



**Speaking and Listening  
ESL 5/6  
Winter Quarter 2013**

**Instructor Information**

Name	Garnet Templin-Imel
Office	R-130X
Office hours	8:30am T/Th & 9:30am M/W & 4:30pm M & by appointment
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Emergency closure: 425-401-6680 or [www.bellevuecollege.edu/schoolclosure](http://www.bellevuecollege.edu/schoolclosure)  
All students registered for classes at Bellevue College can get an e-mail account. You can use your student e-mail and log in to MyBC and Canvas. Your teacher can tell you more about your account. To create your account, go to: <https://bellevuecollege.edu/sam> .  
You should also subscribe to the school emergency or closure alert system at <https://bellevuecollege.edu/alerts/Login.aspx>.  
You will need your student ID and PIN number.

**Course Schedule**

Dates: Jan. 2-March 20  
No classes on Mon. Jan. 21 and Mon. Feb. 18  
Days/Times: Tuesday/Thursday 5:30 pm to 8:10 pm  
Item Number: 7246 (Level 5) 7261 (Level 6) 6 Credits  
Room: R-308

This class is scheduled with one 10-minute break. We meet until 8:10 p.m.

**Textbooks and Materials**

We will use the following textbooks in class. The teacher will bring the textbooks to class. The textbooks are also for sale at the BC Bookstore.

1. *Real Talk 1*, Lida Baker and Judith Tanka, Pearson Longman, 0-13-183545-9
2. *Sound Advantage: A Pronunciation Book*, Stacy Hagen and Patricia Grogan, Prentice Hall Regents. 0-13-816190-9 (I have a class set of this book. You do not need to buy it.)

You will also need a notebook, paper, pens and pencils. Bring these to class each time. It is important for you to have e-mail access. I will put announcements and assignments in Canvas. I may also ask you to print some class materials. Please let me know if you do not have a printer. Canvas is the new student online management system. It will replace MyBC in this class.

## **Outcomes**

For winter quarter in this class, our English lessons are focused on listening to English spoken by fluent speakers in a variety of situations and practicing English by participating in class activities, conducting interviews, making a PowerPoint presentation and completing homework. We will study common idioms this quarter.

In this class **to speak so others can understand** you will

- Explain the purpose for communicating.
- Effectively organize your speaking and speak clearly to the listener.
- Pay attention to grammar, vocabulary, pace, and gesture when speaking.
- Use different strategies (plans) to help you speak better.

To **listen actively** you will

- Pay careful attention to oral information.
- Clarify the purpose for listening.
- Use different strategies (plans) to help you listen better.
- Use previous information to help you understand the purpose of listening.

To **take responsibility for your own learning** you will

- Reflect on and re-evaluate goals throughout the quarter.
- Participate in class.
- Accept and complete assignments and meet deadlines.
- Use a computer to check or post assignments to Canvas.

The focus of this class is speaking and listening, but you will also practice reading and writing. You will use technology to complete homework, do research, and give a presentation.

## **Classroom Environment**

The college's "Affirmation of Inclusion" is posted in each classroom and sets forth the expectation that we will all treat one another with respect and dignity regardless of whether or not we agree in our opinions and ideas. This expectation of respecting differences is linked with the principle of free speech in a free society: We have the right to express unpopular ideas as long as we don't show disrespect for people who might believe differently.

Professional student behavior includes respect toward the instructor, colleagues, and the class itself. Disruptive behavior is disrespectful behavior. The Arts and Humanities Division honors the right of its faculty to define "disruptive behavior." Some examples are arriving late and leaving early with no explanation, talking while others are trying to hear the instructor or class members, doing homework in class, using cell phones in class, or making inappropriate and impolite comments. This behavior interrupts the educational process. If you are not sure about a behavior, make an appointment to talk with your instructor.

## **Attendance**

You need to come to class every time. If you miss 20% (4 days), you will automatically receive a "No Progress" evaluation and you cannot enroll in class next quarter. If you are sick, contact your teacher by calling or sending an e-mail. If you leave class and cannot come back, tell the teacher. Missing more than one-half hour of class is considered an absence. Vacations, taking care of family members for a long time, illness for a long time, other classes, and job problems are unexcused and are not reasons to miss class.

## **Homework**

Homework is an important part of practicing and improving speaking and listening skills. Additionally, your homework is part of my assessment of your work. Completing homework is 25% of your progress in class. You will complete much of the homework online in Canvas.

## **Course Requirements**

Progress and completion will be based on many things.

- Come prepared to class.
- Do all assigned class and homework.
- Participate in class discussions and activities. You will work individually and in groups. Be prepared to complete both individual and group work.
- Ask questions or request clarification about topics, activities, assignments in class and homework.
- Use professional student behavior that is respectful of others.
- Take the CASAS pre- and post-test and other assessments. *You cannot continue as student in this program unless take all the pre and post tests.*
- Make progress, as measured by attendance, class and home work, and tests.

If you don't make progress, you may not be able to continue in classes. The teacher looks at your attendance, class and home work, and tests (including the CASAS tests) to decide your progress. The teacher will tell you at the end of the quarter if you need to make more progress. Students may only repeat a class three times. Student procedures and expectations can be reviewed at <http://bellevuecollege.edu/artshum/policy.html>.

## **Folders**

The teacher maintains a portfolio, or folder, for each student. The portfolio will have progress sheets, goal information, feedback sheets, and samples of your writing from each quarter.

I will mark your work with these symbols and/or numbers:

**4 or +.....Excellent**  
**3 or √ +.....Good**  
**2 or √ .....Needs more work**  
**1 or √-.....Beginning**

## **Other Policies**

1. **Using cell phones in class is not acceptable.** If you are expecting a call of an emergency nature, let me know before class so that I am ready to dismiss you to handle the emergency. We will use our smart phones and tablets often in class, but it will be part of the class work.

2. If you have a special medical problem or something else you'd like to keep private, please see me after class or come by my office. Then, we can plan for an emergency. If you have a disability and need special help in class, I can tell you about our Disability Center (DRC).

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. Please visit the DRC if you have any questions about classroom accommodations whether you are a student or a faculty member.

If you are a student who has a disability or a learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need

accommodations in order to be successful in college, please contact the DRC staff as soon as possible.

The DRC office is located in B132 or you can call our reception desk at 425-564-2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit our website for application information into our program and other helpful links at [www.bellevuecollege.edu/drc](http://www.bellevuecollege.edu/drc)

Remember if you are someone who has either an apparent or non apparent disability and requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter.

3. We discourage third-parties (parents, spouses, friends) from asking about student progress. Requests to include third parties in any instructor-student discussion will be considered on a case-by-case basis by the instructor. To learn more about BC's policy on self-advocacy and independence, go to <http://bellevuecollege.edu/artshum/policy.html>.

4. The students in this program often like to do nice things for their teachers at the end of the quarter. A card with words from all the students, flowers, and food are good ways to thank your teacher. You do not need to buy your teacher a gift or give money.

### **Public Safety**

The Bellevue College Public Safety Department's staff provides personal safety, security, crime prevention, and other services to the campus community, 24 hours per day, 7 days per week. Their phone number is 425.564.2400. Public Safety is located in K100 and on the web at: <http://bellevuecollege.edu/publicsafety/>

Calendar for Winter Quarter 2013

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 JAN		1	2	3	4
2 JAN	7	8	9	10	11
3 JAN	14	15	16	17	18
4 JAN	21 NO CLASS	22	23	24	25
5 JAN FEB	28	29	30	31	1
6 FEB	4	5	6	7	8
7 FEB	11	12	13	14	15
8 FEB	18 NO CLASS	19	20	21	22
9 FEB MAR	25	26	27	28	1
10 MAR	4	5	6	7	8
11 MAR	11	12	13	14	15
12 MAR	18 Finals	19 Finals	20 Finals	21	22

