

**EAP 400C SYLLABUS
INTERMEDIATE SPEECH FOR NON-NATIVE
SPEAKERS OF ENGLISH**

Session: Spring 2017
Section: W02-26476
Days, Times, Locations: M/W 5:30 -6:45 P.M., Room 4-103
Professor: Stephanie Foley
E-mail Address: sfoley6@valenciacollege.edu
Please contact me via email. I will respond within 24 hours.

**Required Texts/
Materials:** -Academic Encounters, 2nd edition, level 2
-Targeting Pronunciation: Communicating Clearly in English , Second Edition
(Chapters 7-12)
11 x 8 ½ size lined paper, index cards, blue/black pen, no.2 pencil

Suggested: A college level English to English dictionary (paper, NOT electronic!)

Prerequisite: Demonstration of required level of English proficiency or minimum grade of “C” in EAP 0300.

Co requisite: None

Course Description/Objective:
INTERMEDIATE SPEECH FOR NON-NATIVE SPEAKERS OF ENGLISH

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)

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

EAP 400 Policies: Required lab work is a component of this course. A departmental final exam is required. The final exam will be 25% of your final grade in this class, and students must achieve a passing score on the Comprehensive Departmental Final Exam in order to pass the course. 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. The activities in this course will further develop your mastery of the four core competencies.

CLAS: Evidence of College 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.

Classroom Policies:

Attendance & Tardiness: Every student is expected to attend every class and to be on time. Four absences will be allowed with no questions asked to allow for medical or personal emergencies, but students may be officially withdrawn from the course upon their fifth absence. After **four** absences, you will be notified via Atlas that you will be withdrawn after you fifth absence. In addition, **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 two such cases of fifteen minutes counting as an absence. Anyone who leaves the classroom on a day when students are giving speeches will be counted as absent. The following is from Valencia's Student Code of Conduct:

- A. Examples of such disruptive or distracting activities include, but are not limited to, the following:
 1. Activities that are inconsistent with commonly acceptable classroom behavior and which are not conducive to the learning experience, such as: excessive tardiness, leaving and returning during class, and early departure when not previously authorized;

Expected Student Conduct

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the [Student Code of Conduct](#) (College Policy: 6Hx28: 8-03).

The complete Valencia Student Code of Conduct can be found at

<http://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/>

Classroom Conduct: This is a college classroom, and you and your classmates are here to develop college-level writing and speaking. 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 the "Student Code of Conduct" for more information:

Go to <http://valenciacollege.edu/library/west/research/tutorials/plagiarism.cfm> to read more about plagiarism.

****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) or the Dean of Counseling (Dr. Tyrone Johnson). Subsequent disruptive behavior will lead to your being withdrawn from the course.

Participation: You cannot participate fully if you do not come to class prepared. In-class participation is expected from all students and is a percentage of your final grade. Participation includes paying attention, taking notes, actively engaging in class activities, having a positive attitude, being on time, not coming and going during the class, speaking in English, and not talking out of turn. Keep in mind that participation in a speech class does not just mean giving speeches. It also involves being a good audience member. Therefore, there are some important things to keep in mind on the days of in-class speeches:

1. Students should not come and go during class to begin with, but absolutely do not leave the classroom during class on speech days. When students come and go during class, especially when speeches are in progress, it is very distracting. **If a student leaves the classroom during class on a speech day, and I determine that it is not an emergency, the student will be marked absent. A student will also have 25 points taken off his/her own speech score.**
2. **I will deduct 25 points from the speech score for anyone who is absent the day that he/she is scheduled to present without what I consider to be proper documentation.**
3. **I will also deduct 25 points from the speech score for anyone who is present but unprepared the day that he/she is scheduled to present.**
4. **If someone who is present in class, and loses 25 points for not being prepared, also leaves the classroom on a speech day, that person will lose a second 25 points.**

Cell phones and electronic equipment are not allowed out in class unless I explicitly state that you may take them out. Cell phones and electronic equipment must be in your purse, bag, backpack, or your pocket. Cell phones and electronic equipment in your purse, bag, or backpack must not be visible. If your phone is out during class I will give a warning. After one warning, the electronic device will be held by the professor until the end of class. Also, when work is due, it is due at the start of class. Finally, do not work on assignments for other classes in our EAP 400 class.

The **West Campus Writing Center** is an appointment-based resource located in building 5, room 155 (Phone: 407-582-5454). At the Writing Center, consultants help students at any point of the writing/learning process. The qualified staff will go over English language assignments with students from all disciplines and courses, college wide, helping with grammar assignments; pronunciation; understanding main ideas and other reading skills; **organizing and developing a speech**; constructing paragraphs, essays, or research papers; and scholarship essays, letters, and resumes. The Writing Center consultant will not edit or proofread the paper. The student should make attempts at revising and editing on his or her own before coming to the Writing Center. The summer semester hours are: Monday through Thursday, 8am-8pm; Friday, 8am-12pm; Saturday, 9am-2pm.

Late/Make-Up Work: If you are absent, it is your responsibility to remember to turn in missed assignments. **Your instructor will not remind you about missing work. NOTE: You are 100% responsible for obtaining materials, assignments, information that you miss if you are absent from or late to class.** No late work will be accepted unless extraordinary circumstances are involved. These circumstances will be determined on a case-to-case basis. **Absolutely no late work will be accepted past Monday, April 17th**

Course Communication: I will be using Blackboard tools to communicate with you outside of class time. These tools are available under Quicklinks on the Valencia homepage or under the Courses tab in Atlas. The tools include:

E-mail: I will use this to communicate to individual students and to communicate to the class as a whole. I will be contacting you through Blackboard to communicate with you individually or to the class as a whole throughout the semester. You too can also use this to communicate with your instructor and/or

your classmates—individually or as a group. However, also be sure to check your ATLAS e-mail. You are also responsible for checking your Blackboard and your e-mail in ATLAS every day during the week, and it is a good idea to check it at least once over the weekend. **It is your responsibility to know how to access Blackboard and to check your ATLAS e-mail, class announcements, and course files for information! If you encounter ANY trouble using Blackboard, let me know during or after class!** I encourage you to e-mail me and/or your classmates about topics relevant to the course and your learning. Messages you send should be professional, respectful, and collegial in form and tone. Here are some general rules to guide you when composing e-mail messages:

Announcements: I will use this tool to inform and/or remind students of important information, such as changes in dates/times of assessments, assignments, and office hours.

Course Files: I will use this tool to create a record of all that we do in the course: the syllabus and handouts.

Academic Honesty: Plagiarism and Academic Dishonesty: Plagiarism, the act of copying someone else's work and putting your name to it, is a form of cheating. If you copy someone else's work and put your name on it, that is copying or plagiarizing. If you let someone else copy your work, and he/she puts his/her name on it, that is also copying or plagiarizing. While you might complete some **assignments in this course outside of class, all speech and writing assignments must be your original work.** If any outside sources are needed, **those sources need to be properly credited.** **You must not cut and paste from the Internet** or another student's work when completing your lab work, any outlines, or power point presentations. While many of the assignments in this course allow you to work in small groups, most assignments will require individual effort. **Unless I explicitly state that you may work with other students on an assignment or a test, including lab assignments, you should assume that you should complete the assignment on your own.** Plagiarism and copying are serious offenses and are detrimental to your learning and progress, and they will not be tolerated. If you copy another student's work or a student copies your work, both will receive a zero on that assignment. **For the first offense, any work that is not your own or is copied will receive a zero.** For the second offense, you will receive an "F" in the course. If you cheat/commit plagiarism on the final exam, you will receive an "F" in the course, regardless of whether it is your first or second offense. Even worse, you may be expelled from the institution.

Go to <http://valenciacollege.edu/oit/lts/StudentResources/integrity/plagiarism.cfm> to read about plagiarism and academic dishonesty and also check out a video on plagiarism at <http://valenciacollege.edu/library/west/research/tutorials/plagiarism.cfm>

You are also responsible for the information contained in the power point on plagiarism and cheating that can be found in Blackboard under Contents in the Power Point folder.

E-mail Etiquette: I will be e-mailing you through Blackboard to communicate with you individually or to the class as a whole throughout the semester. You too can also use this to communicate with your instructor and/or your classmates—individually or as a group. I encourage you to e-mail me and/or your classmates about topics relevant to the course and your learning. Messages you send should be professional, respectful, and collegial in form and tone. There is a handout on how to e-mail an instructor in Blackboard under Contents in the Handouts folder. I expect you to follow the guidelines in this handout and will not respond to e-mails that do not do so. Also, here are some general rules to guide you when composing e-mail messages: Messages you send should be professional, respectful, and collegial in form and tone. Here are some general rules to guide you when composing e-mail messages:

- Fill in the subject line with words or phrases that accurately reflect the topic of the message, e.g., "Subject: 1500 Homework for Monday, October 10th."
- Address the recipient by name to add a personal touch to your letter, for example, "Hello, Prof. Foley," "Good Morning, Professor Foley"
- Do not use all caps: e-mail messages written in all caps represents yelling.
- Do NOT use texting abbreviations, such as TTYL, LOL, BTW.
- If you are sending an attachment, make sure that it is attached before sending the e-mail.

- Edit your message for grammatical and mechanical (spelling, punctuation) correctness. E-mail is relatively informal, but poorly edited messages cause confusion.
- Keep your emails as concise as possible without leaving out any important information.
- Sign your e-mail by including your full name, and the class you are in, e.g., Samuel Jones, EAP 400, M 5:30 P.M. Never share your VID# with anyone other than instructors or college staff.
 - Remember e-mail is NOT completely private as there is always a chance of someone else besides your intended recipient reading it, so do not write personal attacks, which can be interpreted as “bullying” behavior, which behavior can have serious consequences.

Withdrawal: **Withdrawal Policy:** The last day for a student to withdraw from a class is March 31st, 2017 at 11:59 p.m. If you withdraw or are withdrawn by the professor before the withdrawal deadline, you will receive a ‘W’ as your final grade in the course. You do not receive credit for the course, and the ‘W’ is not calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course. To withdraw, you must access registration on Atlas. After the deadline, the professor may withdraw a student for excessive absences or other reasons. A student is not permitted to withdraw after the withdrawal deadline. Please notify your instructor of your withdrawal.

Important Note for International Students (F-1 or J-1 Visa):

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.

Students with Special Needs: Students with special needs that may affect their progress in this course should notify the instructor as early in the semester as possible.

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.

Required Lab: Weekly lab is required in all EAP courses. One part of your required lab component of EAP 400 will be completing a Lab Packet. **No late labs will be accepted.**

Evaluation and Grading Scale: 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%

Determination of Final Course Grade:

Lab Work	15%
Activities/Assignments	15%
Presentations	30%
Midterm Exam	15%
Final Exam	25%

Names and phone numbers of classmates you can call for help.

- 1.
- 2.
- 3.

Important Dates:

Martin Luther King, Jr. Day—College Closed	Monday, Jan. 16
Drop/Refund Deadline	Tuesday, Jan. 17 (11:59 p.m.)
Learning Day—Credit Classes do not meet	Friday, Feb.10
Spring Break—College Closed	Mon., March 13- Sun., March 19
Withdrawal Deadline for ‘W’ grade	Friday, March 31, (11:59 p.m)
Midterm-Part 1 (oral)	Wednesday/Monday, February 22/27
Midterm-Part 2 (written)	Wednesday, March 1
Final Exam---Part 1 (oral)	Monday/Wednesday, April 17/19
Final Exam—Part 2 (written)	Monday, April 24

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

1/17