

## EAP 1500 Syllabus

### High Intermediate Speech for Non-Native Speakers of English

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<b>Semester:</b> 2015 Fall Term	<b>Professor:</b> Michelle Snider
<b>Time &amp; Day:</b> T and R 8:30 a.m.-9:45 a.m. Section: W05, CRN 16126	<b>E-mail:</b> <a href="mailto:msnider1@mail.valenciacollege.edu">msnider1@mail.valenciacollege.edu</a> A note about contact: -Use "EAP1500" in the subject line when emailing me
<b>Class Location:</b> Building 4, Room 235 <b>Online: BlackBoard-</b> Used for course resources and posting of assignment's grades.	<b>Office hours:</b> Contact the professor by email to make an appointment.

#### Required texts/materials

- 1) Learn to Listen – Listen to Learn Level 2, Third Edition
- 2) Speech Communication Made Simple 2, Fourth Edition

**Materials:** 1) a three ring standard size 1" or 1½" binder, 2) 4 x 6 note cards 3) No. 2 pencils, and 4) 1 package of scantrons

**Suggested additional texts/materials:** College level dictionary

**Prerequisite(s):** Demonstration of required level of English proficiency or minimum grade of 'C' in EAP 400C.

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#### Course Description/Objective

Students develop communication, organization, and pronunciation skills necessary for effective academic presentation and discussion, with an introduction to lecture note taking.

#### Competencies

1) speech preparation and delivery; 2) academic lecture comprehension and note taking; 3) general academic communication skills.

**Other Objectives:** In addition to specific EAP objectives, the course will reinforce the following competencies wholly or partially.

#### Valencia's Core Competencies

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.

**CLAS:** Evidence of College Level Academic Skills (CLAS) is a graduation requirement. To the extent possible, you will be encouraged to develop reading skills, essay skills, and English language skills as part of your work in this course. Additional information is available in the current Valencia College Catalog.

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## GRADING

### Grades

EAP courses use a ten-point scale, with 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%**

### Grading Scale

Homework	10%
Presentations	30%
Lab Assignments	20%
Midterm	15%
Final Exam	25%
<b>Total:</b>	<b>100%</b>

### Homework (10%)

Homework is given to complete outside of class time. 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. Once I have collected papers and put them away, you will have to turn in your assignment at the start of the next class.

If you are absent on the day an assignment is due, your assignment is still due; please email the assignment to your instructor at the start of the scheduled class time.

**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.**

### Speeches/Presentations (30%)

Each speech will be graded according to content, organization, and delivery. You will turn in an OUTLINE (See Appendix A) of every speech the week before you give the speech in class- This is part of your *Homework* assignments. **If you don't turn in an outline, you will not give a speech.**

### **Lab (20%)**

Lab assignments are an additional homework component of this course and are assigned weekly. Assignments are given that focus on particular speaking skills.

- One part of the lab assignments includes completing online listening and speaking assignments using various listening/speaking educational programs and websites.
- The second part of the lab assignments is you will be required to video tape a minimum of 2 speeches and email the recording to the instructor prior to the due date of the speech. This is completed at the Communication Lab (5-155).

### **MidTerm (15%) and Final Exam (25%)**

Both the midterm and final are departmental exams. “A final exam, which will be administered college-wide, will assess mastery of the course outcomes and the competencies which indicate readiness for college-level work. Students must demonstrate mastery of those skills to successfully complete the course.” Both the first and second round of the final exam will take place in the classroom.

**NOTE:** You are 100% responsible for obtaining materials, assignments, information that you miss if you are absent from or late to class.

### **Extra Credit**

There is NO CURVE for any test. Extra credit is normally not given; it may be offered to the entire class at the discretion of the instructor.

### **Make-up Policy and Procedure**

If you miss a quiz or test, you must contact the instructor to arrange a time to make-up the quiz or test *by/during* the next class meeting. If you do not communicate with the instructor *by/during* the next class meeting, you will not be allowed to make-up the quiz or test and will earn a zero.

### **Late work Policy**

**Late work (Home work and labs)** 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.

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## **CLASSROOM POLICIES**

### **Communication**

Contact the professor by email to make an appointment. Allow a 48 hour waiting time before receiving a response during the work week. I will only answer student emails from your Atlas account, in order to minimize the risk of computer-virus transfers. I will delete unread emails from all other sources.

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.

### **Attendance and Participation**

In order to maintain a positive learning environment in the classroom, certain guidelines must be followed:

- Participate in all activities and discussions. **Participation includes** paying attention, taking notes, actively engaging in class activities, having a positive attitude, and not talking out of turn. Show respect for fellow students and the instructor at all times.
- **Three absences** will be allowed with no questions asked to allow for medical or personal emergencies. **After three absences**, you will be notified via Atlas.
  - The professor will not withdraw any student for any reason; it is the responsibility of the student to withdraw themselves before the withdrawal deadline and to be aware of the date of the withdrawal deadline.
  - If you **miss class due to an emergency** or illness, be sure to contact the professor by email, and arrange to turn in any assignments due during that time period.
- Arrive to class on time and ready to learn. **Students arriving late to class or leaving early disrupt the learning process for everyone else in the class**; therefore, late arrivals and early departures will be documented, with four cases counting as an absence. Any student who arrives 10 minutes late or more will be marked absent.
- **Cell Phones/Electronics** – Please silence cell phones upon entering class and leave cell phones and other electronic devices out of sight during class. This means no texting! Only in an emergency should you excuse yourself to take a call or text for a few minutes. Failure to follow these guidelines will result in removal from the class.

### 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 the second week. A student who does not attend the first two class meetings will be marked “No-Show” and will be officially withdrawn from the class during the **No-Show Reporting Period from Wednesday, Sept. 9<sup>th</sup>, to Friday, the 18<sup>th</sup>**. There will be no exceptions (unless due to emergency with official written documentation). If you are withdrawn as a “no show,” you will be financially responsible for the class and a ‘R’ will appear on your transcript for the course. In order to get a refund for the course, students must withdraw from the class in Atlas by the **Drop/Refund Deadline on Tuesday, Sept. 8, at 11:59** pm. After that date, refunds will not be issued.

## POLICY STATEMENTS

### Classroom Conduct

This is a college classroom, and you and your classmates are here to develop college-level English proficiency. Therefore, workplace behavior is required: behaviors that hinder (block, interrupt) instruction and/or create a negative classroom atmosphere will **not** be tolerated. If you are doing **anything** “to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college,” you may be referred to the Dean of Communications and/or the West Campus Provost. Refer to Valencia’s “Student Code of Conduct” policies and procedures for more information at [http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID\\_1=8&navst=0](http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0)

*\*Any student disrupting class or talking out-of-turn will be given a warning. If the disruptive behavior continues, a second warning will be given. If the disruptive behavior continues after the second warning, the student will be asked to leave class and will be counted as absent.* If the behavior continues as the semester progresses, I will ask you to leave and not return until you have met with the Dean of Communications (Dr. Elizabeth Renn)

### Academic Honesty

Students must do work which is completely a result of their own efforts - NO EXCEPTIONS.

**Plagiarism** is copying someone else’s ideas or work without permission.

- The **first instance** of proven plagiarism will result in your receiving an F for the assignment or test.
- The **second instance** of plagiarism will result in an F in the course.

**Proven cheating** on the final exam/state competency exam (whether it is the first or second instance) will result in an automatic F in the course.

- It is the student's responsibility to keep his/her **answer sheet covered** during objective tests. Failure to keep an answer sheet covered will be considered as aiding cheating. Such behavior will lead to the consequences stated earlier in this note.

Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student's individual thoughts, research, and self-expression unless the assignment specifically states 'group project.

Refer to Valencia's "Academic Dishonesty" policies and procedures for more information at [http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=193&volumeID\\_1=8&navst=0](http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=193&volumeID_1=8&navst=0)

### **Students with Special Needs**

Your success is very important to me! I encourage all of my students who feel they may need some type of accommodation due to a disability or special leaning need to meet with or contact me by email during the first week of the semester so that we can work together to address it. Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (SSB, Rm 102, phone 407-582-1523 and Fax: 407-582-1326.) and discuss specific needs with the professor, preferably during the first two weeks of class; accommodations will not be applied retroactively. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities."

### **Security Statement**

We want to reassure you that our security officers are here around the clock to ensure the safety and security of the campus community. It's important to remain alert and aware of your surroundings, especially during the early morning or evening hours. Remember that you can always call security for an escort if you feel uncomfortable walking alone on campus. White security phones can also be found in many of our buildings; simply pick up the phone and security will answer. Finally, report any suspicious persons to West Campus Security at 407-582-1000, 407-582-1030 (after-hours number) or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways.

### **Baycare Behavioral Health's Student Assistance Program**

Valencia is committed to making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get 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 counseling sessions are also available to students.

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## IMPORTANT DATES

- **Drop/Refund** deadline (11:59 PM)– Tue, Sept. 8th
- **Withdraw deadline** for “R” grade – **Friday, Nov. 13th**
  - A student who withdraws from class before the **withdrawal deadline** will receive a grade of “R.” A faculty member is permitted to withdraw a student from the faculty member's class up to the beginning of the final exam period, for violation of the faculty member's attendance policy, as published in the faculty member's syllabus. A student is not permitted to withdraw from this class after the withdrawal deadline; if you remain in the class after the withdrawal deadline, you 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. If you receive an I, the work missed must be made up during the following semester, at which time you will get an A, B,C,D or F. Failure to make up the work during the following semester will result in you getting a grade of F in the course. Any student who withdraws from this class during a third or subsequent attempt in this course will be assigned a grade of “F.” *The professor will not withdraw any student for any reason; it is the responsibility of the student to withdraw themselves before the withdrawal deadline and to be aware of the date of the withdrawal deadline.* For a complete policy and procedure overview on Valencia Policy 4-07 please go to:  
[http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID\\_1=4&navst=0](http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&navst=0)
  - Students on financial aid should consult an advisor or counselor before withdrawing from a course; there may be financial implications to the student which he or she must know about to make an informed decision before withdrawing from a course. Students with some scholarships who withdraw or are withdrawn from a class must pay the college for the cost of the class. Other scholarship sponsors may also require repayment.
- **Midterm Exam:**
  - Speech Exam
    - Thursday and Tuesday, Oct. 15 & 20
  - Video and Note-taking, and Exam
    - Thursday, Oct. 22
- **Final Exam:**
  - Speech Exam
    - Tues, Dec. 8<sup>th</sup> and Thursday Dec. 10<sup>th</sup> in the classroom
  - Video and Note-taking, and Exam
    - Thursday, Dec. 17<sup>th</sup>, 7:00-9:30 -In CLASS

### Holidays:

- Wed, Nov. 25 to 29 – Thanksgiving holiday

\*\*Changes in the syllabus and/or course outline 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.

**COURSE OUTLINE**  
**EAP 1500 –High Intermediate Speech for Non-Native Speakers of English**  
**Fall 2015-Mrs. Snider**

Week (Wk) 1	Tuesday (T) Classmate Introductions Syllabus Review	Thursday (R) (Meet in Communication Center 5-155)
Wk 2	T Speech Communication Made Easy: Ch 1	R Speech Communication: Ch 1  Learn to Listen: Unit 2/ Structure of a Lecture  Lab#1
Wk 3	T Speech Communication: Ch 2/Delivering Your Message	R Speech Communication: Ch 3/Putting Your Speech Together  Lab#2
Wk 4	T Learn to Listen: Ch 4/Note-taking Basics	R Speech Communication: Ch 4/ Presentations  Learn to Listen: Unit 4/Note-taking Basics  Lab#3-Record Speech #1
Wk 5	T Speech Communication: Ch 4/ Presentations  Learn to Listen: Unit 5/Numbers and Statistics Effectively	R <b>Speech #1: A Speech about Me</b>
Wk 6	T <b>Speech #1: A Speech about Me</b>	R Speech Communication: Ch 5/ Speaking to Inform  Learn to Listen: Unit 6/ Listening for Organization  Lab#4
Wk 7	T Speech Communication: Ch 5/ Speaking to Inform	W <b>Midterm: Speech Exam</b>

	Review for Midterm	
Wk 8	T Midterm: Speech Exam	R Midterm: Video and Note-taking, and Exam
Wk 9	T Learn to Listen: Unit 7/ Listening for Organization	R Learn to Listen: Unit 7/ Listening for Organization  Lab#5
Wk 10	T Learn to Listen: Unit 8/ Listening for Organization	R Speech Communication: Ch 6/ Understanding Interpersonal Communication  Lab#6-Record Speech #2
Wk 11	T Speech Communication: Ch 6/ Understanding Interpersonal Communication	R Speech #2: Inform
Wk 12	T Speech #2: Inform	R Speech Communication: Ch 9/ Speaking to Persuade  Learn to Listen: Unit 8/ Listening for Organization  Lab#7
Wk 13	T Speech Communication: Ch 9/ Speaking to Persuade	R NO CLASS Thanksgiving Holiday Nov. 25-29
Wk 14	T Speech #3: Persuasion	R Lab#8 Speech #3: Persuasion  Review for Final
Wk 15	T Final: Speech Exam in the classroom	R Final: Speech Exam in the classroom
Wk 16	T NO CLASS	R Final: Video and Note-taking, and Exam 7:00-9:30 -In CLASS

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