

**COLLIN COLLEGE COURSE SYLLABUS**  
**ESLC 0310.S02 MW 1:00-2:15 pm**

Spring, 2017

Course Information
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**Course Number:** ESLC 0310.S02 MW 1:00-2:15 pm

**Course Title:** ESL Oral Communication, Advanced

**Course Description**

Emphasis on developing non-native speakers' advanced oral communication and listening competencies.

Students practice natural communication regarding abstract concepts in classroom activities by working in dyads and in small and large groups while formal speaking skills are focused upon through delivery of oral presentations. Students participate in advanced level listening activities through interaction both in and out of the classroom and the use of video and audio tapes. Focus is given to students' spoken grammar, pronunciation, vocabulary and exposure to U.S. culture

**Course Credit Hours:** 3

Lecture Hours: 3

Lab Hours: 1

**Prerequisite:** ESLC 0305 or Placement

**Student Learning Outcomes:**

Upon successful completion of this course, students will be able to communicate fluently about abstract concepts and topics in situations where conversational English is used. Students will learn about cultural differences and cross-cultural communication.

**Withdrawal Policy:** See the current *Collin Registration Guide* for last day to withdraw.

**Collin College Academic Policies:** See the current *Collin Student Handbook*.

**Americans with Disabilities Act Statement:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**Withdrawal Policy:** "See the current *Collin Registration Guide* for the last day to withdraw. "

**DE Administrative Withdrawal:**

Administrative Withdrawal: Participation in class is an essential requirement of this course. Maintain contact with your professor if you are not able to attend class or complete an assignment on time. If you miss more than 20% of the meetings of a Developmental Education class between the beginning of class and the college withdrawal date, you may be administratively withdrawn from this class. Administrative withdrawal may have academic, financial, financial aid, and visa implications. It will count toward Collin's Repeat Policy and the 27-hour limitation on Developmental Education courses. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy, please contact your professor.

**Repeat Policy:** Texas residents attempting a course more than twice at Collin College are subject to regular tuition plus an additional \$50 per semester credit hour. Please see the "Repeating Courses" section of the Fall 2016 Registration Guide for more information.

**Method of Evaluation:** 20% Department Final Listening Exam and Final Speaking Exam

50% Listening Quizzes

20% Oral Presentations, Class Work, Homework, and Attendance/Participation

10% Labs

**Lab Component:** The lab assignments provide you with extra listening/speaking practice and constitute 10% of your final grade in ESLC0310. Your lab grade will depend on how many labs you complete.

16 lab credits = 100  
15 lab credits = 90  
14 lab credits = 80

13 lab credits = 70  
12 lab credits = 60

See lab instructions handout with all the lab options and instructions.

**Grading Policy:** Grade AD, BD, CD, FD or I will be awarded. A grade of "DD" will **not** be awarded.

<b>AD</b>	90% average or more on graded assignments
<b>BD</b>	80%-89% average on graded assignments
<b>CD</b>	70%-79% average on graded assignments
<b>FD</b>	Less than 70% average on graded assignments
<b>W</b>	Withdrawn

Students who are concurrently enrolled through Continuing Education have the same requirements for performance as students who are registered for credit. Non-credit students will receive their grades by mail from the College.

**Course Requirements:** In order to successfully complete this course, students must do the following:

- Attend class regularly (See attendance policy.)
- Complete tests, quizzes, class activities, lab assignments, and homework.
- Complete the departmental final exams (*Final exams must be taken on the scheduled test dates.*)

## INSTRUCTOR

**Instructor's Name:** Linda Kapocsi

**Office Number:** SCC K219, inside Suite K216

**Office Hours:** M 8:20-8:40; 12:20-12:40, TU 11:30-12:40, W 8:20-8:40; 12:20-12:40, TH 11:30-12:40, F 8:20-8:40; 12:20-2:20

**Phone Number:** 972-578-5528 **Email:** [lkapocsi@collin.edu](mailto:lkapocsi@collin.edu)

**Website:** <http://iws.collin.edu/lkapocsi/>

**Class Information:**

**Section:** S02

**Meeting Times:** Mondays and Wednesdays 1 PM- 2:15 PM

**Meeting Location:** SCC I213

**Course Resources:** *Pathways 3: Listening, Speaking, and Critical Thinking* by Chase and Johannsen with online audio workbook

**Supplies:** 6 Form 882E Scantrons, a 3-ring notebook/binder, notebook paper, pencil, pen, eraser, highlighter, a small stapler

**Attendance Policy:** Attend class regularly with no more than three hours of absences. Students are expected to attend each class and to arrive on time. Each absence beyond **three class hours** will result in

the final grade being lowered. If a student is **late or leaves class early** three times, it will count as one absence. If a student is absent, it is his/her responsibility to ask the instructor or classmates about missed assignments.

## **Classroom Expectations**

### **Cell Phones, Pagers, Laptops, and Headphones in Classrooms Policy**

Cell phones and pagers should be turned off and put away at all times during class times. Do not answer your phone during class time, send or check text messages during class, or leave the room to answer or make phone calls. Headphones are not to be used in classrooms and computer labs and should be put away during class times. Laptops must be put away at all times in this class, unless you have permission to use them for a project. 7-2.4S, pp. 194-5 in the Student Handbook: "Collin College may initiate disciplinary proceedings for student violations, including, but not limited to, a student who: engages in the use of media or telecommunications devices during class, Collin College labs, and/or other learning environments. In addition, all media and telecommunication devices must be completely turned off (not on silent or vibrate) while taking examinations and prior to entering the Testing Center testing room."

### **Classroom Courtesies**

In this class, we treat others as we would like to be treated. Respect and courtesy are expected towards the professor and other students at all times. Any disruptive or rude behavior will not be tolerated. I do not allow food or drinks in our computer labs. As for the classroom, you may bring food and capped/covered drinks as long as they don't bother anyone else and as long as you clean up after yourself.

**ACADEMIC ETHICS:** Every member of the Collin College community is expected to maintain the highest standards of academic integrity. Collin College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission of one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, use of information about exams posted on the Internet or electronic medium, and/or falsifying academic records. While specific examples are listed below, this is not an exhaustive list and scholastic dishonesty may encompass other conduct, including any conduct through electronic or computerized means:

**Plagiarism** is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to failure to acknowledge a direct quotation.

**Cheating** is the willful giving or receiving of information in an unauthorized manner during an examination; collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or otherwise obtaining examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own; or any other dishonest means of attempting to fulfill the requirements of a course.

**Collusion** is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate during an examination or any other course assignment; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

In cases where an incident report has been filed for alleged violation of scholastic dishonesty, faculty are requested to delay posting a grade, for the academic work in question, until the Dean of Students Office renders an administrative decision of the case. Students found responsible for scholastic dishonesty offenses will receive an authorized disciplinary penalty from the Dean of Students Office. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The professor will determine the appropriate penalty.

### **Late Work**

Late work is not accepted. Tests cannot be made up. Near the end of the semester, there will be an opportunity to complete three optional assignments that can replace your three lowest non-test grades.

**Note: The instructor reserves the right to make changes to this syllabus during the semester. Changes will be communicated in a timely manner.**

### Assignment Calendar

#### Course Calendar

Meet in SCC I-213 for class unless noted below:

WEEK	LESSON TOPICS:	ASSIGNMENT DUE DATES:
Jan. 16-20	<b>MLK Holiday Jan. 16- No Classes</b>  Introductions; Orientation; Unit 1; Introduce Self Study and Lab Instructions	1. Purchase supplies for class. 2. Get Student ID Card in Student Life Office SCC F130. 3. Determine username and password for Cougarweb and Canvas. 4. Register for CougarAlert. <a href="https://www.collin.edu/cougaralert.html">https://www.collin.edu/cougaralert.html</a>
Jan. 23-27	Unit 1; Introduce Library Assignment 1  <b>Jan. 26 : Meet Lab I230</b> - Lab Orientation (Cougarweb, Canvas)	Weekly Homework: 1. After each new unit is introduced, complete the corresponding <i>Pathways</i> online assignments and review the unit material. 2. Using the Canvas power points, review the vocabulary for the unit. 3. Work on lab credit assignments. Complete 1-2 lab credits per week. 16 lab credits are due April 19.
Jan. 30-Feb. 3	Unit 2 <b>Feb. 1: Meet Lab I230</b>	Due Feb. 1: *Library 1  Complete <i>Pathways</i> Online Lab Units 1 and 2
Feb. 6-10	Unit 3  Introduce Oral Presentation 1//Oral Presentation Skills Lesson  <b>Feb. 8: Meet Lab I230</b>	Due Feb. 6: *Library 2  Complete <i>Pathways</i> Online Lab Unit 3
Feb. 13-17	Review Units 1-3	Due Feb. 15 <i>Pathways</i> Online Lab myELT.heinle.com Units 1, 2, and 3 Exercises Due <b>Online</b>  QUIZ 1 Units 1-3 Feb. 15

		Prepare Oral Presentation 1
Feb. 20-24	Oral Presentation 1	Oral Presentation 1
Feb. 27-Mar.3	Unit 4	Due Mar. 1: : *Library 3 Complete <i>Pathways</i> Online Lab Unit 4
Mar. 6-10	<b>Spring Break Mar. 6-9– No Classes; Campuses closed/No Classes Mar. 10-12</b>	
Mar. 13-17	Unit 5 Mar. 17 – Last day to withdraw from classes	Due Mar. 15: : *Library 4 Complete <i>Pathways</i> Online Lab Unit 5
Mar. 20-24	Unit 6; <b>ESL Dept. Party Thurs. March 23, SCC Conference Center A Bldg.</b>	Complete <i>Pathways</i> Online Lab Unit 6
Mar. 27-31	Review Units 4-6	Due Mar. 29: <i>Pathways</i> Online Lab myELT.heinle.com Units 4, 5, and 6 Exercises Due <b>Online</b>  QUIZ 2 (Units 4-6) Mar. 29
Apr. 3-7	Oral Presentation 2	Due: Oral Presentation 2
Apr. 10-14	Oral Presentation 3  <b>Apr. 14-16 – Spring Holiday – Campuses Closed/No Classes</b>	Due: Oral Presentation 3
Apr. 17-21	Review for Listening and Oral Final Exams	DUE: Apr. 19 Lab Credits Folder and Optional Extra Credit Folder (separate folders)
Apr. 24-28	Review for Listening and Oral Final Exams	<b>Listening Final Exam: Wed. Apr. 26 in our regular classroom</b>
May 1-5	No Class Except Oral Final Exam	<b>Monday, May 1: Oral Final Exam - Per Schedule with Other Professor</b>
May 8-12	No ESL Classes	No ESL Classes

\*Notes for Library Assignments:

Library 1: *Where There's a Will There's an A* Video 1 (one handout)

Library 2: *Where There's a Will There's an A* Videos 2 and 3 (one handout)

Library 3: *Where There's a Will There's an A* Videos 4 and 5 (two handouts)

Library 4: *Where There's a Will There's an A* Video 6 (one handout)

To locate the video note-taking handouts, go to Google Chrome or Firefox. Log into Canvas. Enter our course. Find the handout you want, and click on the name of the video/handout and then "open" it and print it out. Take the printout and your Collin ID Card with you to the Collin College SCC Library Circulation Desk. Ask the librarian for the video, which I have on reserve for my classes. Then go upstairs to L219 or L218 to a viewing room to watch the video and answer the questions on the handout. Get a 2 carbon-copy receipt from the librarian and staple both copies to your completed handout.

(If you have difficulty with Canvas, contact elearning at [elc@collin.edu](mailto:elc@collin.edu) or 972-881-5870 or visit the elearning office at SCC L257. If you need an ID Card, go to SCC F129/F130.)

Final Grades:

To obtain your final grade for each course, check the Cougarweb home page, under the heading "Student Quicklinks". Click on "Final Grades" at the end of week 17. Remember, your final average grade (A, B, and so on) will be followed by the letter "D" which stands for "Developmental Course". The "D" isn't part of your grade but just shows that this course was a developmental course. You can also see your final exam grade and your final average in Canvas Grades.