

EAP 0300C Syllabus

Low-Intermediate Speech for Non-Native Speakers of English

Semester: 2016 Summer Term	Professor: Michelle Snider
Time & Day: M and W 10:00 a.m.-11:40 a.m. CRN 31305	E-mail: msnider1@mail.valenciacollege.edu A note about contact: -Use "EAP300" in the subject line when emailing me
Class Location: Building 7, Room 209 Online: BlackBoard. -Used for course resources and posting of assignment's grades.	Office hours/Appointments: Contact the professor by email to make an appointment.

Required texts/materials- (Bundled as 978-1-2853-3989-4)

- 1) Key Concepts 1: Listening, Note Taking, and Speaking Across the Disciplines
- 2) Targeting Pronunciation: Communicating Clearly in English 2/e (Chapters 1-6)

Suggested additional texts/materials:

- College level dictionary
- Three ring standard size 1" or 1½" binder in which you will keep your work for this course until after your final grade.
- College-ruled, 11 x 8-1/2", single sheet, lined standard size notebook paper

Prerequisite(s): Demonstration of required level of English proficiency or minimum grade of C in EAP 0281

Corequisite(s): None

Course Description/Objective

Students develop basic speaking and listening skills necessary for participating in classroom discussions, with an introduction to oral presentation and listening skills. Competencies: 1) basic academic speaking skills; 2) introduction to listening and note taking strategies; 3) classroom interaction skills. Credit does not apply to any associate degree.

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

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.
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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

Lab, Homework, and Quizzes	25%
Speeches	30%
Midterm Exam	20%
Final Exam	25%
Total:	100%

Lab, Homework and Quizzes (25%)

Lab assignments are an additional homework component of this course, and includes using the **Video Speech Lab** at the West Campus Communications Center for recording **at least one speech assignment**. Additional assigned **homework** is given to complete outside of class time for practicing note-taking and outlining speeches. Quizzes are given for sound discrimination and dictation content.

Speeches (30%)

During the course, students will be responsible for outlining and presenting **speeches**. You will use the **Video Speech Lab** at the West Campus Communications Center for **at least one speech assignment**. Speeches are graded on

Midterm(20%) and Final Exam (25%)

Both the midterm and final exams are college-wide departmental exams.

NOTE: You must have an average overall grade of 70% or higher on all the coursework in order to pass this course. The final exam will take place in the classroom.

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 15 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 Tuesday, May 17th, to Thursday, May 26th. 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 Monday, May 16th, at 11:59 pm**. After that date, refunds will not be issued.

Late/Makeup Work

Late work (Homework 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.

POLICY STATEMENTS

Classroom Conduct

This is a college classroom, and you and your classmates are here to develop college-level writing proficiency and vocabulary. 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

**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 (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.

Refer to Valencia's "Academic Dishonesty" policies and procedures for more information.

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

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.

IMPORTANT DATES

- **Drop/Refund** deadline – **May 16th**
- **Withdraw deadline** for “W” grade – **July 8th**
 - 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
 - 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.
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- **Midterm Exam:** Speech Presentation (1day) on Monday, 6/13. Video, Note-taking, and Exam on Wednesday 6/15.
- **Final Exam:** Speech Presentation (1 day) on Wednesday, 7/27. Video, Note-taking and Exam on Monday, 8/01.

Holidays:

- Monday, May 30th – College Closed (Memorial Day)
- Monday, July 4th – College Closed (Independence Day)

**Changes in the syllabus and/or course outline may be made at any time during the term by announcement by the instructor.

COURSE OUTLINE
EAP 300 –Low Intermediate Speech for Non-Native Speakers of English
Summer 2016-Mrs. Snider

Week (Wk) 1	Monday (M) Classmate Introductions Syllabus Review	Wednesday (W) Ch 1 Key Concepts
Wk 2	M Ch 2 Key Concepts	W Review of Lab and Homework Assignments: Communication Center 5-155
Wk 3	M Ch 2 Target	W Ch 3 Key Concepts
Wk 4	M NO CLASS- Memorial Day	W Ch 3 Target Speech 1
Wk 5	M Speech 1	W Quiz 1
Wk 6	M Midterm	W Midterm
Wk 7	M Ch 5 Target	W Ch 4 Key Concepts
Wk 8	M Speech 2	W Speech 2
Wk 9	M NO CLASS- Independence Day	W Ch 5 Target
Wk 10	M Ch 5 Key Concepts	W Ch 6 Target
Wk 11	M Speech 3	W Speech 3
Wk 12	M Quiz 2	W Final
Wk 13	M Final	W NO 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.**

