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## ENGLISH LANGUAGE INSTITUTE

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ELI 316: Communications  
Course Syllabus: Fall 2016  
Class Meetings: Monday-Thursday, 9:00-11:00am  
Class Location: Hall of Languages (HL), Room 301

**Instructor: Laura Cathrine**

Office: Hall of Languages (HL), Room 214

Office Hours: Mon-Thur, After Class (11:00-11:30); Other times available by appointment

Email: LC.ELI.TAMUC@gmail.com

**Preferred Form of Communication:** Email

**Communication Response Time:** 24 hours

## COURSE INFORMATION

**Textbook and Materials:**

- Q: Skills for Success 4  
Listening and Speaking

**\*\*\*Do not purchase used textbooks. The textbooks that the ELI requires are unused workbooks. Used books will not be helpful to your learning of English if your books already have the answers written in them!\*\*\***

**Additional Required Course Materials:**

You will be required to keep a course journal in this class. You will need a standard composition notebook to use for this course requirement.

***Course Description***

This is an Advanced level course with placement into the ELI by exam. The course focuses on developing academic listening and speaking skills as well as critical thinking skills and vocabulary. Vocabulary instruction will focus on using context to understand meaning. Listening instruction will focus on predicting content, identify important and accurate

*The syllabus/schedule are subject to change.*

information, and listening for details. A special emphasis will be given to developing these skills through note taking and dictation. Speaking instruction will focus on expressing and explaining information, concepts, ideas, and opinions with fluency and nuance using language appropriate to the situation (e.g. formal versus informal). Students will also develop skills in preparing and giving presentations presenting research from their Academic Reading and Writing Class. Class discussion is of vital importance in this class, as it will provide daily opportunities for students to practice and develop all of these skills.

### ***Student Learning Outcomes***

- Demonstrate understanding of face-to-face or broadcast descriptions and narration of specialized material.
- Identify accurate and applicable information in variety of listening contexts (e.g., academic, work-related).
- Summarize orally and clarify information received from a variety of sources.
- Speak with increased fluency on specialized of interest related to academic pursuits or work demands.
- Engage in debate in an organized fashion on familiar and unfamiliar topics for a variety of purpose.
- Prepare and deliver a well-organized oral presentation on a specialized topic.
- Participate in casual, formal, and extended conversation on practical and academic topics.

## **COURSE REQUIREMENTS**

### ***Minimal Technical Skills Needed***

Using email and basic communication programs that utilize text features.

Using Microsoft Word and PowerPoint

Familiarity with presentation program such as Prezi (Alternatively, you may use video editing programs such as Camtasia is you are more familiar with such programs)

Note: We will work with these programs in class and, for your presentations that require the use of technology, you are welcome to use the presentation program with which you are most comfortable as long as the program is compatible with university hardware and can be used in class without altering university computer hardware or software.

### ***Instructional Methods***

This course will be taught face-to-face in the classroom. We will supplement in-class instruction with reading and homework assignments delivered via email and course-specific webpage.

### ***Student Responsibilities or Tips for Success in the Course***

Students are responsible for checking their individual emails daily. It is also your responsibility to keep up-to-date on assigned homework and reading/video assignments. A course schedule will be provided and changes to the schedule will be discussed in the classroom.

## **GRADING**

*The syllabus/schedule are subject to change.*

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

This course uses 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. A grade of “C” or below is failing.

### **Assignments and Tests:**

This is a face-to-face course, in which you will attend class and submit all class work on time. There will be daily reading and writing activities along with group and individual projects. The syllabus is subject to change.

Preparation for the next class is strongly encouraged because the class will be conducted based on the assumption that students have prepared for the class. Moreover, students need to become accustomed to the habit of preparation because all university classes require reading books or papers before the class; professors anticipate that students bring up questions about topics.

Students are expected to be prepared for class by doing all assigned reading as well as weekly homework assignments to be completed outside of class. Homework must be turned in on-time. No late work will be accepted.

### ***Assessments***

#### **Listening & Speaking**

<b>Assignments and Tests</b>	<b>PERCENTAGE OF GRADE</b>
Weekly Quizzes	20%
Mid-term exam	15%
Participation	15%
Additional Homework	10%
Presentation	20%
Final Exam	20%

**Weekly Quizzes:** Quizzes will include vocabulary, dictation, and identify speaking skills for specific situations.

**Mid-term exam:** Mid-term exam will be comprehensive.

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**Participation:** Participation is critical to success in this course. Students are expected to participate in class discussions as well as ask and answer questions.

**Additional Homework:** Additional homework will be assigned at the discretion of the teacher.

**Presentation:** This project will coordinate with the research assignment in the Academic Reading and Writing course. Students will prepare and give a PowerPoint/Prezi presentation based on their research paper for that class.

**Final Exam:** The final exam will be comprehensive.

\*\*\*Additional Details about all assignments will be given in class\*\*\*

## 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!)
- A TAMU-C email address that you check often (everyday)
- Regular internet access (additional readings and homework will be online)
- To fully participate in online courses you will need to use a current Flash enabled internet browser. For PC and Mac users the suggested browser is Mozilla Firefox.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - \*For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site](http://www.java.com/en/download/manual.jsp)  
<http://www.java.com/en/download/manual.jsp>
- Current anti-virus software must be installed and kept up to date.

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- Run a browser check through the Pearson LearningStudio Technical Requirements website.  
[Browser Check](http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset) [http://help.ecollege.com/LS\\_Tech\\_Req\\_WebHelp/en-us/#LS\\_Technical\\_Requirements.htm#Browset](http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset)

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
  - [Adobe Flash Player](https://get.adobe.com/flashplayer/) (version 17 or later) <https://get.adobe.com/flashplayer/>
  - [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
  - [Apple Quick Time](http://www.apple.com/quicktime/download/) <http://www.apple.com/quicktime/download/>
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.
- For additional information about system requirements, please see: [System Requirements for LearningStudio](https://secure.ecollege.com/tamuc/index.learn?action=technical) <https://secure.ecollege.com/tamuc/index.learn?action=technical>

## COMMUNICATION AND SUPPORT

### *Interaction with Instructor Statement*

As your instructor, I prefer communication via email.

My email address is [lc.eli.tamuc@gmail.com](mailto:lc.eli.tamuc@gmail.com).

Please allow a 24 hour response time for all emails during the week. If you email during the weekend, please expect a response the following business day.

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### *Course Specific Procedures*

Please remember that you are required to attend every class.

### **Program Progress**

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

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## 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 class may result in lower grades, may cause failure of the 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.

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.

If you have an "excused absence," you will be able to make up the course assignments you missed within one week of your return to class. It is your responsibility to meet with your instructor to determine the assignments missed. Failure to meet with the instructor regarding an excused absence may result in an "F" for that assignment.

**Excused absences still count toward the 15% of classes you can miss.**

If you have an unexcused absence, you may not be permitted to make up assigned course work. An unexcused absence means missing class for any reason other than those mentioned above.

Attendance will impact your overall participation grade which is 15% of your grade for this class.

- **Three** absences will drop the participation grade by **one letter grade**.
- **Six** absences will drop the grade by **two letter grades**.

## 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.

Class begins at 9:00 am, and arrival after 9:00 am is considered a tardy. 20 minutes late to class is considered an absence. You will receive a 1 point deduction for being 5 minutes late and a 2 point deduction for being 10 or more minutes late on your daily participation grade. More than 20 minutes late counts as an absence, and all participation points are deducted for that day.

You may go to the restroom without informing the teacher, but if you do not return within 10 minutes, one tardy will be marked on your attendance; if you do not return within 20 minutes, you will receive an absence for the day.

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**Phones in the Classroom**

No cell phone/smart phone use during class. Check messages before or after class. Taking a call or texting (which includes reading incoming texts) during class is a distraction, inappropriate and disrespectful. Use of cell phones in class will receive a 1 point deduction on your daily participation grade.

**Technology in the Classroom**

Only technology used for instructional purposes is allowed in the classroom. Using a dictionary or translator on a computer or a smart phone is NOT allowed during class. Electronic dictionaries are acceptable as long as they are not on a smart device.

**Homework/Assignment Submission**

Only submissions made by the due date/time are accepted. Assignments will be collected in class on the due date typed and printed. **No late work will be accepted.**

When you miss class for any reason, you are still responsible for information presented and assignments given in class. Due dates remain the same whether you are in class or not. Contact a fellow student and the teacher for missed assignments.

**Make-ups**

Do not miss class on test days. You will only be allowed to make up one test. Make up tests will be given on a designated day later in the semester. Full credit will be given.

**Use of English**

English is the language of instruction for the English Language Institute. Students are expected to use English only in the classrooms, hallways, and at all ELI functions. Please do not speak your native language during class because not everyone speaks your language. We have many languages represented in the ELI, and we do not want to exclude anyone. We need to speak the language we all have in common which is English. Speaking a language other than English during class will result in a 1 point deduction on your daily participation grade.

***Syllabus Change Policy***

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

***University Specific Procedures******Student Conduct***

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf).

<http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>

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Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](http://www.albion.com/netiquette/corerules.html)  
<http://www.albion.com/netiquette/corerules.html>

### ***TAMUC Attendance***

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).  
<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

### ***Academic Integrity***

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

### ***ADA Statement***

#### **Students with Disabilities**

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- Room 132  
Phone (903) 886-5150 or (903) 886-5835  
Fax (903) 468-8148

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Email: [StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### ***Nondiscrimination Notice***

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

### ***Campus Concealed Carry Statement***

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

## **COURSE OUTLINE / CALENDAR**

This calendar will change in order to accommodate students' learning needs.

We will discuss assigned readings, specific assignments, and changes to the syllabus in class.

Please be flexible and prepared to take note of any changes we need to make throughout the semester.

Week/Dates	Class Discussion	Significant Due Dates/Assignments
Week One Aug 29 -Sept 2	M-Placement Tests and Interviews T-Orientation W-First Day of Class, Introductions, Ice Breakers, Syllabus, Course Information R-Begin Unit One: How does power affect leaders?	

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Week Two Sept 5-9	Continue Unit One: How does power affect leaders? Unit Two: How does appearance affect our success?	
Week Three Sept 12-16	Complete Unit Two: How does appearance affect our success? Unit Three: When does a child become an adult?	
Week Four Sept 19-23	Library Visit and Presentation *Location will be announced in class Research and Scholarly Sources	Journal #1 Due Wednesday, Sept 21
Week Five Sept 26-30	Unit Four: How is healthcare changing?	Library Day: Sept 29
Week Six Oct 3-7	Unit Five: What makes a work of art popular?	
Week Seven Oct 10-14	Midterm Review Midterm Exam	Midterm Exam: October 13 Journal #2 Due Wednesday, Oct 12
Week Eight Oct 17-21	Unit Six: How has science changed the food we eat?	
Week Nine Oct 24-28	Unit Seven: Is one road to success better than another?	
Week Ten Oct 31 - Nov 4	Unit Eight: How can chance discoveries affect our lives?	Journal #3 Due Wednesday, Nov 2
Week Eleven Nov 7-11	Presentation Skills Giving a formal presentation Aspects of an effective presentation How to present with confidence and clarity	
Week Twelve Nov 14-18	Mini-Presentation: "My Culture. My Family. My Life." Unit Nine: How can we maintain a balance with nature?	

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Week Thirteen Nov 21-25	Unit Nine: How can we maintain a balance with nature? Unit Ten: Is athletic competition good for children?	Journal #4 Due Wednesday, Nov 23
Week Fourteen Nov 28 - Dec 2	Formal Presentation Preparation	Bring a copy of your final essay with you each day this week.  Final Exam: Dec 1
Week Fifteen Dec 5-9	Formal Presentation Preparation and Review	
Week Sixteen Dec 12-16	Formal Presentations	Presentation of Final Projects: Dec 12 and Dec 13

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