



**Intensive English Program  
Houston Community College**

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

CRN 15442 – Fall 2016

Katy Campus Rm 230 & 228 | 2:30 – 5:00 p.m. |T /TH  
3 hours lecture / 2 hours lab / 80 hours per semester/5 weeks

**Class Dates:** 08/22/2015 – 12/11/2015

**Instructor:** Kathy Najafi

**Instructor Contact Information: e-mail:** Kathy.najafi@hccs.edu

Learning Website <http://learning.hccs.edu/faculty/kathy.najafi>

**Office location and hours: Katy 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.

**Instructional Materials**

*Pathways 4* Listening, Speaking & Critical Thinking, 1<sup>st</sup> edition, Cengage/National Geographic

**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.

**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: Attendance**

All students who have not attended by the Official Day of Record (September 8) will be dropped or withdrawn from the class for non-attendance. According to the HCC Student Handbook, you can be dropped from a course after accumulating absences in excess of 12.5 percent 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 five 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 five 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. 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 in Gulfon Room 117. The last day students may withdraw or be dropped from a class with a grade of W is Friday **October 30th** 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. Tutoring is also available at Gulfon Center on Tuesdays, Wednesdays and Thursdays from 1:30 to 2:30 in Room 121 and on Fridays from 9:00-11:00 in the Audio Lab. Evening tutoring is available on Tuesdays from 6:30 to 7:00 p.m. in the Audio Lab.

### **HCC Policy on Pregnancy**

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination.

Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understand and conform to respectful behavior while at HCC.

Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log into [www.edurisksolutions.org](http://www.edurisksolutions.org). Sign in using your HCC student email account, then go to the button at the top right that says Login and enter your student number.

### **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 in-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.

**Dress:** As this is a learning environment please dress accordingly. You will be asked to leave the class and change if you are wearing: see-through clothing, pants that are revealing or shirts with inappropriate writing on them. Please refrain from wearing caps in class.

#### **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/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.

**Late homework:** If homework is one day late without a reason that is acceptable to your instructor, the grade will go down 15 points. Two 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**

Activities and participation	15%
Listening Tests	30%
Oral Presentations	25%
Open Lab	10%
Final Examination	<u>20%</u>
	100%

**16-WEEK COURSE CALENDAR**

Date	Objectives	Course Material
Week 1	Introduction; orientation; diagnostic test Unit 1: Urban Challenges	Pp 2 –20
Week 2	Unit 1 (cont) Quiz #1 Ted Talks: Note taking	
Week 3	Unit 2: Protecting Our Planet <b>Presentation #1</b>	Pp 21-40
Week 4	Unit 2 (cont) Quiz #2 Ted Talks: Note taking	<i>Open Lab assignment due at the end of the week.</i>
Week 5	Unit 3: Beauty and Appearance	Pp 41-60
Week 6	Unit 3 (cont) Quiz #3 Ted Talks: Beauty	<i>Open Lab assignment due at the end of the week.</i>
Week 7	Unit 4: Energy Issues <b>Presentation #2</b>	Pp 61-80
Week 8	Unit 4 (cont) Quiz #4 Ted Talks: Justin Hill: Feeling Energy from the Grid	<i>Open Lab assignment due at the end of the week.</i>
Week 9	Unit 6: Tradition & Progress	Pp 101-120
Week 10	Unit 6 (cont.) Quiz #5 Ted Talks: Note taking	<i>Open Lab assignment due at the end of the week.</i>
Week 11	Unit 7: Money in Our Lives <b>Presentation #3</b>	Pp 121-140
Week 12	Unit 7 (cont) Quiz #6 Ted Talks: Note taking	<i>Open Lab assignment due at the end of the week.</i>
Week 13	Unit 8: Health and Fitness	Pp 141-160
Week 14	Unit 9: Mind and Memory	Pp 161-180
Week 15	Quiz #7	<i>Open Lab assignment due at</i>

	<b>Final Presentation</b>	<i>the end of the week.</i>
Week 16	<b>Final Examination</b>	