



ENGLISH LANGUAGE INSTITUTE

**ELI 216 Communications 2
COURSE SYLLABUS: Fall 2013**

Instructor: Ginger M. Gonzalez

Office Location: Hall of Languages 214

Office Hours: Wednesday and Thursday 11:45 – 12:45

Class Hours: 1:00 p.m. – 3:00 p.m. Monday - Thursday

Class Room: HL 146

Email Address: ginger.gonzalez@tamuc.edu

COURSE INFORMATION

Textbook(s) Required:

North Star Listening and Speaking 4 – Third Edition, ISBN: 978-0-13-205677-9

Clear Speech – Third Edition, ISBN: 978-0-521-54354-5

Course Description: The course is for Intermediate ESL students. The course will focus on developing academic listening and speaking skills as well as critical thinking skills.

Student Objectives:

1. Determine the purpose for communicating.
2. Organize and relay information to effectively serve the purpose, context and listener.
3. Pay attention to conventions of oral English communication, including grammar, word choices, register, pace and gesture in order to minimize barriers to listener's comprehension.
4. Use multiple strategies to monitor the effectiveness of the communication.
5. Attend to oral information.
6. Clarify purpose for listening and use listening strategies appropriate to that purpose.
7. Monitor comprehension, adjusting listening strategies to overcome barriers to comprehension.
8. Integrate information from listening with prior knowledge to address listening purpose.

Student Learning Outcomes:

1. Pay attention to conventions of oral English communication, including grammar, word choices, register, pace and gesture in order to minimize barriers to listener's comprehension measured by unit speaking activities.
2. Attend to oral information as measured by unit tests.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

This is a face-to-face course, in which you will attend class and submit all class work on time. There will be weekly writing, listening and speaking activities and a number of group and individual projects. The syllabus is subject to change.

Preparation for the next class is strongly encouraged because the class will be conducted based on the assumption that students have prepared for the class. Moreover, students have to get accustomed to the habit of preparation because all university classes require reading books or papers before the class; professors anticipate that students bring up questions about topics.

Grading

We will use the standard scale for grades: A= 90-100, B=80-89, C=70-79, D=60-69. Please remember you must have a "B" or better in your course to progress. There is no +/- . The grade assigned at the end of the course is an accumulation of test scores, homework, written exercises, class participation, and the final exam.

Grade Description

1. **A** Excellent
2. **B** Good
3. **C, D, F** Unsatisfactory Progress

20% Final

20% Midterm

15% Unit Tests (8 Tests)

15% Unit Speaking Presentations/Activities

15% Homework (Vocabulary, Online Course Work, Journals, etc.)

15% Classroom Participation

Online course work will be done with MyNorthStarLab.com. In addition to the work with the website, additional listening/speaking assignments may be assigned.

You may earn 5 points per day for daily participation with a total of 20 participation points per week. Coming to class on time, participating in discussion and group work, answering questions, taking risks, etc. are examples of daily participation that receives full credit for the day. Points will be deducted for sleeping in class, being tardy, using cellphones, speaking languages other than English, not participating in class. etc. If you are absent, you will not receive points for the day.

TECHNOLOGY REQUIREMENTS

- Flash drive or other means (dropbox.com account, for example) of storing digital versions of essays and other written material you generate (always, always keep a backup of everything you turn in!)
- A microphone that plugs into a computer for online speaking exercises
- A valid, working email address that you check often (everyday)
- Regular internet access (additional readings available online)
- Access to a computer with a word processing program and a printer (assignments must be typed and printed or submitted electronically)

ACCESS AND NAVIGATION

MyNorthStarLab.com
eCollege through your myLeo account

Helpful Websites:

- Englishclub.com
- Eslcafe.com
- Espressoenglish.net
- Eslflow.com

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:

Please contact your instructor with any questions you may have or to schedule an appointment at ginger.gonzalez@tamuc.edu

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

Please remember that you are required to attend every class and that online participation does not make up for absences.

Program Progress

Earn a grade of "B" or better to progress to the next level.

Attendance Policy

A student must attend a minimum of 85% of all scheduled ELI classes in order to receive a Certificate of Participation from the English Language Institute. A student's failure to attend class may result in lower grades, may cause failure of the course, may lower exit test scores, may inhibit transfer to another school, and may cause dismissal from the Institute which, in turn, may cause loss of the student's F-1 visa status. Absences are reported to the Director; the campus immigration officer is also informed of excessive

absences. A student with excessive unexcused absences will be a candidate for dismissal from the program.

Excused absences are defined as:

1. Personal illness. Return to class with a physician's note.
2. Participation in an institute-wide or university sponsored trip. Notification is to be given to the instructor before the day of absence.
3. Attendance at the funeral of an immediate family member.

If you have an "excused absence," you will be able to make up the course assignments you missed within one week of your return to class. It is your responsibility to meet with your instructor to determine the assignments missed. Failure to meet with the instructor regarding an excused absence may result in an "F" for that assignment. **Excused absences still count toward the 15% of classes you can miss.**

If you have an unexcused absence, you may not be permitted to make up assigned course work. An unexcused absence means missing class for any reason other than those mentioned above.

Tardy Policy

In American universities, it is customary for students to be seated in the classroom before the instructor enters. To be late, or tardy, to a class is not acceptable because a student entering class late interrupts the instructor and interferes with the learning of fellow students. Like all university students, ELI students are requested to be seated in the classroom at the beginning of the class hour.

Class begins at 1:00 pm, and arrival after 1:00 pm is considered a tardy. 30 minutes late to class is considered an absence. Tardies will receive a ½ point deduction on your daily participation grade.

You may go to the restroom without informing the teacher, but if you don't return within 20 minutes, one tardy will be marked on your attendance; if you do not return within 30 minutes, you will receive an absence for the day.

Phones in the Classroom

No cellphone/smartphone use during class. Check messages before or after class. Taking a call or texting (which includes reading incoming texts) during class is a distraction, inappropriate and disrespectful. Use of cellphones in class will receive a 1 point deduction on your daily participation grade.

Technology in the Classroom

Only technology used for instructional purposes is allowed in the classroom. Using a dictionary or translator on a computer or a smartphone is NOT allowed during class. Electronic dictionaries are acceptable as long as they are not on a smart device.

Homework/Assignment Submission

Only submissions made by the due date/time are accepted. **No late work will be accepted.**

When you miss class for *any* reason, you are still responsible for information presented and assignments given in class. Due dates remain the same whether you are in class or not. Contact a fellow student and the teacher for missed assignments.

Make-ups

Do not miss class on quiz days. You will only be allowed to make up one quiz. Make up quizzes will be given on a designated day later in the semester. Full credit will be given.

Use of English

English is the language of instruction for the English Language Institute. Students are expected to use English only in the classrooms, hallways, and at all ELI functions. Please do not speak your native language during class because not everyone speaks your language. We have many languages represented in the ELI, and we don't want to exclude anyone. We need to speak the language we all have in common which is English. Speaking a language other than English during class will result in a 1 point deduction on your daily participation grade.

University Specific Procedures:

ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

[Student Disability Resources & Services](#)

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook*).

Academic Honesty Policy

Texas A&M University-Commerce and the Department of Literature and Languages do not tolerate plagiarism and other forms of academic dishonesty. Conduct that violates generally-accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another person and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material. Instructors uphold and support the highest academic standards, and students are expected to do likewise. Penalties for students guilty of academic dishonesty include disciplinary probation, suspension and expulsion (Texas A&M University-Commerce Code of Student Conduct 5.b[1, 2, 3]). Cheating, including plagiarizing papers in whole or part, will result in a grade of zero (0) on the assignment for the first offense and failure of the course for any subsequent offenses.

COURSE OUTLINE / CALENDAR

Date	Due during class
Week one 8/26-8/30	Pre-assessment and Introduction to the Course, Campus Tour of Recreation Center, Begin North Star Unit 1, Begin Clear Speech Unit 1
Week two 9/2-9/6, Labor Day (9/2)–No class.	Continue and Complete Units 1, Unit 1 Test, Speaking Presentation, Reflection Journal, MyNorthStarLab Assignments
Week three 9/9-9/13	Begin NS Unit 2, CS Unit 2
Week four 9/16-9/20	Unit 2 Quiz – Unit 2 Test, Speaking Presentation, Reflection Journal, MyNorthStarLab Assignments, Begin NS Unit 3, CS Unit 3
Week five 9/23-9/27	Continue and Complete NS Unit 3; Unit 3 Test, Speaking Presentation, Reflection Journal, MyNorthStarLab Assignments, Begin NS Unit 4, CS Unit 4
Week six 9/30-10/4, ELI at the Farm (10/3)	Continue and Complete NS Unit 4; Unit 4 Test, Speaking Presentation, Reflection Journal, MyNorthStarLab Assignments, Begin NS Unit 5, CS Unit 5
Week seven – Oct. 7-11 Midterm exam week	Continue and Complete NS Unit 5; Midterm Exam (Units 1-5), Speaking Presentation, Reflection Journal, MyNorthStarLab Assignments, CS Unit 6
Week eight 10/14-10/18	NS Unit 6, CS Unit 7
Week nine 10/21-10/25	Unit 6 Test, Speaking Presentation, Reflection Journal, MyNorthStarLab Assignments, Begin NS Unit 7, CS Unit 8
Week ten 10/28-11/1, Halloween	Continue and Complete NS Unit 7, CS Unit 9; Unit 7 Test, Speaking Presentation, Reflection Journal, MyNorthStarLab Assignments,

Pumpkin Farm (10/31)	Begin NS Unit 8
Week eleven 11/4-11/8	Continue and Complete NS Unit 8, CS Unit 9; Unit 8 Test, Speaking Presentation, Reflection Journal, MyNorthStarLab Assignments
Week twelve 11/11-11/15	NS Unit 9, CS Unit 10
Week thirteen 11/18-11/22	Unit 9 Test, Speaking Presentation, Reflection Journal, MyNorthStarLab Assignments , Begin NS Unit 10, CS Unit 11
Week fourteen 11/25-11/29, Thanksgiving Break (11-27-29)	Continue and Complete Unit 10, CS Unit 12; Reflection Journal, MyNorthStarLab Assignments
Week fifteen 12/2-12/6	CS Units 13-15, Post Assessment, Final Speaking Presentation , Review for Final Exam
Week sixteen 12/9-12/13, Final Exam Week	Final Exam (Units 6-10): December 9

*****These dates are flexible. I will adjust the pace by either going faster or slower according to the learning needs of the class.**