**EAP 0300C SYLLABUS\* CRN - 25486**

**LOW INTERMEDIATE SPEECH FOR NON-NATIVE**

**SPEAKERS OF ENGLISH**

**Session:** Spring 2016

**Professor:** Patricia Purcell

**E-Mail Address:** ppurcell@valenciacollege.edu

**Meeting Time:** Monday/Wednesday 8:30 p.m. - 9:45 a.m. Bldg 5 Room -228

**Required Texts:**

*1. Key Concepts 1: Listening, Note Taking, and Speaking Across the Disciplines* ISBN 9781285846903

*2.Targeting Pronunciation: Communicating Clearly in English, 2nd Edition*  – ISBN 0-618-44418-1

**Suggested Materials:** - 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

 - Red/Green/Purple Pen….pick a color

 - Highlighter

**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 homework component of this course. In order to pass this course, students must earn C or above in course work. Credit does not apply to any associate degree. (Special Fee: $31.00)

**Other Objectives:** In addition to specific EAP objectives, the course will reinforce the

following competencies wholly or partially:

 **Valencia Competencies:** The faculty of Valencia College has identified four core competencies that define the learning outcomes for a successful Valencia graduate. These competencies are at the heart of the Valencia experience and provide the context for learning and assessment at Valencia College. You will be given opportunities to develop and practice these competencies in this class. The four competencies are:

1. Think - think clearly, and creatively, analyze, synthesize, integrate and evaluate in the many domains of human inquiry
2. Value - make reasoned judgments and responsible commitments
3. Communicate - communicate with different audiences using varied means
4. Act - act purposefully, effectively and responsibly.

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

**In order to pass this course, students must earn a grade of “C” or better in course work before sitting for the final AND a passing (70% or above) score on the Comprehensive Departmental Final exam. A retest is available.**

 **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%

 **Approximate determination of final course grade:**

 Attendance & Participation 5%

 Oral Presentations 30%

 Labs/Homework/Quizzes 20%

 Midterm Exam 20%

 Final Exam 25%

**Tests& Quizzes:**

Periodic tests and quizzes will be given. **There will be no make-up tests/quizzes or extensions unless due to illness or emergency with documentation. Retests will be taken at the West Campus Testing Center – Building 11, first floor. Valencia Id’s are required.**

**Attendance and Participation:**

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 are absent three times, you will receive an excessive absence warning in your Atlas email account, stating that you are subject to being withdrawn from the course. At four absences, you may be withdrawn from the course (unless due to an emergency with official written documentation).

If you are late to or absent from class, it is YOUR RESPONSIBILITY to learn what you missed in class. Contact another student to find out what information or material we covered, to find out the homework for the next class, and to get any missed handouts or assignments. Any work that was completed in class during your absence should be completed and turned in at the next class.

 **Absence due to Illness:**

If you are absent due to illness, you are responsible for the material covered in class and for

any announcements made in class. To allow for medical or personal emergencies, three absences will be allowed, but students may be officially withdrawn from the course upon their fourth absence. You may make up any missed class test, quiz, or assignment when official written documentation of illness or emergency -physician note, document of hospitalization is provided either in advance or by the class period upon your return. It is your responsibility to inform me of your absence in advance or as soon as possible. In the case of an illness or absence greater than three class periods, continuation in the course will be determined on a case-by-case basis.

Any tests, quizzes, or assignments missed during your absence must be completed in a timely manner, usually by the next class period following your return to class. Any assignments not completed will receive a grade of zero toward your final grade.

**Tardiness:**

Be on time to class. Important information regarding the class is given at the beginning of class. Attendance will be taken within the first five minutes of each class. If you are not in the classroom at that time, you will be marked absent. If you come in after attendance is taken IT IS YOUR RESPONSIBILITY to see me after class. I will change your absence to a late.

**No-Show Policy:**

A student who does not attend the first two class meetings will be marked No-Show and will be

withdrawn from the class during the No Show Reporting Period. 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 1/19/2016 11:59 p.m..** After that date, refunds will not be issued**. PLEASE check with the Financial Aid department for all/any impact on your Bright Futures Scholarships, other scholarships/awards/grants and repayments.**

**Important Note for International Students:**

Please be advised that withdrawal from this course may negatively impact your visa status.  Consult the International Student Services office for more information on full-time enrollment requirements**.**

**Withdrawal Deadline Policy:**

**A student who withdraws from class before the withdrawal deadline of 4/1/16 at 11:59 p.m. will receive a grade of “W.”** 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.”

**PLEASE check with the Financial Aid department for all/any impact on your Bright Futures Scholarships, other scholarships/awards/grants and repayments.**

 For a complete policy and procedure overview on Valencia Policy 4-07 please got to:

 <http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&navst=0>

**Classroom Conduct:**

This is a college classroom, and you and your classmates are here to develop college

-level skills in and understanding of grammatical concepts. Therefore, there are standards of classroom conduct, outlined in Valencia College policies, that are required of all students and that students are responsible to follow. Behaviors that hinder (block or 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 or the West Campus Dean of Students. Refer to http://valenciacollege.edu/generalcounsel/policy/, Volume 8: Students, and read the policies in 8-03 Student Code of Conduct.

**Lab Work:**

Lab work is required in EAP 0300 and is part of the homework component in the course. **We will meet for a class in the Comm. Ctr – Bldg 5 – Rm 155 and review Lab work.**

**Assignments:**

You are required to complete ALL assignments for our class. 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. All assignments should be completed and prepared to turn in BEFORE class, NOT during class. Assignments should be hand-written in blue or black ink pen (NOT PENCIL) and should follow the formatting guidelines below.

Assignments will be collected at the beginning of class. Some homework assignments will be completed on handouts or will be photocopied. These assignments should be completed in blue or black ink pen and should also follow the formatting instructions below. All assignments must follow the criteria below or an assignment may lose points, be returned ungraded, or earn a grade of zero. **Assignments must:**

**1. be your individual and original work-not copied from another person or allowed to be copied by another person**

**2. be completed in blue or black ink pen and double-spaced (skip lines)or typed**

**3. be completed on standard 8½x11 college ruled loose-leaf paper (with side edging removed from spiral notebook paper)**

**4. include your first name and last name (in that order), the course name, the assignment**

**chapter and exercise number, and the assignment due date in the UPPER RIGHT-HAND CORNER**

**5. be legible and stapled together**

**6. be turned in at the next class meeting following an absence**

**Assignments that you do not turn in will earn a grade of zero.**

**Late Work**:

An assignment can be turned in late after the original due date only until the next class meeting. You will lose one letter grade; that is, the highest grade possible is a “B.” After that time, an assignment can no longer be turned in and will earn a grade of zero. If you are absent, it is your responsibility to turn in any missed assignment by the next class period following your return.

**Midterm & Final Exams:**

The midterm exam is a college-wide departmental exam. The midterm exam will be given in sections**, beginning the week of Wednesday, February 17, 2016 with Oral Presentations & an in-class exam on Feb. 24, 2016, worth 20% of your final grade. Missing the midterm exam will result in a grade of 0.**

The final exam is a college-wide departmental exam. The comprehensive final exam will be given in sections, **beginning the week of Monday, Apr. 18, 2016 with Oral Presentations & an in-class exam on Apr. 27, 2016, is worth 25% of your final grade**. **Missing the final exam will result in a grade of 0.**

**Other Policies**:

Atlas Email and Blackboard Learn: Check your Atlas email account and Blackboard everyday as course information and assignments will be provided there. I will answer your e-mail only when the source of that e-mail is your Atlas account. In **the subject line write EAP 0300**. E-mail me at the address provided in the syllabus. Do not e-mail me through Blackboard. Please note that turnaround time for answering emails is approximately 48 hours, excluding weekends.

**Please Note:** Unless stated differently by Instructor, all cell phones and devices must be OFF at all times during class. NO recorders or RECORDING of lectures is permitted!

**Students with Special Needs:**

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) 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.

OSD is located: West Campus SSB, Rm. 102 Phone: 407-582-1523 Fax: 407-582-1326

**Baycare Behavioral Health’s Student Assistance Program**

Valencia is committed to making sure all our students have a rewarding & successful college experience. To that purpose, Valencia students can get immediate help that may assist them with psychological issue 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 fact-to-face counseling sessions are available to students.

**Academic Honesty: Plagiarism and Academic Dishonesty**: Valencia’s academic policy is located here: <http://valenciacollege.edu/generalcounsel/policies.cfm>. Additionally, there is a PowerPoint presentation on Blackboard, under the Resource tab. You are responsible for its contents. Please see me with any questions.

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.

A student who commits any act of academic dishonesty will receive a 0 grade for that assignment. Additional incidents will be referred to the Dean.

**Security Statement - From the Chief of Security:**

 *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.*

**Important Dates:**

 Classes begin: Jan. 11, 2016

 Add/Drop Date: Jan.19, 2016 11:59PM

No classes: Jan. 18, 2016 – MLK Day

Midterm exam: Oral Presentations begin Wednesday, Feb. 17th. Exam: Feb. 24th.

Withdrawal deadline: Apr. 1, 2016 – You will receive a “W.” **See Financial Aid** **Dept**

Spring Break: March 6th- 12th College Closed.

Final exam: Oral Presentations begin Wednesday, Apr 18. Exam: Apr.27th @ 7:00am

 Grades Available in Atlas: May 3, 2016

**Names and phone numbers of classmates you can call for help:**

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2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Please note:** The course outline and syllabus are subject to change as needed; changes will be

announced in class. A revised syllabus may be issued at the instructor’s discretion.

 Your continued participation in this course after the drop-add deadline period constitutes an

agreement with and an acceptance of the conditions presented in this syllabus.