



ENGLISH LANGUAGE INSTITUTE

ELI 116: Communications I (HL 301)

Course Syllabus: Summer 2016

Instructor: Hilal Ergül
Office Location: HL 214
Office Hours: by appointment
Email address: hilal.ergul@tamuc.edu

Course Description:

This class focuses on developing students' academic listening and speaking skills while improving their vocabulary and critical thinking. Students will have opportunities to use language in a variety of contexts. Practice exercises include group interaction, role-play, debate, public speaking, and listening comprehension. This is a beginning level course with placement into the ELI by exam.

Textbook and Materials:

- Q: Skills for Success 2: Listening and Speaking by Margaret Brooks, Oxford University Press.

Please do not purchase used textbooks. You will have limited practice if your books already have the answers written in them.

Technology Requirements:

- Flash drive or other means of storing digital versions of essays and other written material you generate (always, always keep a backup of everything you turn in!)
- Your TAMUC email address (nlastname@leomail.tamuc.edu) which you need to check everyday
- Regular internet access (additional readings and homework will be online)
- Access to a computer with a word processing program and a printer (writing assignments must be typed and printed)
- Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, Gee library, the Writing Center, office service companies, an Internet cafe, or a bookstore such as Barnes & Noble, etc.

Course Objectives:

- Improve general communication skills
- Improve pronunciation, grammar, listening, and speaking through practice in real and simulated situations
- Develop/increase attention to conventions of oral English communication such as grammar, word choice, register, pace, and gesture in order to minimize barriers to listeners' comprehension
- Use multiple strategies to monitor the effectiveness of communication
- Attend to oral information

Student Learning Outcomes:

- Students will *demonstrate* improved listening and speaking skills at an increasingly complex level.
- Students will be able to *engage* in the use of language in a variety of social contexts.
- Students will *demonstrate* the ability to monitor the effectiveness of communication.
- Students will be able to *attend* to oral information.

Grading:

This is a face-to-face course; you are expected to attend classes regularly. Preparation before each class is strongly encouraged as lessons will be conducted with that assumption. Almost all college level classes require reading books or papers before class, and professors expect students to participate actively in class discussions. Therefore, it would serve you well to form this habit early on.

Please make sure to complete all homework assignments outside of class, follow instructions, and submit your work on time. Failure to do so will result in a grade of 0.

This course uses the standard scale for grades: 90%-100%= A, 80-89%= B, 70-79%= C, 60-69%= D, 59% & below= F. Your final grade is determined by the following:

Quizzes (10%): There is a quiz after each unit in the book.

Midterm (20%): This exam covers the first five units in the book.

Class Participation (9%): Your contribution to class discussions, level of preparedness, attendance, asking and answering questions, being attentive, etc. determine this grade.

Homework (16%): Timely completion of each [Q Online Practice](#) unit is worth 1%. Additional homework as assigned by the instructor is worth 6% when done correctly and brought to class on the due date.

Oral Presentation (20%): Based on your research assignment in the Academic Reading and Writing course, you will prepare and give a PowerPoint/Prezi presentation at the end of the term.

Final Exam (25%): The final exam will be comprehensive.

Changes and additions to these assignments might occur. Refer to the individual prompts given in class.

Course and University Policies/Procedures

Program Progress:

Earn a grade of "B" or better to progress to the next level.

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 may result in lower grades, failing the course, lowering exit test scores, ineligibility to transfer to another school, and dismissal from the institute. This may cause student's F-1 visa to be revoked. Absences are reported to the Director, and the campus immigration officer in case of excessive absences.
- Three absences will drop the participation grade by one letter grade (A→B). Four absences will drop the grade by one more letter grades (B→C). After the sixth absence, the student cannot pass the course.

- The university has no policy for “excused absences”, except for university sanctioned events (with official notification of the instructor). Please save your absences for illness, court appearances, childcare arrangements, and other situations when you *must* miss class.
- You are expected to come to class *before* its scheduled start. Habitual tardiness is unacceptable. Your late arrivals will count as absences starting with the fourth time you are late.
- There is no such thing as “partial attendance”; students are either present for the entire course or they are absent.

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 the Office of Student Disability Resources and Services located in the Gee Library, Room 132. Phone: (903) 886-5150 or (903) 886-5835. Fax: (903) 468-8148. Email: Rebecca.Tuerk@tamuc.edu

Academic Honesty/Plagiarism: Texas A&M University-Commerce and the ELI 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 Student Conduct 5.b [1,2,3]) Cheating, including plagiarizing papers in whole or part, will result in a grade of zero (0) on the assignment for the first offense and failure of the course for any subsequent offenses.

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 current Student Guidebook)

Course Calendar

The instructor reserves the right to adjust this schedule throughout the semester to accommodate for class needs, unexpected weather, etc. **This is only an outline; everything we will do is NOT listed here.**

Continued on the next page.

	Date	Before Class	In Class
Week 1	Mo Jun 6		Placement Test
	Tu Jun 7		Introduction to class; Ice breakers; sign up for Q Online Practice (QOP); Unit 1
	We Jun 8	QOP Unit 1 – completed sections	Unit 1
	Th Jun 9	Complete QOP Unit 1	Quiz 1; Unit 2
Week 2	Mo Jun 13	Homework; QOP Unit 2 – completed sections	Homework check ; Unit 2
	Tu Jun 14	Complete QOP Unit 2	Quiz 2; Unit 3
	We Jun 15	QOP Unit 3 – completed sections	Unit 3
	Th Jun 16	Complete QOP Unit 3	Quiz 3; Unit 4
Week 3	Mo Jun 20	Homework; QOP Unit 4 – completed sections	Homework check ; Unit 4
	Tu Jun 21	Complete QOP Unit 4	Quiz 4; Unit 5
	We Jun 22	QOP Unit 5 – completed sections	Unit 5
	Th Jun 23	Complete QOP Unit 5	Quiz 5; Midterm Review
Week 4	Mo Jun 27		Midterm Exam ; Unit 6
	Tu Jun 28	QOP Unit 6 – completed sections	Unit 6
	We Jun 29	QOP Unit 6 – completed sections	Unit 6
	Th Jun 30	Complete QOP Unit 6	Quiz 6; Unit 7
Week 5	Mo Jul 4		NO CLASS: Independence Day
	Tu Jul 5	Homework; QOP Unit 7 – completed sections	Homework check ; Unit 7
	We Jul 6	QOP Unit 7 – completed sections	Unit 7
	Th Jul 7	Complete QOP Unit 7	Quiz 7; Unit 8
Week 6	Mo Jul 11	Homework; QOP Unit 8 – completed sections	Homework check ; Unit 8
	Tu Jul 12	QOP Unit 8 – completed sections	Unit 8
	We Jul 13	Complete QOP Unit 8	Quiz 8; Unit 9
	Th Jul 14	QOP Unit 9 – completed sections	Introduce oral presentations; Unit 9
Week 7	Mo Jul 18	Homework; QOP Unit 9 – completed sections	Homework Check ; Unit 9
	Tu Jul 19	Complete QOP Unit 9	Quiz 9; Unit 10
	We Jul 20	QOP Unit 10 – completed sections	Unit 10
	Th Jul 21	QOP Unit 10 – completed sections	Unit 10
Week 8	Mo Jul 25	Homework; Complete QOP Unit 10; Prepare first draft of oral presentation	Homework check ; Quiz 10; peer review/workshop oral presentations
	Tu Jul 26	Prepare final draft of oral presentation and email it to the instructor by 11 PM on July 25	Oral Presentations ; Final review part 1
	We Jul 27		Final Review Part 2
	Th Jul 28		Final Exam