



**Instructor:** Audrey Adams  
**Office location:** HL 214  
**Office hours:** Tuesday & Thursday 10:05 – 11:00  
**Class hours:** 1:00 – 3:00, Monday - Thursday  
**Classroom:** HL 303  
**Email address:** aadams5@leomail.tamuc.edu

### Course information

**Required textbook:**

*Q: Skills for Success: Listening and Speaking; Level 5 Student's book.* Oxford University Press, ISBN: 978-0-19-475614-4

**Recommended textbooks:**

An English dictionary for in-class discussions and activities

**Course Description:**

This course is for advanced ESL students. This course will focus primarily on the development of communication skills in academic and professional settings, cultivate critical thinking skills, and expand your vocabulary.

**Course objectives:**

- Improve professional and academic speaking and listening skills
- Further develop vocabulary and critical thinking skills
- Acquire multiple strategies to communicate in various contexts

**Student learning outcomes:**

- Improve general communication skills on verbal and pragmatic levels
- Understand *context*, and the defining role it plays in communication
- Develop various listening and speaking strategies to effectively observe and relay information in multiple contexts
- Expand vocabulary and grammatical competence

### Course requirements

**Instructional / Methods / Activities assessments**

As this is a face-to-face course, it is crucial that you attend class and complete all course work. The weekly speaking and listening activities as well as group projects all depend on your presence and participation.

Preparation for each class is also essential, as each session will be based on the comprehension of reading or course work materials assigned during the previous session. In other words, if a student does not complete these tasks, he/she will not only fail homework assignments, but will also not be prepared for the following class, and will thus find it extremely difficult to participate in discussions and activities – both of which are assessed for a grade.

### **Grading**

The standard grading scale will be applied in this course: A=90-100; B=80-89; C=70-79; D=60-69. \*Note: Keep in mind that a grade of B or higher is required for you to progress to the next level.

- 10% Vocabulary quizzes
- 10% In-class assignments (e.g., journals: recorded reflection, discussions, and speaking practice)
- 10% Classroom Participation
- 20% Homework assignments
- 30% Unit Quizzes
- 20% Tests/presentations

In addition to final exams, students will complete an in-class presentation. Details regarding this project will be outlined further in the course.

Online course work will be completed on a website called Qonlinepractice. Other assignments will include journal entries as well as listening and speaking activities as outlined by the instructor throughout the course.

### **Technology requirements**

- Access to a computer with a word processing program
- Access to a printer
- University e-mail address
- Recording device and software, such as Audacity
- Ability to store digital versions of all class assignments and lessons, such as a flash drive or dropbox (always keep a digital version of what you do in your courses!)

### **Course and University procedures/policies**

#### **Attendance**

Regular attendance is critical. You must be present each class day in order to keep up with the assignments and make satisfactory progress in the course. If you have an

emergency and cannot attend class, you must contact me and make prior arrangements for turning in any homework assignments. In keeping with university policy, a student who misses more than 15% of the classroom instruction – regardless of whether those absences are excused or unexcused - may be dropped from the course. The campus immigration officer will also be informed of excessive absences, which can affect your F-1 visa status.

In the event of an excused absence, you will have one week to make up any course work missed during your absence. It is the responsibility of each student to contact the instructor regarding these assignments. Failure to make up any course work will result in an F for those assignments. Excused absence include the following:

1. Personal illness accompanied by a physician's note.
2. Participation in a University related trip or activity. Please notify the instructor prior to these activities, with contact information for the entity hosting the activity for verification.
3. Attending a funeral for an immediate family member.

Unexcused absences may result in the inability to make up any missed course work, and is up to the instructor as to whether or not make-ups are permissible. Keep in mind that daily classroom activities and discussion – both of which are graded – are unable to be made up regardless of whether absences are excused or unexcused.

If personal emergencies arise, please contact your instructor via email or through the ELI office. Give your name, the course, and the reason/details of the emergency. The phone number for the ELI office is 903-886-5273.

### **Punctuality**

It is essential that students arrive to class on time. Class will begin promptly at 1:00. Students who are 20+ minutes late to class will be marked absent and will not receive credit for class participation. Three tardies less than 20 minutes will result in a full absence.

### **Visitors in the classroom**

ELI policy states that anyone not enrolled in a particular course **MUST** check with the director before a visitor is allowed to observe or attend any class. This includes spouses or family members of enrolled students.

### **Computer Labs**

Food and beverages are not permitted in any of the computer labs on campus. Please keep any computer station where you work clean and free from debris. In addition, downloading programs is not permitted to university computers.

### **Technology in the Classroom**

Laptops, cell phones, iPods, and other electronics are not permitted during class time – no exceptions. All electronics must be turned off during class, unless being used for a

specific classroom activity under the direction of the instructor. Failure to comply with this policy will result in an F for that day's participation grade, and if it becomes an ongoing problem, the director of the institute will be notified.

### **Courtesy**

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.*)

### **Plagiarism/ Academic Dishonesty Statement**

*Plagiarism* is the copying of someone's words or ideas without giving proper credit to that person. Plagiarism and other forms of academic dishonesty will not be tolerated. As most instructors, I support and uphold the highest academic standards, and I expect the same from my students. The consequences for plagiarism may include disciplinary probation, suspension, and expulsion. (Texas A&M University – Commerce Code of Conduct 5.b [1,2,3]).

### **FERPA Policy**

To enforce the Family Education Rights Privacy Act (FERPA) policy, you may only use the student leomail.edu for online communication with ELI faculty and staff.

### **Students with Disabilities**

#### *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:

#### **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@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

[Student Disability Resources & Services](#)

<b>Course outline / Calendar</b>
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This is a tentative schedule, and subject to change

<b>Date</b>	<b>Activity</b>
Week 1 Jan 14 – 17	Overview syllabus / course introduction Assessment Journal entry 1 Unit 1: Listening 1 & 2; Discussion

Week 2 Jan 22 – 24	<b>[MLK holiday Jan Monday, 21]</b> Journal entry 2 Unit 1: Listening 1 & 2; Discussion
Week 3 Jan 28 – 31	Journal entry 3 Unit 2: Listening 1 & 2; Discussion
Week 4 Feb 4 – 7	Journal entry 4 Complete Unit 2 Unit 3: Listening 1 & 2; Discussion
Week 5 Feb 11 – 14	Journal entry 5 Complete Unit 3 Unit 4: Listening 1 & 2; Discussion
Week 6 Feb 18 – 21	Journal entry 6 Complete Unit 4 Unit 5: Listening 1 & 2; Discussion
Week 7 Feb 25 – 28	Journal entry 7 Complete Unit 5
Week 8 Mar 4 – 7	Journal entry 8 Review for Midterm <b>Midterm Exam</b>
Mar 11 – 15	<b><i>Spring Break</i></b>
Week 9 Mar 18 - 21	Journal entry 9 Unit 6: Listening 1 & 2; Discussion
Week 10 Mar 25 - 28	Journal entry 10 Complete Unit 6 Unit 7: Listening 1 & 2; Discussion
Week 11 Apr 1 – 4	Journal entry 11 Complete Unit 7 Unit 8: Listening 1 & 2; Discussion
Week 12 Apr 8 – 11	Journal entry 12 Complete Unit 8 Unit 9: Listening 1 & 2; Discussion
Week 13 Apr 15 – 18	Journal entry 13 Complete Unit 9 Unit 10: Listening 1 & 2; Discussion
Week 14 Apr 22 – 25	Journal entry 14 Complete Unit 10
Week 15 Apr 29 – May 2	Journal entry 15 Review for Final Exams
Week 16 May 6 – 8	<b>Presentations</b>
May 9	<b>Final exam</b>