

Syllabus
ESL 0410 Advanced Speaking and Listening
Section B – Summer 1, 2014
9:00 – 9:50 Monday – Friday
4030 Brown Hall

Instructor

Instructor: Judith Buchanan
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Office Hours: 12:45-1:45, Monday, Friday and by appointment

Textbook

(Buy the textbook at the WMU bookstore in the Bernhard Center)
Contemporary Topics 3 by David Beglar et al.

Also recommended: dictionary, 8½ x 11 lined paper, pen, pencil, highlighter

Advanced Speaking and Listening Goals and Assessment

Goal	Assessed by	%
Communicate with and comprehend English speakers	Tests, quizzes and classwork	20%
Participate in small group discussions in academic situations	Small group discussions	10%
Participate in whole class discussions and activities	Whole class discussions	10%
Give oral presentations	Oral presentations	20%
Lecture note taking	Notes from lectures	20%
Assignments	Assignments on time and complete	10%
Participation	Present, prepared and constructive in class	10%

Attendance and Participation

- You will be allowed 3 absences in this course.
- If you are not in class, you will be marked absent.
- If you come more than 10 minutes late for class, or are absent for more than 10 minutes of class at any other time during class, you will be marked absent.
- If you are absent more than 3 times, your final grade will be lowered. For example, if your final grade is a C, and you have been absent 4 times, your final grade will be lowered to a DC.
- The class grade will not be lowered for absences that are permitted by the CELCIS Director or Assistant Director for a serious medical condition or the death of a family member. Please see the Attendance Policy in the CELCIS student Handbook.
- You can get a good grade for participation by (1) being present and prepared; (2) asking and answering questions in class and (3) following the classroom rules

Classroom Rules

- Follow directions quickly
- Speak English in class.
- Turn off cell phones, music players, and computers. Put them away before class begins.
- Do all of the homework assignments.

Late Assignments and Missed Tests

- Turn in your assignments on the day they are due.
- If you are absent the day an assignment is due, turn it in within two days of your return to class.
- If you are absent the day a test is given, take the test within two days of your return to class.
- You will get a zero grade for assignments or tests not made up within two days.

Grades

Your final grade is an average of all of the grades on the assignments and tests plus your class participation grade.

A	=	95-100%
B/A	=	90-94%
B	=	85-89%
C/B	=	80-84%
C	=	75-79%
D/C	=	70-74%
D	=	65-69%
E	=	0-64%

You need at least a C average (75%) to pass this class.

Students with Disabilities

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the professor and/or Disabled Student Resources and Services within the first week of class

Cheating

DO NOT:

- copy homework from another student.
- let another student copy your homework
- turn in work you did not do yourself.
- do homework for another student.
- copy test answers from another student.
- let another student copy your test answers.
- use a computer to translate assignments that you wrote in your native language.
- turn in a paper or assignment that you wrote for another class.
- use help completing work unless the teacher has given you permission to use help

DO:

- Give the name of any book, magazine, newspaper, or website where you get information that you write in a paper.

You will receive a zero grade on any assignment that you completed by cheating.