

**EAP0300C**

**Low-Intermediate Speech for Non-Native Speakers**

 **Mon/Wed 8:30—9:45 AM**

**Professor:** Michael Pierce

**Office:**  Adjunct Resource Center

**Office Phone:**  N/A; Use Atlas email

**Office Hours:** MW 10:00—11:15 AM; 2:30—3:00PM

**Email address:** mpierce14@valenciacollege.edu

**Communication note:**

- Use the class name and time in the subject line when emailing me (e.g., EAP030 MW8:35).

- Avoid unprofessional/informal constructions.

**Required Texts and Materials:** Key Concepts 1: Listening, Note Taking, and Speaking

Targeting Pronunciation: Communicating Clearly in English 2/e

Dictionary (optional)

**Prerequisite:** Demonstration of required level of English proficiency or minimum grade of “C” in EAP 0281

**Course Description:** Students develop speaking and listening skills necessary for participating in classroom discussions, with an emphasis on clarification through rewording and asking questions. Competencies: 1) basic academic speaking/listening skills, 2) classroom interaction skills, and 3) introduction to critical listening skills and strategies. Required lab work is a homework component of this course. In order to pass this course, students must earn a grade of C or better in course work and a passing score on the Comprehensive Departmental Final Exam. Credit does not apply toward any associate degree.

***Minimum grade of C is required for successful completion.***

**Competencies:** (1) Students will develop communicative competence, with an emphasis on oral presentation.

(2) Students will build listening skills and strategies through note taking.

**Valencia’s Core Competencies:** In addition to specific EAP objectives, the course will reinforce the following Valencia competencies wholly or partially.

1. **Think** – Think clearly, critically, and creatively, analyze, synthesize, integrate and evaluate in many domains of human inquiry.

2. **Value** –Make reasoned judgments and responsible commitments.

3. **Act** – Act purposefully, effectively, and responsibly.

4. **Communicate** – Communicate with different audiences using varied means.

**Important Dates (Holidays):** Labor Day Sep 2

 Thanksgiving Nov 27—29

**Classroom Policies:**

Active, alert participation is required for success in the course and will affect your success in this class. To increase the exposure to the target language, English should be spoken in the classroom at all times. Show respect for other students and the class by:

1. Staying in the classroom during the entire class (you will be marked absent if you leave)

2. Not talking while others are addressing the class

3. Avoiding activities unrelated to our class (music players, cell phones, work for other classes, private conversations, etc.)

Students may be asked to leave if they demonstrate disrespect for other students or the class. The student will be marked absent and may be required to meet with the instructor or dean before returning to class. Students may also be asked to leave if they are unprepared for the class (the student will be marked absent).

**Attendance:** At three (3) absences, a student will receive an excessive absence warning, stating that the student is subject to being withdrawn from the course. At four (4) absences, a student will be withdrawn from the course. (Remember: 3 for free and 4 out the door)

It is your responsibility to find out what you have missed if you are absent from class. Absence is not an excuse for being under-prepared.

**Tardiness:** It is important to be on time to class each day. Arriving late disrupts the classroom and wastes time. Students are considered late if they arrive after class begins. Two late arrivals equal one absence. If a student has any combination of absences and late arrivals that equals 4 absences in total, that student will be withdrawn from the class. On quiz days, attendance will be taken by the quizzes. Quizzes will be given at the beginning of class, and if tardiness causes a student to miss the quiz, he/she will receive a zero.

**Assignments:** You are required to complete ALL assignments. Homework is not optional and affects your learning and course grade. All assignments are to be completed legibly, neatly, and completely or points may be deducted from any given assignment. Homework is due on the announced date at the beginning of class.

**Please label all assignments** properly in the upper right-hand corner of the paper with your name, the course name (example: EAP 0300), and the assignment due date.

**Tests and Quizzes:** Students who notify the instructor in advance that they must be absent from a test or quiz may arrange with the instructor to take the test or quiz in the Testing Center (11-142) BEFORE the next class session. It is the student’s responsibility to inform the instructor in advance in order to make these testing arrangements. Once a test or quiz has been returned to students, such test accommodations are no longer possible. Students who do not make prior arrangements will NOT have the opportunity to make up a test. Any missed test or quizzes will earn a zero.

**Required Lab**: Lab is required in all EAP courses. EAP 0300 requires the equivalent of one hour of lab per week. To earn full credit for the lab, you must complete all lab assignments. Any lab(s) not completed will earn a zero and may not be made up. The instructor will give further details about these assignments.

**Late Work:** No late work will be accepted. If you will be absent from class, you may turn in any assignments in the Communications Department (5-231). Ask someone there to put your work in my mailbox.

**Atlas Policy:** In order to assure that I am communicating with the actual student in my course (as well as assure that I am compliant with Florida law), I will **only** respond to emails from a student’s **Atlas** **account**. I will delete emails from other sources.

**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, ext. 1523).

**Withdrawal Policy:** The last day to withdraw from a class in order to receive a grade of “W” is November 1, 2013.

**Plagiarism and Academic Dishonesty:** Plagiarism, the act of copying someone else’s work and putting your name on it, is a form of cheating. No outside sources are required for any of the work in this course. Any form of academic dishonesty will not be tolerated and will result in a grade of “F” for the course. All work must be original work performed solely by the student during the current semester.

**Evaluation and Grading:** The course grade is based on the following:

Quizzes 20%

Homework/Labs 20%

Exams 30%

Speeches 20%

Attendance 10%

**Total Possible Points 100%**

**NOTE:** You must earn a grade of 70% or higher in all the course work in order to pass this course.

**NOTE:** By continuing in this course, you agree to be bound by the policies within this syllabus.

**\*Disclaimer:** Changes in the syllabus may be made at any time during the term by announcement by the instructor. A revised syllabus may be issued at the discretion of the instructor.