

SPEAKING & LISTENING 3 SYLLABUS
(6235 / ELIUP054 A)
FALL QUARTER 2018

Instructor: Cynthia Weintraub

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Classroom: C115

Class Times: 3:30-4:20 pm, Monday-Friday

Office Location: R130 O

Office Hours: 11:00am-12:15pm, Mon-Th

(Please make an appointment with me before office hours so that I can better serve you and manage other student appointments. Just send me an email to make an appointment or ask me before or after class.)

COURSE DESCRIPTION

This course will focus on improving your speaking and listening skills for academic purposes. You will listen and respond to different kinds of lectures, media, and presentations by your classmates. You will learn how to participate in small group discussions, make strong oral presentations, listen to lectures, take notes, and strengthen your pronunciation and communication skills.

LEARNING OUTCOMES

After completing this class, you will be able to:

- Begin and continue conversations in small and large groups with good listening signals

- Use Level 3 grammar and vocabulary to ask and talk about likes, opinions, and the news
- Write a plan for and give a presentation
- Hear and say correct sounds, rhythm, stress, and intonation
- Write simple notes from a short lecture

TEXTBOOK AND COURSE MATERIALS

- Contemporary Topics 1 (21st Century Skills for Academic Success) 4thEd Solorzano &Frazier; Pearson Longman Pub. ISBN:978-0-13-440064-8
- Lined notebook paper (8 ½” x 11”) for notes and homework assignments
- One binder for handouts and notes
- An English-English dictionary
- A Bellevue College computer account / e-mail address. You *MUST* use your BC e-mail account for all communication related to this course. You must also use your BC username and password to access our Canvas class Web site regularly.

Buy the textbooks and materials during the first few days of the quarter and bring your books to class each day. No instructor's editions or used texts with the answers in them are allowed. You will lose points each day you don't bring your textbook.

CLASSROOM EXPECTATIONS

- Come to class every day on time, prepared, and ready to participate. Bring a pen, pencil, eraser, paper for taking notes, your textbook, and your dictionary to every class.
- Do homework assignments outside of class and bring them to class on time. If you are absent, you need to give me the homework for the day you are absent. Also, do the homework when you are absent. Late homework is only accepted the day after it is due, and you lose 50% of the points on the assignment.

- Do your own work. Plagiarism is using someone else's words or ideas as your own on assignments. It is cheating and is not acceptable in American classes. There are different kinds of cheating: plagiarism, "borrowing" a classmate's homework (partially or wholly), using an essay or a presentation from a previous quarter, using "cheat notes," and copying answers from classmates' papers during tests.

STATEMENT ON PLAGIARISM AND CHEATING

Students are in ELI classes to learn English and ELI teachers are here to help them. Cheating makes that harder for both the students and the teachers. "Cheating" is also called "academic dishonesty."

There are different kinds of academic dishonesty:

- plagiarism (copying word-for-word from a Web page, book or article)
- using a paper or homework assignment written by someone else
- copying a classmate's homework (partially or wholly)
- using your own essay or presentation from a previous quarter
- using "cheat notes" during a test
- copying answers from a classmate's paper or test
- giving answers to a classmate during a test
- giving your own assignment to a classmate

Academic dishonesty is NOT acceptable at Bellevue College or in any American classes. Participating in academic dishonesty in any way, including writing a paper or taking a test for someone else, may result in severe penalties.

If you PLAGIARIZE:

First time: Your teacher will work with you so that you understand what not to do.

Second time: You will fail the assignment.

Third time: You will fail the class and be reported to the Associate Dean of Student Services.

You will possibly be asked to leave BC.

If you CHEAT:

First time: You will fail the assignment and have no opportunity to make it up.

Second time: You will fail the class and be reported to the Associate Dean of Student Services.

You will possibly be asked to leave the school.

- - This link provides a good, short summary of [how to avoid plagiarism \(Links to an external site.\)](#)[Links to an external site.](#)
- No cell phone during class (unless I give you permission to use your phone or you are using an online English-English dictionary). If I see you using your phone in class other than for dictionary use, I will put it on my desk and you will get the phone back at the end of class. Also, you will lose all of your in-class work points for the day.
- Do all quizzes, tests, presentations, and exams on the days scheduled. There will be no make-up quizzes, tests, or exams (except for extreme circumstances).
- Please speak English during class.
- Participate and ask questions! Speak as much as you can and listen to others thoughtfully.
- Respect, encourage, and support your classmates. We want this classroom to be a safe and comfortable place. Never make fun of anyone for the way they speak English; we are all learning together and we will all make mistakes as we learn.

ATTENDANCE POLICY

- Students are required to attend class everyday. There are no “excused absences” in the ELI. Please do not bring a doctor’s note to excuse your absence since your teacher or the ELI cannot accept doctor’s notes.
- 15 absences = F and can be dismissed from the program at the end of the quarter
- 12 absences = F (not passing)
- 10 or 11 absences = no higher than a D (not passing)
- 3 late arrivals of five minutes or more = 1 absence
- Missing 10 or more minutes of any hour of class = 1 absence (in a 2 hr. class = ½ absence)

COURSE GRADE

In order to pass this class, your class grade must be 75% (C-) or higher. Your final grade in this class will be based on the following:

1) Attendance, Participation, & Preparation	10%
2) Homework Assignments	20%
3) Listening Tests	40%
4) Presentations/Speaking Tests	30%

GRADING SCALE:

A	96-100% (Excellent)
A-	93-95%
B+	90-92%
B	87-89% (Good)
B-	84-86%
C+	81-83%
C	78-80% (Satisfactory)
C-	75-77
D	0-74% (Repeat Class, Good Effort)
F	0-74% (Repeat Class, Unsatisfactory Effort)

HOMEWORK BUDDIES

If you are absent, get the homework and turn it in on time. Please write down the names, phone numbers, and e-mail addresses of two of your classmates. If you are absent and need to find out about homework or other important information, please talk to them:

- Name: _____ Phone: _____ Email: _____
- Name: _____ Phone: _____ Email: _____

Help with Canvas

Click here for help with Canvas for [Students \(Links to an external site.\)Links to an external site.](#)

AFFIRMATION OF INCLUSION

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

RELIGIOUS HOLIDAYS

Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the term. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable

burden or any element of this policy, parties involved should consult the department chair, or Dean.

COLLEGE ANTI-DISCRIMINATION STATEMENT

Bellevue College does not discriminate on the basis of race or ethnicity; color; creed; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; gender identity or veteran status in educational programs and activities which it operates.

CONFIDENTIALITY AND MANDATORY REPORTING

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share with the Title IX Coordinator any and all information regarding sexual assault and other forms of sexual misconduct (e.g. dating violence, domestic violence, stalking) that may have occurred on campus or that impacts someone on campus. Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-2212. The Title IX Office can be contacted at 425-564-2441 and more information can be found at www.bellevuecollege.edu/titleix/ ([Links to an external site.](#))[Links to an external site.](#).

For further information and contacts, please consult [College Anti-Discrimination Statements](#) ([Links to an external site.](#))[Links to an external site.](#).

STUDENT CONCERNS

Should you have concerns about any part of the class, please come to me with them. If for any reason you don't feel comfortable coming to me, the usual next step would be to speak with the ELI Department Chair, Ivan Breen <ibreen@bellevuecollege.edu>. You can also refer concerns to the Arts and Humanities Division Associate Dean, Tuan Dang

<tuan.dang@bellevuecollege.edu> or the Assistant Dean, Scott Bessho <scott.bessho@bellevuecollege.edu>. An additional resource for concerns you find aren't being addressed by faculty or administration is the Ombuds Office <<http://www.bellevuecollege.edu/ombuds/>>.

STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY

Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one's own without crediting the source), and fabrication and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at: [Student Code \(Links to an external site.\)](#)[Links to an external site.](#)

BELLEVUE COLLEGE E-MAIL AND ACCESS TO MYBC

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to: [Create Email \(Links to an external site.\)](#)[Links to an external site.](#)

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the [Technology Help Desk \(Links to an external site.\)](#)[Links to an external site.](#)

DISABILITY RESOURCE CENTER (DRC)

The Disability Resource Center serves students with disabilities. A disability includes any physical or mental impairment that substantially limits one or more major life activities. Common disabilities include physical, neurological (e.g. Autism, ADD), and mental health (e.g. depression, anxiety). If you are a student

who has a disability or if you think you may need accommodations in order to have equal access to programs, activities, and services, please contact the DRC.

If you require assistance in an emergency, please meet with your individual instructors to develop a safety plan for while in class and contact the DRC to develop a safety plan for while you are elsewhere on campus.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. [Contact Autism Spectrum Navigators \(Links to an external site.\)Links to an external site.](#) (ASN). Email and phone number is on the web page. ASN is located in the Library Media Center in D125.

The DRC office is located in building B Room 132. You can contact the DRC by stopping by B132, calling our desk at 425-564-2498, emailing drc@bellevuecollege.edu, and Deaf students can reach us by Skype (account name DRCatBC). For more information about the services we offer, including our Initial Access Application, visit our website at www.bellevuecollege.edu/drc (Links to an external site.)Links to an external site.

ACCESSIBILITY

The online elements of this course are designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

PUBLIC SAFETY AND EMERGENCIES

Public Safety is located in the D building (D171) and can be reached at 425-564-2400 (easy to remember because it's the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits,

Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at [RAVE Alert Registration \(Links to an external site.\)Links to an external site.](#)

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these three rules:

- 1) Take directions from those in charge of the response -We all need to be working together.
- 2) Do not get in your car and leave campus (unless directed to) - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.
- 3) In an emergency, call 911 first, then Public Safety.

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time. You may also visit the [Public Safety \(Links to an external site.\)Links to an external site.](#) web page for answers to your questions.

ADDITIONAL INFORMATION

All students should be aware of the many tutorial services provided by the [Academic Success Center \(Links to an external site.\)Links to an external site.](#) If you need free tutorial help, please visit them in D204.

If you feel threatened or see something that may indicate trouble, please report it right away at [Report Concerns. \(Links to an external site.\)Links to an external site.](#) We all need to help keep our campus safe for everyone.