

**CRN: 23253**

**Professor: Aurimar Lugo-Negron**

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## **Course Description & Objectives**

### **Modality**

This is an online course, which means that there is no weekly face-to-face meeting on campus, and therefore, you must spend 9-10 hours per week completing learning activities and working on required assignments through Canvas. Don't forget to follow the due dates and log in to the course regularly to have a rich learning experience.

### **Prerequisite**

Demonstration of the required level of English proficiency or a minimum grade of C in EAP 0300C or EAP0381C.

### **Catalog Description**

Students continue to develop speaking and listening skills necessary for participation in classroom discussions, with an emphasis on oral presentation. Competences: 1) intermediate academic speaking skills with introduction to oral presentation; 2) listening comprehension and note taking strategies; 3) classroom interaction skills. Required lab work is a component of this course. A departmental final exam is required. A minimum grade of C is required for successful completion. Credit does not apply toward any associate degree.

## Valencia Core Competencies

The course seeks to strengthen students' skills applicable to Valencia's Student Core Competencies: Think, Value, Communicate, and Act. Students will explore a range of communication concepts and topics from interpersonal communication to small group communication, to public speaking. Students will develop skills to put the communication principles to work.

### Major Topics/ Concepts/ Skills/ Issues:

- Intermediate academic speaking skills
- Listening comprehension and note-taking skills
- Classroom interaction skills

### Major Learning Outcomes:

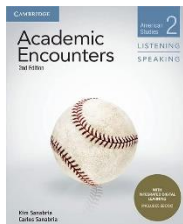
- Students will develop communicative competence, with an emphasis on an oral presentation.
- Students will build listening skills and strategies through note-taking.
- Students will improve classroom interaction skills.

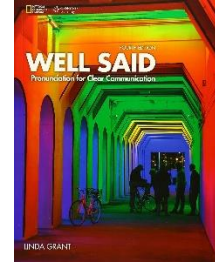
**Note: Because listening comprehension is an outcome of this course, neither captions nor transcripts will be provided for audio or video recordings in the course assignments. Alternative assignments will be provided as needed. For pronunciation and speaking activities, alternative assignments will be issued if necessary.**

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**Required Materials** For EAP 0400C, you are required to purchase the textbooks below. They are available for purchase through Atlas. Online assignments will begin the second week of the semester, so please purchase the textbooks as soon as possible. Students who do not have their textbooks will not be able to complete their assignments on time.

***Academic Encounters Level 2: Listening and Speaking***, 2nd edition, Cambridge, ISBN: 9781108638722





*Well Said*, 4th edition, Heinle Cengage NG Learning, ISBN: 9781305641365

### **Other Required Materials**

1. a dictionary to look up unfamiliar vocabulary
2. access to a computer or tablet with a reliable Internet connection

### **Purchasing Textbooks**

To purchase your textbook, go to the following link and follow the instructions below. Link:  
[Valencia College Bookstores: Find Your Course Materials](#)

1. Click on "Get Your Books."
2. Log in to Atlas with your Valencia username and password.
3. Select the currently registered term and click on the "Submit" button.
4. You will be redirected to your Student Detail Schedule, where you can view courses in which you are currently enrolled.
5. On the Student Detail Schedule page, select the text "Click Here" for all of your course materials.
6. A list of all your course materials will populate. Add the course materials you wish to purchase by clicking on the Plus Sign (+).

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## **Course Communication**

### **Online "Office" and Learning Engagement Hours**

- **through the Canvas Inbox**

To contact me, email me through the Canvas Inbox. Click on INBOX in the global navigation panel to the left. I will reply to emails within 24 hours Monday through Friday except for official holidays and when Valencia College is closed. I will respond to email messages that are sent during the weekend or on holidays on the following business day.

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## **Expectations of Students**

- Students are expected to check their Atlas email and Canvas inbox regularly throughout the week.
- This is a three-hour course. Therefore, students can expect to devote 9-12 hours each week to this course.
- Students are expected to read the professor's feedback and review the grading rubric to improve their listening, speaking, and note-taking skills.
- Students are expected to reply to the professor's emails so that she knows that you read them.
- Students are expected to read and follow the syllabus and respect the deadlines.
- For guidelines on how to interact with your instructor and peers in an online learning environment, read through [Our Practice of Respect and Nonviolence](#) from Valencia College's Peace & Justice Institute. Some highlights from these principles are:
  - Create a hospitable and accountable community
  - Suspend judgment
  - All voices have value

### **Expectations of Instructor**

- The instructor will provide a variety of feedback on submitted assignments within seven days of the original due date of an assignment.
  - The instructor will provide multiple opportunities to demonstrate your learning progress.
  - The instructor will reply to emails within 48 hours except for official holidays and when Valencia College is closed.
  - The instructor will address students following the guidelines as indicated through [Our Practice of Respect and Nonviolence](#) from Valencia College's Peace & Justice Institute.
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## **Important Dates and Course Schedule**

**First day of classes: January 8th, 2024.**

**No-Show Policy:** Because of Valencia College's Start Right policy, students must attend the first week of classes or be counted as a 'No Show.' A student cannot start class in the second week. In an online course, attendance is shown through participation in course activities and submission of required course assignments. A student who does not participate in the course during the first week will be marked "No-Show" and will be officially withdrawn from the class during the No-Show Reporting Period **Jan. 18 - Jan. 27**. There will be no exceptions (unless due to an emergency with official written documentation).

**Attendance:** Attendance in the online modality of our course is required and is shown through your active participation in class activities online. Due dates and method of submission for all assignments are posted in Canvas.

If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible to create a plan to complete any missed assignments so

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that your learning can progress in our course. In the case of a prolonged online absence, please communicate with me as soon as possible to create a plan for the best course of action.

**Drop/Refund Deadline:** To get a refund for the course, students must withdraw from the class in Atlas by the Drop/Refund Deadline on Jan. 16. After that date, refunds will not be issued.

**Withdrawal Deadline:** Students who find they cannot complete the course have the option to withdraw by March 15. Withdrawing from a course will result in a 'W' on your transcript, and you will be required to repeat the course.

### **Important Note for International Students (F-1 or J-1 Visa):**

Please be advised that withdrawal from this course may negatively impact your visa status. Consult the International Student Services office for more information on full-time enrollment requirements, 407-582-5400.

Final exam: April 22-28 - Formal Oral Presentation and Academic Lecture



The semester ends: April 28








### **College Closed (Credit Classes Do Not Meet)**




January 15 (MLK Jr. Day)  
March 18-24 (Spring Break)

## **Course Schedule**

Course Schedule

	Weeks/Dates	Weekly Modules
	Week 1:	Orientation Module
	Week 2: Week 3:	Chapter 1: The Foundations of Government

	Week 4:	Formal Oral Presentation #1 Planning Activities
	Week 5: Week 6:	Chapter 2: Constitutional Issues Today
	Week 7:	Formal Oral Presentation #1
	Week 8: Week 9:	Chapter 3: The Origins of Diversity
	Week 10:	Chapter 4: Diversity in the United States Today
	Week 11:	Formal Oral Presentation #2
	Week 12:	Chapter 5: The Struggles Begins

	<p>Week 13:</p> <p>Week 14:</p>	Chapter 6: The Struggles Continues
	Week 15:	Review & Preparation for the Final Exams
	Week 16:	<ul style="list-style-type: none"> <li>• Final Exam Oral Presentation</li> <li>• Final Exam Academic Lecture</li> </ul>

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## Grading Breakdown

Assignments will be graded within one week of submission. To pass this class, you need a minimum of 70%.

Note: An overall course grade of 89.6%, 79.6%, 69.6%, or 59.6% is the minimum required grade to potentially be rounded up to the next higher grade.

Grading Breakdown

Assessment Type	Percentage Toward Final Grade
Attendance (participation in online modality)	5%
Lab Assignments	5%
Speaking & Pronunciation Practice	10%
Note Taking Activities	10%
Listening Comprehension Activities	15%

Week 1 Assignments, Vocabulary Practice, Oral Presentation Preparation, Written Reflections	10%
Formal Oral Presentations/ Academic Lecture Listening Tests	20%
Final Exam	25%

## Course Grading Scale

Grading Scale	
Passing Grades:	Failing Grades:
<b>A 90-100%</b>	<b>D 60-69%</b>
<b>B 80-89%</b>	<b>F 0-59%</b>
<b>C 70-79%</b>	

## Assignments

All assignments will be completed online in Canvas. You are required to complete ALL course assignments as they demonstrate your learning and become part of your final course grade; any assignment that is not completed will receive a grade of zero.

Each weekly module begins on Monday and ends on Sunday. You should work on the weekly assigned activities throughout the week. Some assignments will be due Thursday, and some will be due Sunday. You should not wait until the weekend to begin working on your assignments.

Ask for assistance if you need assistance! That demonstrates that you are aware of your learning needs, are taking responsibility for your learning, and are following steps to be successful. The best way to succeed is to get help as soon as you know that you need help.

**You will get 5% in the attendance category of your grade when completing each weekly module on time.**

**Week 1 Assignments, Vocabulary Practice. Oral Presentation Preparation, Written Reflections 10% - 10%**

This category includes a variety of activities, including Week 1 assignments, weekly reflections, vocabulary assignments, speech outlines, and other oral presentation planning activities.

**Lab Assignments - 5%**



This class has a required online component. All lab assignments are pertinent to the course schedule and complement your learning. Unlike in other EAP classes, you do not need to purchase an access code in this class. In this class, your lab assignments will include watching TED Talk presentations and answering listening comprehension questions.

### **Speaking & Pronunciation Practice - 10%**

This grading category includes recorded online discussions and pronunciation practice assignments.

### **Note Taking Activities - 10%**

Taking effective notes and organizing them from lectures and texts into effective study guides is one of the outcomes of this course. This is also a crucial skill that you will need not only in your college courses but in your professional and personal lives as well. Well-organized and informative notes serve as great study guides and help retain new information for a longer time.

### **Listening Comprehension Activities - 15%**

These listening skill tasks include lecture excerpts and interviews that will focus on the main ideas, specific details, word stress, and tone.

### **Formal Oral Presentations/ Academic Lecture Listening Comprehension Tests - 20%**

Delivering a speech with effective intelligibility and nonverbal communication within the time limit is one of the major outcomes of this class. Thus, we will practice planning and outlining ideas for your chosen topics and practice delivering them effectively. You will deliver three oral presentations in this course (including the final exam presentation). There will be listening tests as well. A different time limit and the number of possible attempts will apply to each test depending on the number of questions.

### **Mandatory Final Exam – 25%**

Your final exam will consist of two parts: a formal oral presentation and an academic lecture. The formal oral presentation will be issued online and it will focus on delivering a strong, well-supported, and organized oral presentation (3 to 5 minutes long). The academic lecture will be issued online as well. You will listen to a lecture and will have 40 minutes to listen to a lecture twice and answer the questions. There are no make-ups! If a student fails to complete the final exam by the assigned day and time, the section missed will earn a grade of zero. There are no retests.

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## **Course Communication**

## Contacting Your Instructor

You may contact me in various ways during this semester.

- You may contact me through the Canvas Inbox Monday-Friday. I will respond to your message within 48 hours except for days and times when the college is closed. If you email me on the weekend, I will respond to you on Monday.
- You may email me at [alugonegron@valenciacollege.edu](mailto:alugonegron@valenciacollege.edu)
- **I will not reply to personal emails** (Yahoo, Gmail, iCloud) for security purposes. Also, it is a virus and privacy issue.
- In your messages, please indicate your course number so that I may better assist you.

## General Communication Guidelines

Below are standards to follow when writing any email in an educational or professional setting. Please follow these standards when communicating with me, other college personnel, and other students:

- You may address your communication to me as Professor Lugo, Professor Lugo-Negron, or Ms. Lugo. Please do not address me as "Teacher."
- Put a subject in the subject box that describes the email content. Include your name, course name, course CRN, and assignment name. Example: Luna Rivera, EAP 0400C, CRN 11479, Discussion: Getting to Know Each Other
- Do NOT write the body or content of your email in the subject line.
- Choose an appropriate salutation, e.g. "Good afternoon, Professor Lugo." Avoid using "Hey" or "What's up."
- End your email with closing including your full name.
- Proofread what you have written. Use standard spelling, grammar, punctuation, and sentence structure. If an email to your professor is not worth writing correctly and politely, it is probably not worth writing.
- Do not use all capital letters in your email. That is considered SCREAMING at the person you are emailing. You should also use modal verbs like "Could you please" or "May" when asking for permission. Avoid using Imperatives (e.g. Open the quiz. Check my grade.)
- It is important to understand that a professor (or potential employer) will judge you not only by your work but also by how you communicate with him or her.
- Be specific in your request. If you have questions about a particular assignment, provide the full name of the assignment, for example.

### Example:

Below is an example of what a proper email to your professor should look like:

Subject: Luna Rivera, EAP 0400C, CRN 11479, Discussion: Getting to Know Each Other

Dear Professor Lugo,

I have submitted my initial post and replied to my peers as it was stated in the directions. However, when I checked the discussion again 2 days later, I could not see my posts. Could you please check at your earliest convenience if you can see my posts?

Thank you.

Luna Rivera

## Netiquette

It is important to recognize that the online aspect of courses still constitutes a classroom setting, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

It is important to be aware of your behavior in an online learning environment to ensure positive interactions with your instructor and classmates. This requires you to follow some guidelines for behaviors. All students are expected to:

- Show respect for the instructor and other students in the course
- Respect the privacy of other students
- Express differences of opinion in a polite and rational way
- Maintain an environment of constructive criticism when commenting on the work of other students
- Remain focused on the learning topics during discussions and activities

## Announcements

Announcements will be posted in Canvas. The instructor will notify students of changes to the course work via the Inbox or Announcement tools. Therefore, check announcements regularly as they may contain important information about assignments or class concerns. The announcements will appear on your Canvas dashboard when you log in and can also be sent to you directly through notifications. Set your notification preferences to receive announcement notifications at [How Do I Set My Canvas Notification Preferences as a Student?](#)

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## Course Policies and Expectations

In this course, you will experience a variety of learning activities to help you meet the course learning outcomes. To have the most meaningful learning experience, it's important to connect what we learn to your "real world." This means that active participation, timely submission of

assignments, and ongoing dialogue are necessary for you to be successful. Please review the policies below and refer to them throughout the course.

## Attendance Policy

This is an online course, which means there is no weekly face-to-face meeting on campus. Attendance and class participation are significant factors that promote success in college. Your online attendance will be checked each week after completing the weekly module activities. In the event of the inability to participate or complete online assignments, you should contact your professor as soon as possible to indicate the reason and to make a plan to complete the missing assignments. (College Policy: [6Hx28: 4-7: Academic Progress, Course Attendance, and Grades, and Withdrawals](#))

## “No Show” Policy

State and accrediting regulations require colleges to track attendance.

A student who does not attend the first class meeting, may be withdrawn from the class as a “[No Show](#).” Students who are not actively participating in an online class and/or do not submit the first assignment by the scheduled due date must be withdrawn by the professor at the end of the first week as a “[No Show](#)”. If you are withdrawn as a “[No Show](#),” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course. To get a refund for the course, you must withdraw from the class in Atlas by the Drop-Refund Deadline. After that date, refunds will not be issued.

## Late Work/Makeup Policy

Each assignment contains a due date. Assignments coincide with course topics and help prepare/review the important course content, so you must stay current with our assignments to have the richest learning experience possible.

Late work can be submitted up to one week after the due date. **25% will be deducted from the grade for any work turned in late. No late work will be accepted more than one week after the assignment due date.** This is done to be fair to the rest of the students and to reward those who submitted their work on time. All missing/late work must be submitted in a week. After a week, there is nothing that can be done, so please make sure you submit your work on time if you don’t wish to lose points. Some assignments (e.g. discussions and group activities) and the final exam cannot be submitted late.

## International Student Policy (F-1 or J-1 Visa)

Please be advised that withdrawal from this course may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours.

Contact Valencia’s International Student Services office for more information, at 407-582-5400.

## Withdrawal Policy

If you do not intend to complete the course, you must withdraw yourself before the withdrawal date. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.”

## College Student Rights and Responsibilities Policy

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia’s learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the [Student Rights and Responsibilities](#)

## Copyright Policy

To avoid copyright infringement, any materials produced specifically for this class can **only** be used during this term for this class.

## Third-Party Software & FERPA Policy

Valencia College has a firm commitment to protecting the privacy rights of its students. Third-party software privacy policies will be provided at the point of use within the course. Valencia College has a firm commitment to protecting the privacy rights of its students. In making this commitment, the College wants to ensure that all faculty and staff are familiar with state and federal laws pertaining to student privacy, as well as College policies and procedures that have been implemented to help guarantee student privacy.

## Final Exam Policy

Departmental final exams are required and total 25% of the final grade. They must be taken during the assigned final exam time frame(s) in **Week 16**. The final exam(s) will not be offered earlier or later to any student unless a student has documented proof of a medical or life emergency or an ongoing medical condition; the medical documentation must be submitted to the instructor by email or Canvas notification within 24 hours of the student’s medical release. Please plan your semester accordingly and check the date(s) of the final exam(s) stated either in the syllabus and/or calendar.

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## Technology Requirements

Since all assignments are submitted on Canvas, access to a computer is required for this course. Students should verify computer software and hardware requirements to ensure course work can be submitted successfully. Canvas lists [minimum computer specifications](#) and [supported browsers](#) to ensure compatibility. The [Chrome browser](#) is recommended. Students are also encouraged to install the Canvas app on their [Android](#) phone or [iPhone](#) to receive mobile notifications and to access your courses via your mobile device.

## Technical Skills

Students should consider the basic computer skills needed to be successful in this course, which include:

- Reading and responding to emails
- Software application skills (PowerPoint, Word, Flipgrid, Office365, etc.)
- Internet and library database browsing
- Copying and pasting
- Saving files in different formats
- Working with attachments
- File management

If you require assistance with Canvas, there are resources available through the Help function on Canvas. The Help function is on the left-hand global navigation panel. You can [Chat with Canvas Support \(Students\)](#) live chat with Canvas Support or call the Canvas Support Hotline at +1-407-582-5600.

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## Academic Honesty

You must complete all assignments yourself without help from another person or other sources, like magazines, books, or the internet, unless I state otherwise.

- ***Cheating*** is copying from another student or allowing another student to copy from you.
- **Plagiarism** is taking someone else's ideas or words and turning them in as your own work. Do not read a website, change a few words, and assume it is acceptable.
- **Self-plagiarism** is reusing work that you have already submitted for a different class or professor. All work submitted must be totally original.

Part of this course is showing me you can think for yourself. Letting someone else think for you is not acceptable in this class. Cheating and plagiarism will not be tolerated.

Below are the consequences of cheating or plagiarism:

### 1st offense:

- The Incident is reported to the dean of communications; the dean of students, West Region; and the assistant director, student conduct, West Region.
- Zero or 'F' on the assignment that contains the copied or plagiarized information for all people involved.

### **2nd offense:**

- The Incident is reported to the dean of communications; the dean of students, West Region; and the assistant director, student conduct, West Region.
- Zero or 'F' on the assignment that contains the copied or plagiarized information for all people involved
- The student meets with the dean of students and/or the dean of communications

### **3rd offense:**

- The Incident is reported to the dean of communications; the dean of students, West Region; and the assistant director, student conduct, West Region.
- The student receives an 'F' in the course.
- The student meets with the dean of students and/or the dean of communications.

For more information about Valencia Colleges' policies on Academic Dishonesty, go to the [link](#), (Volume 8: Students)

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## **Student Support Services**

**Brainfuse:** As a Valencia student, you have free access to an online academic support program that is available 24/7 through your Atlas account. You can get live online tutoring, as well as receive feedback on your essays and research papers, among other support services. For more information, view the [Distance Tutoring](#) website.

**Students with Special Needs:** Students with disabilities who qualify for academic accommodations must provide a letter from the [Office for Students with Disabilities](#).(OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus, SSB-102, 407-582-1523).

**Baycare Behavioral Health's Student Assistance Program:** Valencia is committed to making sure all our students have a rewarding and successful college experience. For that purpose, Valencia students can get the immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home, or work. Students have 24-hour unlimited access to the **Baycare Behavioral Health's confidential student assistance**

**program** phone counseling services by calling **(800)878-5470**. Three free confidential face-to-face consultations are also available to students.

**Title IX:** Valencia College strives to be a place free from all forms of discrimination. Title IX protects students from discrimination based upon sex including protections against sexual violence, domestic violence, and stalking. This also includes protections for students who are pregnant or may become pregnant. If you experience sexual violence, domestic violence, or stalking and would like assistance there are several options available to you. Valencia partners with the Victim Service Center of Central Florida which is a confidential resource available 24/7. They can be reached by calling 407-497-6701. If you would like assistance on campus, you can go to [valenciacollege.edu/eo](http://valenciacollege.edu/eo) or contact Valencia College's Title IX and Equal Opportunity Officer, Ryan Kane, by emailing [rkane8@valenciacollege.edu](mailto:rkane8@valenciacollege.edu). If you would like to report to law enforcement, you may visit Campus Security or call 911.

Please note that there are no confidential resources on campus. As your professor, I am required to report any information mentioned in this statement to the appropriate campus resources. This will include your name and detailed information shared with me. We take privacy very seriously at the College, and only those who have a legitimate need to know the information will be provided with this information. If you have more questions about Title IX or the College's response, please visit <https://valenciacollege.edu/about/equal-opportunity-title-ix/index.php>.

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## **Disclaimer**

**Changes to the course (including the syllabus) may be made at the discretion of the professor, and students will be notified of any class changes.**

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