

Course Syllabus

VALENCIA COLLEGE

Course Name: Intermediate: Intermediate Listening/Speaking for ELL

Course ID/Section: EAP 0400-11812

Term/Year: Fall 2021

Modality: Online

Length of Term: 15 weeks

Credit Hours:



Instructor Information:

Instructor: Dr. Cindy Mitchell

Email: cmitchell67@valenciacollege.edu

Phone: 302-841-2117 (text only)

Office Hours: Zoom Via appointment

IMPORTANT DATES:

- **Start Date: Monday, August 23, 2021**
- **Assignments Due for "NO SHOW" POLICY: June 16 - June 25, 2021**
- **End Date: December 12, 2021**
- **Drop/Refund Deadline: August 30, 2021**
- **No Show Reporting: Sept. 1st - Sept 10th**
- **Withdrawal Deadline: November 3, 2021:**
- **Final Exam: Friday, July 30, 2021 - Monday, August 2, 2021**
- **Final Exam Due: Monday, August 2, 2021 by 11:59pm**
- **College Calendar: <http://valenciacollege.edu/calendar>**

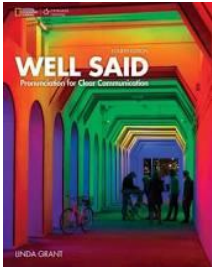
Required Texts:

1. Academic Encounters Level 2 Student's Book Listening and Speaking with Digital



Learning (audio and video), 2/e: 781108638722.

2. Well Said, 4/e: 9781305641365 Workbook. Website for practice: [Link](#)



Prerequisites: Demonstration of required level of English proficiency or minimum of grade of C in EAP 0300C or EAP 0381C.

Catalog Description: Students continue to develop speaking and listening skills necessary for participation in classroom discussions, with an emphasis on oral presentation.

Course Competencies:

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. Minimum grade of C is required for successful completion. Credit does not apply towards any associate degree.

Student core competencies: In addition to specific EAP objectives, the activities in this course will further develop your mastery of the four Valencia student core competencies that prepare students to succeed in the world community: (1) think, (2) value, (3) act, and (4) communicate. The college catalog outlines these [student core competencies](#)[Links to an external site.](#).

- Think: Think clearly, critically, and creatively by being able to analyze, synthesize, integrate, and evaluate in many domains of human inquiry
- Value: Make reasoned judgments and responsible commitments with empathy and fair-mindedness.
- Act: In personal, professional, and community settings, act purposefully, effectively, and responsibly with courage and perseverance.
- Communicate: Effectively communicate verbally, non-verbally, and visually with honesty and civility in different disciplines and settings with different audiences using varied means.

Faculty Student Communication:

Valencia College is committed to providing each student a quality educational experience. Faculty members have set high standards of instruction for themselves and for you. If you have a problem in a class, your first step is to talk to your instructor. If you are still dissatisfied, you may talk with the academic dean of the division for your class. We will work together to resolve any issues that arise. Please email me at cmitchell67@valenciacollege.edu or text me at 302-841-2117.

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Course Requirements:

In order to successfully complete the course and receive credit, you must complete all course activities in a timely manner. All submitted work must meet the course performance criteria.

You will be evaluated in terms of your participation in and completion of the assignments as outlined in the course calendar. Valencia requires **100%** successful completion of the following activities to receive credit for this course:

- Post substantive, original comment(s) to each discussion board.
- Meet the minimum number of replies for each discussion board.
- Submit all assignments on time and in accordance with the associated grading rubrics.

- Check in regularly throughout the course to participate with your classmates.
- Complete all assignments.
- Participate in conversation/communicative activities.

Course Evaluation and Grading Scale: EAP courses use a ten-point scale, with a C as the minimum passing and advancement grade for each course.

Grades that satisfy the EAP course requirement:

A 90-100%

B 80-89%

C 70-79%

Grades that do NOT satisfy the EAP course requirement:

D 60-69%

F 0-59%

Determination of final course grade:

In order to pass the course, students must earn a “C” or better grade in the course. The final grade will be determined by the following:

- Assignments must be submitted via Canvas by the submission deadline.
- **Late work is not accepted unless you have a documented medical excuse.**
- Students are not graded on attendance/tardiness; however, work missed due to absences may not be recuperated/made up, and instruction missed will not be repeated for absentees; therefore, your attendance may severely affect your grade.
- Students are responsible for completing work/assessments per the class calendar.
- **Final Exam Policy**

The Final Exam must be completed by the assigned day and time (see the syllabus) unless a student has documented proof of a medical emergency; the medical documentation must be submitted to the instructor by email within 24 hours of the student's medical release.

College Policies

- **Academic Honesty:** Cheating is copying information from another source or person or allowing someone to copy your assignments. Plagiarism is the act of taking and copying someone else's ideas or words—information from a magazine, book, or a website on the

Internet, for example—and submitting it as work that you created. If any work, information, assignments, or tests or quizzes are copied from another student or other source, all students involved will receive a zero on that assignment. If this happens a second time, all students involved will receive an F in the course.

- **No Late Work:** Complete all in-class and homework assignments on time. Late work will not be accepted(unless due to illness or emergency with official documentation). There is no make-up or extra credit work. Assignments will be due every Sunday evening by 11:59pm. If an assignment is not ready to be turned in, it will earn a grade of zero
- **Complete all course assignments:** All assignments that are collected and graded become part of your final course grade; any assignment that is not completed will receive a grade of zero. Any work that is not done legibly, neatly, and completely may not earn full credit or may not be graded.
- **Tests and Quizzes:** Regular reading and vocabulary tests will be given over the semester. There are no makeup tests or quizzes or extensions (unless due to illness or emergency with official documentation). If you are absent on the day of a test or quiz, that assignment will earn a grade of zero.
- **Required Lab:** Lab homework assignments are required in EAP 0400 and will consist of various ESL websites where you can practice listening skills. You must complete a lab activity of your choice each week. There are no make-up assignments or extensions (unless due to illness or emergency with documentation).

“No Show” Status

Class attendance is required beginning with the first class meeting. If you do not attend the first class meeting, you 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 instructor 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.

Online students must complete and submit the first online assignment to fulfill the initial attendance policy. Just logging into the course does NOT count as active participation and does not fulfill the initial attendance policy. Students will be dropped as a “no-show” after the Drop deadline (March 4, 2021) and during the “No Show” period February 23rd – March 4th 2021) if they do not complete and submit the first online assignment.

Students must use a computer with reliable internet access because failure to complete this online assignment due to computer error will not be permitted.

TECHNOLOGY ACCESS/SKILLS:

- Since all assignments are submitted through Canvas (unless otherwise noted), 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](#)(Links to an external site.) and [supported browsers](#) (Links to an external

[site.](#)) to ensure compatibility. The [Chrome browser \(Links to an external site.\)](#) is recommended.

- Students are also encouraged to install the Canvas app on their [Android\(Links to an external site.\)](#) phone or [iPhone \(Links to an external site.\)](#) in order to receive mobile notifications and to access your courses via your mobile device.
- Valencia College also provides [student support and resources for general technical issues or frequently asked questionsLinks to an external site.](#).

Course Withdrawal: The withdrawal deadline is February 22, 2021 . A student who withdraws from class before the withdrawal deadline will receive a grade of W. A student is not permitted to withdraw after the deadline; if a student remains in the class after the deadline, (s)he can only receive a grade of A, B, C, D, F or I. An I grade will only be assigned under extraordinary circumstances that occur near the end of the semester. The professor will not withdraw any student; it is the responsibility of the student to withdraw before deadline and to be aware of the date of the deadline. Withdrawal may affect financial aid.

Important Note for International Students (F-1 or J-1 Visa): Be advised that withdrawal may negatively impact your visa status. Consult the International Student Services office for more information on full-time enrollment requirements.

Study Tips

“LEARNING IS AN ACTION VERB!!” Successful students need to do more than just sit through lectures and reread their notes. Plan to spend 1-2 hours every day actively writing or discussing concepts to make them a part of your memory. Use the words you learn often to help you remember them.

Here are some study and classroom management tips that have assisted former students:

- Attend class daily and don't be tardy. The introduction to each lecture explains the purpose of the entire lecture. Students who follow this rule won't miss important information.
- REWRITE YOUR NOTES soon after the lecture; if the instructor permits, tape record lectures and replay to refresh your memory when you rewrite your notes.
- Create flash cards with questions you make up from the lecture and lab with answers on the back.
- Use mnemonic devices and other games to remember concepts; go to Google images, YouTube and Khan Academy for additional pictures and videos to clarify concepts.
- Make lists of confusing topics from your studying and ask questions.
- Take advantage of the professor's office hours.
- JOIN A STUDY GROUP and predict what questions the professor could ask on the test.
- Get the telephone number or email address of one or more classmates in case you are absent from a class.

Course Competencies:

Major Topics/Concepts/Skills/ Issues

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

Major Learning Outcomes with Evidence, Core Competencies, and Indicators

Students will develop communicative competence, with an emphasis on oral presentations.

- Corresponding Evidence of Learning

Indicators

Use oral grammar consistent with this level.

Assessments

- Research Paper
- Simulation
- Speech
- Standardized exam
- Survey

Core Competency: Act Indicators

- Act- apply disciplinary knowledge, skills, and values to educational and career goals
- Act- implement effective problem-solving, decision-making, and goal-setting strategies
- Act- act effectively and appropriately in various personal and professional settings
- Act- assess the effectiveness of personal behavior and choices
- Act- respond appropriately to changing circumstances

Core Competency- Act: Assessments

- Archival records
- Behavioral observation

- Classroom assessment technique
- Essay less than 1000 words
- Essay more than 1000 words
- External examiner
- Focus group
- Group Presentation
- Interview
- Journal
- Knowledge recall quiz
- Library-based research
- Locally developed exams/essay
- Locally developed exam/objective3
- Locally developed multiple choice exam
- Oral examination
- Performance or Demonstration
- Portfolio
- Problem-solving quiz
- Project
- Questionnaire
- Research Paper
- Simulation
- Speech
- Standardized exam
- Survey

Core Competency: Think

Indicators

- Think - analyze data, ideas, patterns, principles, perspectives
- Think - employ the facts, formulas, procedures of the discipline
- Think - integrate ideas and values from different
- Think - draw well-supported conclusions
- Think – revise conclusions consistent with new observations, interpretations, or reasons

Assessments: Think

- Archival records
- Behavioral observation
- Classroom assessment technique
- Essay less than 1000 words
- Essay more than 1000 words
- External examiner
- Focus group

- Group presentation
- Interview
- Journal
- Knowledge recall quiz
- Library-based research
- Locally developed exam/essay
- Locally developed exam/objective
- Locally developed multiple choice exam
- Oral examination
- Performance or Demonstration
- Portfolio
- Problem-solving quiz
- Project
- Questionnaire
- Research paper
- Simulation
- Speech
- Standardized Exam
- Survey

Core Competency: Communicate: Students will improve classroom interaction skills.

Corresponding Evidence of Learning

- Work effectively in groups
- Pose questions and request clarification
- Effectively communicate with professor and peers.

Core Competency: Communicate: Indicators

- Communicate- Identify your own strengths and need for improvement as a communicator
- Communicate- employ methods of communication appropriate to your audience and purpose
- Communicate- evaluate the effectiveness of your own and others' communication.

Core Competency: Communicate: Assessments

- Archival records
- Behavioral observation
- Classroom assessment technique
- Essay less than 1000 words
- Essay more than 1000 words
- External examiner
- Focus group
- Group presentation
- Interview

- Journal
- Knowledge recall quiz
- Library-based research
- Locally developed exam/essay
- Locally developed exam/objective
- Locally developed multiple choice exam
- Oral examination
- Performance or Demonstration
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- Project
- Questionnaire
- Research paper
- Simulation
- Speech
- Standardized exam
- Survey

Valencia College Student Support Resources

Online tutoring

- To access from Canvas, select “Help” in the left global navigation panel, and then click on "Online Tutoring."
- To access Online Tutoring from Atlas in the “Courses” tab, select “Online Tutoring” in the "My Courses" channel.

Learning Support

You can work live with a writing tutor. From the LibGuides page (link below), click on the Writing and Reading tab and then on the link for "Live Writing Assistance." You can also work with an EAP tutor. Click on the EAP tab. Follow the instructions provided.

[Lib Guide \(Links to an external site.\)](#)

- Toward the bottom of the landing page, you will find a video that provides instructions on how to use the online tutoring resource.

Students with Disabilities

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. [The Office for Students with Disabilities \(OSD\)](#) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability. Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a *Notification*

to *Instructor* form by the end of the second week of class. To obtain a letter of accommodation, contact [OSD](#).

Smarthinking

Smarthinking is an online tutoring tool available to all Valencia students. You can access Smarthinking through the "My Courses" channel in the "Courses" tab in Atlas. While some subjects are available 24/7, others are by appointment only, so Smarthinking is best used as a back-up to Valencia's virtual tutoring service, not as a replacement. Smarthinking is also available for you on both iOS and Android devices.

[Smarthinking](#)Links to an external site.

Keep Learning

Visit Valencia College's [Keep Learning](#)Links to an external site. webpage to get information on a wide range of resources and online learning tips.

Academic Advising

- Call: 407-582-1507
- Email: advising@valenciacollege.edu
- Website: [Advising and Counseling](#)(Links to an external site.)

WHAT TO EXPECT

- After clicking on the Visit the Virtual Advising Center button under Academic Advising, you will be placed in a virtual waiting room.
- From the waiting room, you will be admitted into the virtual Advising Center and greeted by the Advising Center support team. The support team will ask for your name, a copy of your photo ID, and the reason for your visit. Please note: If you are going to use a webcam to interact with an advisor, it's important that you dress appropriately, just like you would in a traditional, face-to-face meeting.
- You will then move into an advisor's virtual office or an empty breakout room until the next advisor is available. You will meet one-on-one with an advisor for individual assistance.
- At the conclusion of the meeting, you will select "Leave Meeting" to exit.

Virtual Answer Center

Have questions about college operations, financial aid, registration, admission, graduation and other important topics? You can now connect with an Answer Center advisor virtually through Zoom. In the virtual answer center, student advisors can assist you with questions about admissions, financial aid, assessment, transcripts, residency, and more. Visit the [Answer Center Links to an external site.](#) to get started.

You can also visit the virtual Answer Center through Zoom. To connect with an Answer Center advisor in a one-to-one Zoom meeting, [click here \(Links to an external site.\)](#). You will be placed in a virtual waiting room and will then be admitted into the virtual Answer Center, where you'll be greeted by Answer Center team members. They'll then connect you with an advisor for one-on-one assistance.

Counseling services

Valencia Counselors are here for guidance and support. Please visit [Counseling Support Form College-Wide \(Links to an external site.\)](#) to set up a non-emergency appointment. Please note that it may take up to 24 hours for a counselor to contact you. If you are experiencing a mental health emergency, please contact BayCare at 1-800-878-5470 or call 9-1-1.

[Valencia Counselors COVID-19 \(Links to an external site.\)](#)

BayCare Behavioral Health Assistance Program

Valencia College is interested in making sure that all its students have a rewarding and successful college experience. For that purpose, Valencia students can get immediate assistance with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, and time management, as well as 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 1-800-878-5470. Three free confidential face-to-face counseling sessions are also available to students.

Financial Aid

Contact FinAidOffice@valenciacollege.edu for financial aid questions, as well as for potential assistance with financial support.

Enrollment services

- Call: 407-582-1507
- Email: enrollment@valenciacollege.edu

Laptop Request

Valencia College has a limited number of laptops available on a first come, first serve basis for student use during this time. Please visit [Laptop RequestLinks to an external site.](#) to submit a

request. Note: This link will direct you to Atlas to complete the request form. For questions, please email laptops@valenciacollege.edu or call Enrollment Services at 407-582-1507.

Quick Start Library Guide

Use this handy guide to learn about and gain access to all the library resources from home or on-the-go. Visit the [Quick Start Library GuideLinks to an external site.](#) to get started!

The Career Center

Remote learning is an adjustment for everyone, but the college-wide Career Centers are here to help! Please visit the Career Center website at the [Career Center \(Links to an external site.\)](#) to view its services and explore resources such as Candid Career and Big Interview. To connect with a Career Advisor, click here [Contact an Advisor | Career Center \(Links to an external site.\)](#) to submit the "Ask A Career Advisor" form.

Big Interview is a wonderful online resource that you can use to learn and practice your interviewing skills as well as explore a step-by-step guide on how to build a resume. Create your FREE Big Interview account using your Valencia email address by clicking here: [Big Interview \(Links to an external site.\)](#)

Additional contact options:

East Campus email: careercenter-east@valenciacollege.edu

Osceola Campus email: osceolacareercenter@valenciacollege.edu

West Campus: call 407-582-1464 or email careercenter-west@valenciacollege.edu

Monitoring COVID-19

Find information and a list of resources on what you need to know about the coronavirus at [Monitoring the Coronavirus \(COVID-19\)Links to an external site.](#)

Course Schedule- Spring 2021: WILL BE CHANGED

Table - Course Schedule

Weekly Modules:	Assignments:	Due Date:
Week 1: Orientation Module 8/23-8/29/2021	<ul style="list-style-type: none">• Orientation Module- Review all materials.• Orientation Quiz• Discussion Board	Sunday, August 29th by 11:59pm
Week 2 Module: 8/30- 9/5/2021	<ul style="list-style-type: none">• Academic Encounters 2• Notetaking Skills• Academic Lecture Quiz 1• Well Said• Weekly Lab Assignment• Discussion	Sunday, September 5th by 11:59pm
Week 3 Module: 9/6-9/12/2021	<ul style="list-style-type: none">• Academic Encounters 2• Notetaking Skills• Oral Presentation 1 Outline• Well Said• Weekly Lab Assignment• Discussion	Sunday, Sept. 12th by 11:59pm

Week 4 Module:
9/13-9/19/2021

- Academic Encounters 2
- **Notetaking skills-Academic**
- **Oral Presentation 2**
- **Academic Lecture Quiz 2**
- Well Said
- Weekly Lab Assignment
- Discussion

Sunday, Sept. 19th by 11:59pm

Week 5 Module:
9/20-9/26/2021

- Academic Encounters 2
- **Notetaking Skills-**
- **Academic Lecture Quiz 3**
- Well Said
- Weekly Lab Assignment
- Discussion

Sunday, Sept 26th by 11:59pm

Week 6 Module:
9/27-10/3/2021

- Academic Encounters 2
- **Notetaking Skills**
- **Oral Presentation 2 Outline**
- Well Said
- Weekly Lab Assignment
- Discussion

Sunday, Oct. 3rd by 11:59pm

Week 7 Module:
10/4- 10/10/2021

- Academic Encounters 2
- **Note taking skills**
- **Oral Presentation 2**
- **Academic Lecture Quiz 4**
- Well Said
- Weekly Lab Assignment
- Discussion

Sunday, Oct. 10th by 11:59pm

Week 8 Module:
10/11-10/17/2021

- Academic Encounters 2
- **Note taking skills**
- **Academic Lecture Quiz 5**
- Well Said
- Weekly Lab Assignment

Sunday, Oct. 17th by 11:59pm

	<ul style="list-style-type: none"> • Discussion 	
<p>Week 9 Module: 10/18-10/24/2021</p>	<ul style="list-style-type: none"> • Academic Encounters 2 • Note taking skills • Oral Presentation 3 outline • Academic Lecture Quiz 6 • Well Said • Weekly Lab Assignment • Discussion 	Sunday, Oct 24th by 11:59pm
<p>Week 10 Module: 10/25- 10/30/2021</p>	<ul style="list-style-type: none"> • Academic Encounters 2 • Note taking skills • Oral Presentation 3 • Academic Lecture Quiz 7 • Well Said • Weekly Lab Assignment • Discussion 	Sunday, Oct 30th by 11:59pm
<p>Week 11 Module: 10/31-11/7/2021</p>	<ul style="list-style-type: none"> • Academic Encounters 2 • Note taking skills • Academic Lecture Quiz 8 • Well Said • Weekly Lab Assignment • Discussion 	Sunday Nov. 7th by 11:59pm
<p>Week 12 Module: 11/8-11/14/2021</p>	<ul style="list-style-type: none"> • Academic Encounters 2 • Note taking skills • Peer Review Oral Presentations • Well Said • Weekly Lab Assignment • Discussion 	Sunday, Nov. 14th by 11:59pm
<p>Week 13 Module: 11/15-11/21/2021</p>	<ul style="list-style-type: none"> • Academic Encounters 2 • Note taking skills • Academic Lecture Quiz 9 • Peer Review Activity • Well Said • Weekly Lab Assignment 	Sunday, Nov. 21st by 11:59pm

Week 14 Module: 11/22-11/28/2021	<ul style="list-style-type: none"> • Discussion • Academic Encounters 2 • Note taking skills • Note Taking Test • Well Said • Weekly Lab Assignment • Discussion 	Sunday, Nov. 28th by 11:59pm
Week 15 Module: 11/29-12/5/2021	<ul style="list-style-type: none"> • Academic Encounters 2 • Note taking skills • Exam Review • Well Said • Weekly Lab Assignment • Discussion 	Sunday, Dec. 5th by 11:59pm
Week 16 Module: 12/6-12/12	<ul style="list-style-type: none"> • Final Exam 	Sunday, Dec. 11th by 11:59pm

COLLEGE LINKS

[College Catalog](#)

[Valencia Policy Manual](#)

[Student Handbook](#)

[Microsoft Office Instructions for free software](#)

[Course Support](#): onsite, online tutoring, writing help, etc.

DISCLAIMER STATEMENT

Changes to the course calendar may be made at the discretion of the professor, and students will be notified of any changes in class and/or via the Canvas Inbox c