

EAP 1500 Advance
Section CRN 30337
Location:
Summer Semester 2007
Syllabus

Professor: Ms. Nancy Benton Parish, MA

Office: 3rd floor of library

E-mail: nparish1@atlas.valenciac.edu or nparish@ufl.edu

Office Hours: Tuesday 7:00-7:30 or directly after class

Thursday 7:00-7:30 or directly after class

Other times can be arranged by appointment.

Prerequisites: Demonstration of required level of English proficiency or minimum grade of “C” in EAP 0400.

Corequisite: None

Course Description:

Students develop communication, organization, and pronunciation skills necessary for effective academic presentation and discussion with an introduction to lecture note taking.

Course Goals/ Competencies: 1) academic communication skills; 2) extemporaneous speech preparations and delivery; 3) academic lecture note taking. Required lab work is a homework component of this course.

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 in the world community: (1) think, (2) value, (3) act, and (4) communicate. The college catalog outlines these competencies. The activities in this course will further develop your mastery of the four core competencies.

CLAST Competencies:

IA-B. Read with literal and critical comprehension.

IIA. Compose units of discourse providing ideas and information suitable for purpose and audience.

IIB. Transmit ideas and information in effective written language that conforms to the conventions of Standard American English.,

IIIA-B. Listen with literal and critical comprehension.

IVA. Compose oral messages, providing ideas and information suitable to the topic, purpose, and audience.

Required Reading/ Materials:

Learn to Listen, Listen to Learn: 2nd Edition: Lebauer.

Speech Communication Made Simple: 3rd Edition: Dale; Wolf

Notebook

Pen and no. 2 pencil

VHS Tape

Suggested Additional Texts/ Materials

Notecards

Highlighter

Small Stapler

Classroom Policies:

Attendance: Excellent attendance is expected from all students. You are expected on time and remain in class for the entire class period. Students will be penalized on their final grade for excessive tardiness and can be withdrawn from class. Students who arrive more than 15 minute late or leave more than 15 minutes early will be considered absent. Students with more than three absences will be penalized one letter grade for each absence over three and can be withdrawn by the instructor. Absences due to extraordinary circumstances, such as medical and personal emergencies, will be dealt with on a case-to-case basis. Ultimately, the instructor will have the final say on how to handle any absence. Always notify the instructor by email before any anticipated absence.

Participation:

Attendance and promptness are important. Attendance will be taken daily. It is your responsibility to sign the sign-in sheet. If you forget to sign the attendance sheet you will be marked absent. You are expected disruption from cell phones will count against your participation grade. You must come to class prepared by having done the homework, readings and lab work assigned by your instructor. You cannot participate fully if you do not come to class prepared. Participation includes paying attention, taking notes, actively engaging in class activities, turning assignments in when they are due, asking and answering questions and having a positive attitude, In-class participation is expected from all students and is 25% of your final grade! Additionally, participation will be the deciding factor for “borderline” students. Unless you have spoken to me about an emergency situation before class., cell phones should always be turned off.

Late/Make-up Work: No late work will be accepted unless extraordinary circumstances are involved. These circumstances will be determined on a case-to-case basis and ultimately decided by the instructor. There is no make-up work.

Student Classroom Etiquette:

- Please be on time and remain for the entire class period. Arriving late or leaving early is inconsiderate and disruptive. If you must arrive late due to an emergency, please enter quietly.
- Do not hold conversations with classmates whenever the professor or another student is speaking. This is disruptive to your classmates.

- Refrain from writing and passing notes, reading newspapers and material for other classes.
- Please turn off any cell phones and pagers and remove headphones during class time. Disruption from cell phones will count against your participation grade.
- Do not bring guests, children, and others not registered for the course to class.
- Do not bring food, drink, tobacco products or gum to class.

I believe my responsibilities as a teacher are to provide the following for my students:

- An atmosphere conducive to learning,
- Feedback that helps students overcome errors or misconceptions and that addresses problem areas that may arise within each class,
- A method of evaluating student work **premised on outcomes**—not effort,
- A strict policy of fairness that treats all students alike, irrespective of personal circumstances, ethnicity, gender, or other non-academic factors.

I believe that students, likewise, have responsibilities to themselves and to me if they wish to satisfactorily complete my course. To foster critical thinking and outcomes-oriented practices, I require that students are:

- Honest (students caught cheating on any matter will fail the assignment or test they cheated on)
- Tolerant of others and of diverse ideas,
- Prepared for class by reading material and staying current with lecture material,
- Capable of receiving critical assessments of their work and willing to use such evaluations as a means of improving it,
- Personally responsible and accountable for their progress in the course

Late/Makeup Work:

No late work will be accepted unless extraordinary circumstances are involved. These circumstances will be determined on a case-to-case basis and ultimately decided by the instructor. There is no make-up work.

Academic Honesty (Plagiarism and Cheating):

Plagiarism and other forms of cheating will not be tolerated. If your name is on an assignment, it must be your original work. Keep your eyes on your own paper during quizzes and tests. If you're not sure if something is permitted, ask your instructor. Academic dishonesty can result in expulsion from the college.

Withdrawal:

Students wishing to withdraw from this course need to go to the Records Office prior to the withdrawal deadline or the Communications Department (5-231) after the deadline. Students who do not take the final exam will receive a grade of WF and be required to retake the course. The instructor may also withdraw a student's from excessive absence or tardiness.

Required Lab: Weekly lab is required in all EAP courses. Your instructor will give you details.

Special Assistance:

If you are a student with a disability: In compliance with VCC policy and equal access laws, I am available to discuss appropriate academic accommodations that you may require as a student with a disability. Request for academic accommodations should be made the first week of the semester, except for unusual circumstances, so that arrangements can be made.

Evaluation and Grading Scale: EAP course 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%

Approximate determination of final course grade:

• Major Homework, including speeches and quizzes	30 points
• Class Participation	25 points
• Final exam	25 points
• Midterm exam	10 points
• Labs	10 points

TOTAL **100 points**

College-wide Midterm/Final Examinations:

Both the midterm and final are college-wide departmental exams. The midterm exam will be given in the seventh or eighth week of the semester, and the Comprehensive Departmental Final Exam will be given during final exam week *(the last week of the semester).

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

- 1.
- 2.
- 3.

***** I reserve the right to change the syllabus or schedule any time during the semester. An announcement will be made by the instructor noting such change. A revised syllable may be issued at the discretion of the instructor. *****