



Course Syllabus
ESOL 0349

Advanced Intermediate Conversation/Foreign Speakers

Monday 8:00AM - 9:00AM Angela Morales Building Rm 208

Monday 9:00AM - 10:20AM Angela Morales Building Rm 313.1

Wednesday 8:00AM - 10:20AM Angela Morales Building Rm 313.1

01/14/2019 - 05/12/2019

Instructor: Lucy Castillo

Instructor Contact Information: e-mail: lucy.castillo@hccs.edu

phone: 713-718-7161

Learning Website: <http://learning.hccs.edu/faculty/lucy.castillo>

Eagle Online Information: <https://eo2.hccs.edu/login/index.php> Learning Website

Office location and hours: Southeast campus, FM 105, 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.

Semester with Spring 2019)

Course 14851

**Reference
Number (CRN)**

**Instructor
contact
information
(phone number
and email
address)** Lucy Castillo
713-718-6678
lucy.castillo@hccs.edu

**Office Location
and Hours** **Office location and hours: Southeast campus, FM 105, 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.

Course	Credit Hours	3.00
Semester Credit Hours (SCH)	Lecture Hours	3.00
(lecture, lab) If applicable	Laboratory Hours	2.00
	External Hours	

Total Course Contact Hours 80.00

Continuing Education Units (CEU): if applicable

Course Length (number of weeks) 16 weeks

Type of Instruction Lecture

Course Description

A continuation of ESOL 0345, 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 Statement of Purpose

This course seeks to prepare students for ESOL 0356 and ultimately for college-level academic or workforce classes and speaking assignments in general by accomplishing the following objectives:

- Students develop their speaking and listening communication skills in different contexts, including academic, workforce and social situations.
- Students are introduced to the language and culture of academic, workforce and social situations through the use of in-class presentations, role plays, panel and group discussions.
- Students develop their listening comprehension and note-taking skills through exposure to recorded and teacher-generated listening-comprehension materials, which can include guest speakers.
- Students practice English pronunciation, including common stress and intonation patterns, through exposure to songs, jazz or grammar chants, and other recorded materials, including materials that may be found on the Internet.
- Students reinforce their English language skills used in formal situations (such as academic or workplace presentations or interviews). These skills include:
 - Developing topics
 - Organizing ideas
 - Building complex sentence structure
 - Increasing academic- and workforce-appropriate vocabulary

Student Learning Outcomes

After completing this course, students should be able to:

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.

Learning Objectives leading to the Outcomes above:

- 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.

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
Discussing
Problem solving and reporting
Summarizing recorded material
Recording for pronunciation and fluency

Assessments

Oral presentations
Listening tests and quizzes
Notes taken from lectures
Oral summaries of recorded material

Required Instructional Materials

Sanabria//Academic Encounters: Listening & Speaking 3, 2nd edition// Cambridge

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/>

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/>.”

Sexual Harassment Policy Statement

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
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

HCC Policy Statement: Academic Honesty

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 mean 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 Student Handbook)

Access Student Services Policies on their Web site:

<http://www.hccs.edu/district/students/student-handbook/>

HCC Policy Statement: Class Attendance

Class Attendance - It is important that you come to class! Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

If you are not attending class, you are not learning the information. As the information that is discussed in class is important for your career, students may be dropped from a course after accumulating absences in excess of 12.5% hours (10 hours) of instruction (F-1 students should particularly take note of this so as not to affect your visa status). The ten hours of class time would include any total classes missed or for excessive tardiness (being late twice or, leaving early is counted as an absence). Remember: Class attendance equals class success.

HCC Course Withdrawal Policy

If you feel that you cannot complete this course, you will need to withdraw from it prior to the final date of withdrawal (**April 1st 2019**). Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

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.

If you plan on withdrawing from your class, you **MUST** contact an HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. If you do not withdraw before the deadline, you will receive an F or an IP (see below) as your final grade.

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.

Minor Children or Relatives at HCCS

Minor children (anyone less than 18 years old) **must** be accompanied by a parent or guardian at all times when on any HCCS campus. Minor children may be on the campus only briefly. **No minor children or relatives are permitted in any HCCS classroom or lab.** 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.

Use of Camera and/or Recording Devices

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.

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 Ability Services Office at <http://www.hccs.edu/district/students/disability-services/> for information regarding reasonable accommodations

Classroom Policies

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal. Please be sure to turn off **ALL** electronic devices and put your phones and computers away.

Students are expected to arrive to class on time with ALL THEIR MATERIALS INCLUDING THE TEXT BOOKS. Returning late from a break or leaving class early counts as being tardy. Being tardy twice will equal one

absence (whether ten minutes or one hour). If you miss 10 hours of class, you can be dropped without notification and will, therefore, be out of compliance if you are an F-1 student. If a student misses a class, it is his or her responsibility to see the instructor about the work that was missed.

Course Work

The course calendar lists all of the assignments that will be done. While doing all the homework and attending is not a guarantee of success, it is certainly true that not doing it is a guarantee of failure.

Make-up Policy: If you must be absent on the day of a test, it is your responsibility to notify the instructor as soon as possible by leaving a message for me at the number or e-mail address listed above. Normally, a make-up exam is done on the day you return to class, but please note that any make-up exam is at the convenience of the teacher. This may mean coming in on a Friday.

Grading

Your instructor will give reading and vocabulary exams which you can use to determine how successful you are at achieving the course learning outcomes outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

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.

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
IP = 69 - 0		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. 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.

For Health Science programs, see the Program/Discipline Requirements section for specific grading requirements.

ESOL 0349 Grading Formula

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

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>

Week 1 Introductions; Chapter 1
Week 2 Chapter one contd/start chapter 2
Week 3 Chapter 2 (cont'd)
Listening and notetaking skills
Week 4 Speeches
Week 5 Chapter 3
Week 6 Chapter 4
Week 7 Speeches
Week 8 Paraphrasing skills
Week 9 Summarizing skills
Week 10 Chapter 5
Week 11 Chapter 6
Week 12 Speeches
Week 13 Chapter 7
Week 14 Speeches
Week 15 Chapter 8
Week 16 FINAL EXAMS

Important dates
JANUARY 2019
Jan 11 Spring 2019 Reg 16 WK: Last Day for 100% refund
Jan 14 Spring 2019 Reg 16-Wk Classes Begin
Jan 28 Spring 2019 Reg 16 WK: Official Day of Record
Jan 30 Spring 2019 Reg 16 WK: Last Day for 70% refund
FEBRUARY 2019
Feb 5 Spring 2019 Reg 16 WK: Last Day for 25% refund
APRIL 2019
Apr 1 Spring 2019 Reg 16 WK: Last day to withdraw
MAY 2019
May 5 Spring 2019 Reg 16 WK: Last day of instruction
May 12 Spring 2019 Reg 16 Wk: Semester Ends