



Intensive English Program Northwest College

ESOL 0356 – Advanced Conversation for Foreign Speakers

CRN 63098—Fall 2013

Alief-Bissonnet Center – Room 177 | 11:00 p.m. – 1:30 p.m. | Tues./Thurs.

3 hours lecture / 2 hours lab / 80 hours per semester/16 weeks

Class Dates: 08/27/2013-12/15/201

Instructor: Jennifer Wee

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Learning Website: <http://learning.hccs.edu/faculty/jennifer.wee>

Office location and hours: Alief-Bissonnet Center, (hours and location) or by appointment

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 this course, 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.

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

Student Assignments

Taking notes from lectures
Dictations
Giving presentations
Recording for pronunciation and fluency
Summarizing recorded material
Discussing
Problem solving and reporting

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

Instructional Materials

Mosaic 2: Listening and Speaking, Silver Edition (e-book) (McGraw-Hill Publishers)

ISBN: 978-0-07-333200-0

English dictionary: *Oxford Advanced Learner's Dictionary* **OR** *Longman Dictionary of American English*

OR *Electronic Dictionary*

Folder and lined paper highlighter computer flash drive

16-WEEK COURSE CALENDAR – Advanced Conversation

Week 1 8/26-8/29	Introduction, orientation, diagnostics <u>Chapter 1: Urban Challenges</u>	p. 1
Week 2 9/3-9/5 9/2 Labor Day	Chapter 1 Test <u>Chapter 2: Protecting Our Planet</u> Information about Presentation #1	p. 21
Week 3 9/9-9/12	<u>Chapter 2: Continued</u> Chapter 2 Test Submit topic and plan for 1 st Presentation	
Week 4 9/16-9/19	<u>Chapter 3: Beauty and Appearance</u> Oral Presentation #1	p. 41
Week 5 9/23-9/26	<u>Chapter 3: Continued</u> Chapter 3 Test Information about Presentation #2	p. 61
Week 6 9/30-10/3	<u>Chapter 4: Energy Issues</u> Submit topic and plan for 2 nd Presentation	
Week 7 10/7-10/10	Chapter 4 Test Presentation #2	p. 81
Week 8 10/14-10/17	<u>Chapter 5: Migration</u> Information about Special Project Midterm Attendance/Grade Reports	
Week 9 10/21-10/24	Chapter 5 Test Special Project: American Values 1	
Week 10 10/28-10/31	Special Project: American Values 2	
Week 11 11/4-11/7	Special Project: Forum and Interviews	
Week 12 11/11-11/14	<u>Chapter 7: Money In Our Lives</u> Submit interview sheets Information about Oral Presentation #3	
Week 13 11/18-11/21	Chapter 7 Test Submit topic and plan for 3rd Presentation	p. 121
Week 14 11/25-11/27 11/28 Thanksgiving	Review of Listening Finals Presentation #3	
Week 15 12/2-12/5	Review of Listening Finals	
Week 16 12/9-12/12	Final Examination	

(The instructor may change this calendar as needed)

HCC Grading Scale

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

ESOL 0356 Grading Formula

Listening Tests (7)	30%
Presentations (3)	30%
Special Project	10%
Notetaking/Summarizing/Daily Work	10%
Final Exam	20%
100% (Note: Assessments = 80% and Other = 20%)	

PROGRAM AND ESL DISCIPLINE REQUIREMENTS

Basic Requirements for ESOL 0356

Students in ESOL 0356 will:

- Give a minimum of four graded oral presentations, at least one of which should be a group project
- Complete a minimum of three listening tests using notes taken from recorded or guest lectures
- Take a final examination

INSTRUCTOR'S REQUIREMENTS

The teacher needs to:

- Create a rich environment for learning and student interaction.
- Give students extra learning resources in class and in lab on topics connected to the course
- Make classes, projects, tests, assignments, policies, dates, and regulations clear.
- 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.
- 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 in class.
- Concentrate. Use English only in class time and sit next to someone who doesn't speak your language.
- 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.
- 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.

Late homework: If homework is one day late without a reason that is acceptable to your instructor, the grade will go down 25 points. Two days late = 50 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. . If you are absent, you are still responsible for the homework: work missed while absent has to be completed on your return. Please get a classmate's phone number or e-mail me to find out what you have missed so that you can be prepared for class.

Missed examinations or quizzes: Please do not be absent on testing days. Missed examinations or quizzes can be made up only if you can provide what your instructor considers an acceptable reason for having a second chance.

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.

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: 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 student's 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

According to the HCC Student Handbook, you may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For Intensive English if you exceed a total of 10 hours (12.5%) of absence in any class, including labs, you can be dropped from **all** Intensive English classes. This will make F1 students out of status and cause visa problems. 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 ten minutes or more counts as a class or lab absence. You can enter the classroom, but you will be counted absent. Lateness after break times, leaving early or disappearing for more than ten minutes during class or lab are also counted as absences. Improper use of technology during class time or lab time are also counted towards your absences (1 warning = 1 tardy and 3 tardies = 1 absence). Chronic lateness may result in change in policy for individuals.

HCC Withdrawal Deadline

To drop a class, you must speak with a counselor or an advisor. The last day students may withdraw or be dropped from a class with a grade of W is **Friday, November 1st** 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.

HCC Policy Statement: ADA

Services to Students with Disabilities Students who require reasonable accommodations for disabilities are encouraged to report to Mahnaz Kolaini at 713-718-5422 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/student-rights>

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.

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.

Important Dates and Holidays – (Traditional)

IEP classes begin	August 26
Labor Day (HCC is closed.)	September 2
Official Date of Record	September 9
Last Day for Administrative/Student Withdrawals	November 1
Thanksgiving Day (HCC is closed.)	November 28
Last day of classes	December 5
Final Examinations	December 9 - 12
Grades available to students	December 20