

EAP 0400 SYLLABUS
INTERMEDIATE SPEAKING AND LISTENING FOR ENGLISH LANGUAGE LEARNERS

Summer 2019
MW 5:00pm-6:40pm

CRN/Section: 34194-W04
Room: 5-213

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Office hours: Monday-Thursday 9:00am-5:00pm; Friday 8:00am-12:00pm

Required Texts/Materials:

Academic Encounters Level 2 Student's Book Listening and Speaking with Digital Learning (audio and video), 2/e ISBN: 9781108638722

Well Said, 4/e ISBN: 9781305641365

Prerequisite: Demonstration of required level of English proficiency OR minimum grade of a C in EAP 0300C or EAP 0381C

Course Description/Objective: Students continue to develop speaking and listening skills necessary for participation in classroom discussions, with an emphasis on oral presentation. 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. Required lab work is a component of this course. A departmental final exam is required. Minimum grade of C is required for successful completion.

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

Valencia Competencies: Valencia has defined four interrelated competencies that prepare students to succeed in the world community: (1) think, (2) value, (3) act, and (4) communicate. The college catalog outlines these competencies. The activities in this course will further develop your mastery of the four core competencies.

Classroom Policies

Attendance: You are expected to attend class and be on time. Any time you are not in class, you will be marked absent. If you come to class five or more minutes late, you will be marked tardy. If you are tardy two times, it will count as one absence. You have four "free" absences. For every absence after four, five points will be deducted from your final grade. (This is half a letter grade!) If you are absent, you are responsible to find out what you missed in class. You must be prepared for the next class meeting. Contact another student to find out what information or material was covered in class, to find out the homework for the next class, and to get any missed assignments or handouts.

Participation: Your active participation in each class is necessary in order to learn and improve as much as possible. This means you must pay attention; stay focused during class, group, and individual activities; be polite and respectful of everyone; and be ready and able to share your ideas. You must not talk while others are talking or behave in a rude or distracting manner in the classroom. **All cell phones must be turned to silent and put away during class. DO NOT keep your cell phone on your desk. You may be asked to leave the class if you use your phone**

during class time.

Code of Conduct: Students are expected to treat the classroom as a learning environment and must behave in a way that demonstrates a willingness to learn and to allow others to learn. Students who are causing a disruption in class may be asked to leave, and depending on the severity of the actions, may face expulsion from Valencia College. Please refer to the Student Code of Conduct for more information:
<http://valenciacollege.edu/studentdev/CampusInformationServices.cfm>

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 May 14 to May 23. 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 'W' 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 13, at 11:59 pm. After that date, refunds will not be issued.

Homework: It is your responsibility to complete all required assignments. You must come to class with your assignments completed so that you are prepared to participate. All assignments must be completed by the beginning of class on the due date.

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.

Quizzes and Tests: You must be in class on any quiz or test day. If you miss a quiz or test, you must contact the instructor to arrange a time to make-up the quiz or test *before* the next class meeting. If you do not contact the instructor before the next class meeting, you will not be allowed to make-up the quiz or test and will earn a zero.

Required Lab: Lab homework is required in all EAP courses. You will receive assignment details each week.

Contacting the Professor: The best way to contact me is by email. You must use your Valencia email to contact me. I will not respond to any emails sent from an address that is not a Valencia email address. In the subject line, put the course name. I will respond to you by email before the end of the next school day. If I do not respond to you by email, that means I did not receive your email or you did not use your Valencia email. You should recheck my email address and send the message again.

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 it in as your own work. Cheating and plagiarism will not be tolerated. Any instance of cheating or plagiarism will result in a zero on the assignment. If a student cheats or plagiarizes twice during the semester, that student will receive an 'F' in the course. For more information about Valencia Colleges' policies on Academic Dishonesty, go to <http://valenciacollege.edu/generalcounsel/policies.cfm>, Volume 8: Students.

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).

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 consultations are also available to students.

Important Dates

- Drop/Refund Deadline:** May 13, 11:59 pm
No Classes: Memorial Day – Monday, May 27
- Midterm exam:** Wednesday, June 5 (Speeches)
Monday, June 10 (Speeches)
Wednesday, June 12 (Listening and Note Taking)
- Withdrawal Deadline:** July 5, 11:59 pm
If you withdraw by this date, you will receive a 'W' for the course. If you receive a 'W,' you will not earn credit for the course.
- Comprehensive Departmental Final Exam:**
Monday, July 22 (Speeches)
Wednesday, July 24 (Speeches)
Monday, July 29 (Listening and Note Taking)

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:

- Lab Work: 10%
- Homework: 25%
- In-Class Work: 20%
- Quizzes: 10%
- Midterm Exam: 10%
- Final Exam: 25%

College-wide Midterm/Final Examinations: Both the midterm and final are college-wide departmental exams. The midterm exam will be given in the eighth week of the semester, and the Comprehensive Departmental Final Exam will be given during final exam week. **A minimum grade of 70% on the final exam is required in order to pass the course.**

***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.

