Course Syllabus

Intermediate Conversation

ESOL 0349

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| **Semester with Course Reference Number (CRN)** | Fall 2016 (CRN: 10236) |
| **Instructor contact information (phone number and email address)** | Dr. Linda Piper |
| **Office Location and Hours** | SJAC 119 |
| **Course Location/Times** | Monday 4:30 p.m. – 7:00 p.m. SJAC 141  Wednesday 4:30 p.m. – 6:00 p.m. SJAC 141  Wednesday 6:00 p.m. – 7:00 p.m. SJAC 135 |
| **Course Semester Credit Hours (SCH) (lecture, lab) If applicable** | |  |  |  | | --- | --- | --- | | Credit Hours: | 3 |  | | Lecture Hours: | 3 |  | | Laboratory Hours: | 2 |  | | External Hours: |  |  | |
| **Total Course Contact Hours** | 80.00 |
| **Course Length (number of weeks)** | 16 weeks |
| **Type of Instruction** | Face to face |
| **Course Description:** | This course is designed to further develop conversational skills by incorporating more complicated vocabulary and grammatical structures. Students are also required to present oral reports at various times during the semester. |
| **Course Prerequisite(s)** | A C or better in CEU ESL Level 2, or placement by COMPASSESL exam. |
| **Academic Discipline/CTE Program Learning Outcomes** | **Learning Outcomes**  1. Demonstrate comprehension of a spoken passage of unsimplified English at the level of a middle-school speaker on topics ranging from social to workforce to academic.  2. Demonstrate facility comprehending and using level-appropriate vocabulary.  3. Produce comprehensible speech which is accurate enough to be comprehended with effort by those unaccustomed to interacting with non-native English speakers.  4. Make a presentation on a researched topic.  5. Identify key points of a spoken lecture appropriate to native-speaking middle-school students, using notes taken. |
| **Course Student Learning Outcomes (SLO): 4 to 7** | 1. Comprehend academic and workforce-related discourse  2. Understand and use an expanded range of vocabulary related to academic and workforce topics.  3. Produce comprehensible speech with accurate pronunciation.  4. Present a talk on a researched topic.  5. Analyze a topic by note-taking |
| **Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)** | 1.1 Summarize the main idea of a conversation or presentation about an academic or workplace topic;  1.2 Demonstrate understanding of the specific details of this discourse.  2.1 Define significant academic or workforce-related vocabulary;  2.2 Use this vocabulary to produce appropriate responses in conversations related to academic or workforce-related topics.  3.1 Produce spoken discourse with relatively few errors in pronouncing the English sounds;  3.2 Produce sentences with accurate stress and intonation patterns.  4.1 Select a topic that is of interest both to the student and to the class;  4.2 Carry out basic research on this topic;  4.3 Prepare audio-visual support for the presentation, as appropriate;  4.4 Deliver the presentation, of 4-6 minutes, before the class, and answer questions as needed.  5.1 Outline the content of an oral academic presentation;  5.2 Explain the main ideas and important details of the presentation, using notes taken as the source of information. |
| **SCANS and/or Core Curriculum Competencies: If applicable** | Core Curriculum Competencies:  Not applicable |
| **Instructional Methods** | * Lectures and note-taking * Listening and summarizing * Discussions (pairs, small groups, whole class) * Presentations * Problem solving and reporting * Pronunciation practice * Vocabulary building |
| **Student Assignments** | * Taking notes from lectures * Giving presentations * Recording for pronunciation and fluency |
| **Student Assessment(s)** | You will have a minimum of 4 presentations in this class. These presentations will include individual presentations, pair presentations, and a group presentation. In addition, you will have a final exam. You will also have a quiz on each chapter in the *Pathways* book. You will also have 8 note taking quizzes. |
| **Instructor's Requirements** | **Important Dates**  Aug. 22 – Classes begin  **Sept. 5 – Labor Day Holiday – No HCC classes**  Sept. 6 – Official Day of Record  Oct. 28 – Last day for administrative/student withdrawals – 4:30 p.m.  **Nov. 24 – Nov. 29 Thanksgiving Holiday – No HCC classes**  **Dec. 7 – Final Exam (4:00 – 6:00)**  **Course Calendar**  **ESOL 0349 Advanced Intermediate Conversation for Foreign Speakers**  **Fall 2016**  *(This calendar may change to meet the needs of the class)*   |  |  | | --- | --- | |  | | | **Week 1** | Introduction to course. Personal Interviews/Classmate Introduction  **Unit 2**-Reproducing Life Lesson A  Introduction to Note taking | | | **Week 2** | **Unit 2**-Reproducing Life Lesson B  Information for Presentation 1(**at least one presentation must be in PowerPoint** )  Note Taking Quiz #1 | | | **Week 3** | **Presentation 1**  Information about Presentation 2  **Listening and Vocabulary (from Unit 2) Quiz** | | | **Week 4** | **Unit 3-**Human Migration Lesson A  Note Taking Quiz #2 | | | **Week 5** | **Unit 3-**Human Migration Lesson B  **Listening and Vocabulary (from Unit 3) Quiz #2** | | | **Week 6** | **Unit 4-** Fascinating Planet Lesson A How We Each Learn  Note Taking Quiz #3 | | | **Week 7** | **Unit 4** -Fascinating Planet Lesson B  **Listening and Vocabulary (from Unit 4) Quiz** | | | **Week 8** | **Presentation 2**  Information about Presentation 3  Note Taking Quiz #4 | | | **Week 9** | **Unit 5–** Making a Living, Making a Difference Lesson A  Note Taking Quiz #5 | | | **Week 10** | **Unit 5–** Making a Living, Making a Difference Lesson B  **Listening and Vocabulary (from Unit 5) Quiz**  Note Taking Quiz #6 | | | **Week 11** | **Unit 7** – After Oil Lesson A  **Unit 7** – After Oil Lesson B | | | **Week 12** | **Presentation 3**  **Listening and Vocabulary (from Unit 7) Quiz**  Note Taking Quiz #7 | | | **Week 13** | **Unit 8–** Modern Medicine Lesson A & B  Note Taking Quiz #8 | | | **Week 14** | **Listening and Vocabulary (from Units 8) Quiz**  **Presentation 4** | | | **Week 15** | **Unit 10-** Emotions and Personality Lessons A & B (or Unit 9-students’ choice)  **Listening and Vocabulary (from either Unit 9 or 10)** | | | **Week 16** | **FINAL EXAM** | |   **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 Englishclasses. This will make F1 students out of status and cause visa problems. Please email me if you are absent and talk to me on your return to find out the work that you missed.  **Tardiness and in-class time absence**  Classes and tests begin on time. Lateness of ten minutes or more counts as class or lab absence. Three tardies (lateness) = 1 absence. Lateness after break times, leaving early or disappearing during class or lab are also counted as absences. Texting, using social networking sites, or other improper use of technology during class time or lab time are also counted towards your absences (1 warning = 1 tardy).Class attendance leads to class success.  **Missed presentations, quizzes:** Please do not be absent on presentation days. Missed presentations can be made up only if you can provide what your instructor considers an acceptable reason for having a second chance.  **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 Withdrawal Deadline**  To drop a class, you must speak with a counselor or an advisor. The nearest place to see one is in the Learning Hub. Please see calendar for the last day to withdraw. 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.***  To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor can “alert” you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.  **Minors and Relatives on HCC Property**  All minor students (anyone less than 18 years) **must** be accompanied by a parent or guardian at all times when on HCCS campuses. They may only be on the campus briefly. Minors or relatives are not permitted to be in any HCCS classroom or lab for any reason. It is your responsibility to make arrangements for child care in the event that your child is sick or there is some other emergency involving your child and his/her child care arrangements.  **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.  **Repeat Course Fee** The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.  **HCC Policy Statement: ADA**  Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Ability Services Office in Room 102 Learning Hub, or call (713) 718-6164 to make necessary arrangements at the beginning of each semester. Your instructor is authorized to provide only the accommodations requested by the office of Ability Support Services.  **HCC Policy on Sexual Harassment**  HCC is committed to providing a learning and working environment that is free from discrimination on the basis of sex which includes all forms of sexual misconduct. Title IX of the Education Amendments of 1972 requires that when a complaint is filed, a prompt and thorough investigation is initiated. Complaints may be filed with the HCC Title IX Coordinator available at 713 718-8271 or email at [oie@hccs.edu](mailto:oie@hccs.edu).  **Classroom Behavior**  Treat your classmates and teacher with respect. 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. **All cell phones must be silenced**. 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 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 is 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. |
| **Program/Discipline Requirements: If applicable** |  |
| **HCC Grading Scale:** | |  |  |  | | --- | --- | --- | | A = 100- 90 |  | 4 points per semester hour | | B = 89 - 80: |  | 3 points per semester hour | | C = 79 - 70: |  | 2 points per semester hour | | D = 69 - 60: |  | 1 point per semester hour |  | | 59 and below = F |  | 0 points per semester hour |  | | FX (Failure due to non-attendance) |  | 0 points per semester hour |  | | IP (In Progress) |  | 0 points per semester hour |  | | W (Withdrawn) |  | 0 points per semester hour |  | | I (Incomplete) |  | 0 points per semester hour |  | | AUD (Audit) |  | 0 points per semester hour |  |   IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.  FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.  Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.  To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.  *Health Sciences Programs Grading Scales may differ from the approved HCC Grading Scale. For Health Sciences Programs Grading Scales, see the "Program Discipline Requirements" section of the Program's syllabi.* |
| **Instructor Grading Criteria** | Lab – 5%  Attendance/Participation – 5%  *Pathways* Quizzes – 10 %  Note Taking Quizzes – 25%  Oral Presentations – 35%  Final Exam – 20%  A = 90-100  B = 80-89  C = 70-79  IP = 0-69  If a student does not pass the course a second or subsequent time, then a grade of F must be given per HCCS policy. |
| **Instructional Materials** | *Pathways 3: Listening, Speaking, and Critical Thinking* by Becky Chase and Kristin Johannsen, 2012 (Heinle, Cengage/National Geographic Learning) ISBN: 13:978-1-1 1 1-39865-1 |
| **HCC Policy Statement:** | |
| **Access Student Services Policies on their Web site:** | <http://hccs.edu/student-rights> |
| **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 near the end of the term, 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 department 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. | |
| **Distance Education and/or Continuing Education Policies** | |  |
| **Access DE Policies on their Web site:** | <http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf> |  |
| **Access CE Policies on their Web site:** | <http://hccs.edu/CE-student-guidelines> |  |