TEXAS A&M
UNIVERSITY
COMMERCE

ENGLISH LANGUAGE INSTITUTE

ELI 117 Lab Skills and Grammar
COURSE SYLLABUS: Spring 2013

Instructor:	**Cam Ngo**
Office Location:	Hall of Languages – Room 214
Office Hours:	M-R 11:30-1:00
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COURSE INFORMATION

Oxford American Dictionary, ISBN-10: 0194399729

Course Description:

Skills course in the Academic English Program. Focus on development of academic skills using content for reading, writing, listening, and speaking.

One-inch Binder, Notebook, USB Drive, Headphones with microphone

Textbook: Grammar Connection 2 – Publisher: THOMSON HEINLE; Author: Richard Firsten

Student Learning Outcomes:

Students who complete this course should:

1. Understand and use strategies for academic tasks.
2. Transfer and apply appropriate study skills to improve academic performance.
3. Understand and apply learning styles, goal setting, and time management principles.
4. Determine the appropriate use of outlining, mapping, summarizing, and Notes Taking styles and skills.

5. Apply strategies and study skills to understand and complete a variety of academic tasks.

Students who complete this course should have knowledge of the various skills listed below. They should be able to use and adapt them in various grammatical situations:

6. Recognize parts of speech.
7. Be able to understand and use: (1) *be, do*, and *have* verbs; (2) singular/plural nouns; (3) count/non-count nouns; (4) subject – verb agreement; (5) proforms; (6) articles; (7) adverbs of frequency; and (8) adjectives.
8. Be introduced to verb tenses of Simple Present, Simple Past, Present Continuous, and Present Perfect.
9. Use the basic S -V- O word order of English.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

This is a face-to-face course, in which you will attend class and submit all class work on time. There will be daily and weekly activities. The syllabus is subject to change.

Grading

We will use the standard scale for grades: A= 90-100, B=80-89, C=70-79, D=60-69. Please remember you must have a "B" or better in your course to progress.

15% Quizzes
15% Homework
20% Tell Me More
20% Classroom Participation
10% Final Project
10% Learning Journal

The Learning Journal will be in a one-inch binder. You will submit hard copies all of your writing assignments written in Penzu, including the writing portion of the Final Project. You will also submit a Final Reflection of your overall progress this semester in each individual area: listening, speaking, reading, and writing. All of these will be included in your Learning Journal.

TECHNOLOGY REQUIREMENTS

• Flash drive or other means (dropbox.com account, for example) of storing digital versions of the essays and other written material you generate (always, always keep a backup of everything you turn in!)
• A valid, working email address that you check often (everyday)
• Regular internet access (additional readings available online)

•Access to a computer with a word processing program and a printer (assignments must be typed and printed)

ACCESS AND NAVIGATION

www.voxopop.com for discussions
www.penzu.com for written reflection
www.elllo.org for listening comprehension
http://www.studygs.net/ for study skills
http://www.languageguide.org/ for vocabulary

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:
Please contact your instructor with any questions you may have or to schedule an appointment at Cam.Ngo@tamuc.edu

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COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:
Please remember that you are required to attend every class and that online participation does not make up for absences.

Program Progress

Full-time students register in the appropriate level of each core class upon enrollment in the ELI's Academic English Program. Students must earn a grade of "A" or "B" in their courses in order to progress to the next level in the Academic English Program. Students who successfully complete the advanced level with a letter grade of "B" or better will receive a certificate stating their completion of the Academic English Program and may use their certificate in lieu of the TOEFL requirement for admission to the university.

Attendance Policy

A student must attend a minimum of 85% of all scheduled ELI classes in order to receive a Certificate of Participation from the English Language Institute. A student's failure to attend classes or laboratory sessions may result in lower grades, may cause failure in a course, may lower exit test scores, may inhibit transfer to another school, and may cause dismissal from the Institute which, in turn, may cause loss of the student's F-1 visa status. Absences are reported to the Director; the campus immigration officer is also informed of excessive absences. **A student with excessive unexcused absences will be a candidate for dismissal from the program.**

The instructor's syllabus for each course will specify the absence policy for that particular course. A student with more than 12 (twelve) absences, **excused or unexcused**, during a course has missed a significant portion of course work and can expect the course grade to be lowered. A student with frequent absences in a course will be asked to arrange a conference with the instructor to determine his or her ability to successfully complete the course.

There are circumstances for which absences are excused. It is the student's responsibility to notify the ELI office and instructor of such absences.

Excused absences are defined as:
1. Personal illness. Return to class with a physician's note.
2. Participation in an institute-wide or university sponsored trip. Notification is to be given to the instructor before the day of absence.
3. Attendance at the funeral of an immediate family member.
   More than 6 absences will lower your overall grade by one letter grade.

Tardy Policy

In American universities, it is customary for students to be seated in the classroom before the instructor enters. To be late, or tardy, to a class is not acceptable because a student entering class late interrupts the instructor and interferes with the learning of fellow students. Like all university students, ELI students are requested to be seated in the classroom at the beginning of the class hour.

As a matter of courtesy to fellow students, please do not stand in the hall directly outside the classrooms and talk with friends while waiting for the next class to begin. Such conversations disturb classes that are in progress. Faculty members may set firm rules regarding admittance to the classroom once a class session begins. Be sure you understand and follow these rules.

Should an emergency occur causing you to be late, please speak to the instructor after class has ended. At this time inform the teacher why you were late, ask for information about the assignment, and determine whether or not you have been marked absent.

Phones/Electronics in the Classroom

No cell phone use during class. Check messages before or after class. Taking a call during class equals one tardy. Other electronic devices, such as laptops and tablets, may not be used without instructor permission.

Plagiarism/ Academic Dishonesty Statement

Instructors in the Department of Literature and Languages do not tolerate plagiarism and other forms of academic dishonesty. Instructors uphold and support the highest academic standards, and students are expected to do likewise. Penalties for students guilty of academic

dishonesty include disciplinary probation, suspension, and expulsion. (Texas A&M University – Commerce Code of Conduct 5.b [1,2,3]).

University Specific Procedures:

ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

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Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu
Student Disability Resources & Services

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Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook).*

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COURSE OUTLINE / CALENDAR

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Date	Due during class
Week one 1/14/13 – 1/20/13	Introductions, software registration, syllabus overview
Week two 1/21/13 – 1/27/13	Students will be working on assignments from reading/writing and listening/speaking courses in addition to using software to improve their language skills.
Week three 1/28/13 – 2/03/13	Students will be working on assignments from reading/writing and listening/speaking courses in addition to using software to improve their language skills.
Week four 2/04/13 – 2/10/13	Students will be working on assignments from reading/writing and listening/speaking courses in addition to using software to improve their language skills.
Week five	Students will be working on assignments from reading/writing and listening/speaking courses in addition to using software to improve

2/11/13 – 2/17/13	their language skills.
Week six 2/18/13 – 2/24/13	Students will be working on assignments from reading/writing and listening/speaking courses in addition to using software to improve their language skills.
Week seven 2/25/13 – 3/03/13	Students will be working on assignments from reading/writing and listening/speaking courses in addition to using software to improve their language skills.
Week eight 3/04/13 – 3/10/13	Students will be working on assignments from reading/writing and listening/speaking courses in addition to using software to improve their language skills.
Week nine 3/11/13 – 3/17/13	**Spring Break**
Week ten 3/18/13 – 3/24/13	Students will be working on assignments from reading/writing and listening/speaking courses in addition to using software to improve their language skills.
Week eleven 3/25/13 – 3/31/13	Students will be working on assignments from reading/writing and listening/speaking courses in addition to using software to improve their language skills.
Week twelve 4/01/13 – 4/07/13	Students will be working on assignments from reading/writing and listening/speaking courses in addition to using software to improve their language skills.
Week thirteen 4/08/13 – 4/14/13	Students will be working on assignments from reading/writing and listening/speaking courses in addition to using software to improve their language skills.
Week fourteen 4/15/13 – 4/21/13	Students will be working on assignments from reading/writing and listening/speaking courses in addition to using software to improve their language skills.
Week fifteen 4/22/13 – 4/28/13	**Final Projects Due**. Final Project Presentations.
Week sixteen 4/29/13 – 5/05/13	**Students should prepare their learning journals for submission. The Due Date is May 3th, 2013.**