1 p. 20 - In Pairs**Present a problem affecting your city and propose solutions for the problem |  |
| **Week 5****02/12 – 02/17** | **Unit 3**: Beauty and Appearance **Listening Quiz #1**  - Ted Talks: Note-Taking Skills |  |
| **Week 6****02/19 – 02/24** | **02/19 President’s Day Holiday****Unit 3:** Beauty and Appearance & **Unit 4** - Energy Issues**Presentation #2 p. 40 - 2 Small Groups – Debate**Prepare arguments for and against keeping animals in zoos.  |  |
|  **Week** **7****02/26 – 03/03** | **Unit 4** - Energy Issues & **Unit 6**: Tradition & Progress **Listening Quiz #2** - Ted Talks: Note-Taking Skills |  |
| **Week 8****03/05 – 03/10** | **Unit 6**: Tradition & Progress **Presentation #3 p. 60 – Groups by Countries**Prepare and give a group presentation about the fashion trends in you’re your country. Create a Power Point |  |
|  | **SPRING BREAK! Don’t get too much sun!** |  |
| **Week 9****03/19 – 03/24** |  **Unit 7**: Money in Our Lives **Mid-Term Listening Test** |  |
| **Week 10****03/26 – 03/31** | **Unit 7**: Money in Our Lives **Listening Quiz #3** Ted Talks: Note-Taking Skills |  |
| **Week 11****04/02 – 04/07** | **Unit 8** Health and Fitness**Presentation #4 pg. 80 Groups**Prepare and give a presentation about unusual sources of energy. |  |
| **Week** **12****04/09 – 04/14** | **Unit 8** Health and Fitness **& Unit 9** Mind and Memory**Listening Quiz #4** Ted Talks: Note-Taking Skills |  |
| **Week 13****04/16 – 04/21** | **Unit 9** Mind and Memory  |  |
| **Week 14****04/23 - 04/28** | **Unit 10** Food Concerns**Presentation #5 Occupational Outlook Handbook – Individual**Informational presentation about your future career according to OOH. |  |
| **Week 15****04/30 – 05/05** |  **Unit 10** Food Concerns |  |
| **Week 16****05/07 – 05/12** | **Final Examination** |  |

**Important Dates and Holidays (Spring 2018)**

First Day of Class January 16

Official Day of Record January 29

Last Day for Refund February 7

President’s Day February 19

Spring Break March 12 – 16

Spring Holiday March 30

Last Day for Administrative/Student Withdrawals April 3

Last day of Instruction (for ESOL) May 4

Final Exams May 7 - 11

Semester ends May 12

**INSTRUCTOR’S REQUIREMENTS**

**The teacher needs to:**

* Create a learning rich environment for learning and for student interaction.
* Give students extra learning resources in class and in lab on topics connected to the course.
* Tell students about important HCC policies such as attendance and academic honesty (no cheating).
* Make arrangements to be available to students when they need help or have questions. Give help when needed.
* Make clear the classes, projects, tests, assignments, policies, dates, and regulations.
* Provide grading scales and assessment.
* Make a class calendar available

**To succeed in college the students need to:**

* **Work hard**, **attend all classes, and be on time.**
	+ Good attendance + hard work = SUCCESS
* If you are absent for all or part of a class, you are responsible for contacting the instructor as soon as possible to find out what you missed and to find out if the work can be made up.
* **Pay attention**, listen carefully, and ask questions.
* **Listen** and **be respectful** to other students’ contributions.
* Create a good learning environment. *Turn off cell phones or use vibrate mode for emergencies*. No Texting or any Social Media in class.
* **Concentrate**. Use English only in class time and sit next to someone who doesn’t speak your language.
* **Eat well** for energy. The brain needs good food. Eat breakfast at home and lunch in break times.
* **Do homework.** The brain learns by seeing new words and ideas many times in different ways.
* **Do your own work and learn.** Copying from the Internet and other sources is not learning.
* **Have fun with English**. Read, write, listen, and speak English in daily life through TV, neighbors, students and coworkers, and volunteering in the community.
* **Use technology for learning** online in English learning sites.

**Tutoring Services**

The HCC Tutoring Centers provide free face-to-face tutoring for individual subjects at specific times throughout the week on various campuses. There is no need to make an appointment. If you need a tutor, please refer to this website: www.hccs.edu/findatutor for times and locations. Free online tutoring is also available at [www.hccs.upswing.io](http://www.hccs.upswing.io)