

**University of South Alabama**  
**English Language Center**  
**ELC 045: Oral Skills V**  
**Summer 2017**

**Course Information**

Course Format: Web-enhanced

Class Days and Times: Monday 10:10 am – 11:00 am  
Tuesday 11:00 am – 12:15 pm  
Wednesday 10:10 am – 11:00 am  
Thursday 11:00 am – 12:15 pm  
Friday 10:10 am – 11:00 pm

Location: AHE Room 144

**Instructor Information**

- Instructor: Chimène Gecewicz, MA
- ELC Office phone: 251-460-7185
- E-mail: [gecewicz@southalabama.edu](mailto:gecewicz@southalabama.edu)
- Office: AHE 226
- Office Hours: By appointment (talk to Justine to schedule an appointment)

**Course Description**

This advanced course is the fifth level of a five-level sequence of courses designed to develop speaking and listening skills needed for success in academic work. The course will focus on improving fluency, comprehension, pronunciation, and academic vocabulary through the use of lectures, academic discussions, and presentations. Note-taking skills will also be developed. This course corresponds with Common European Frame of Reference Level C1.

**Course Delivery**

This course is delivered in a traditional “face-to-face” method and managed through the SAKAI online platform. It is a web-enhanced course, which means that some of the course materials are available at USA Online on the SAKAI learning management system. Grades and attendance will be recorded and displayed on ENGRADE. Your instructor will assist you in accessing these two platforms.

**Course Goals and Objectives**

**Listening**

- Listening for main ideas
- Listening for specific information
- Listening for details
- Using context clues and lecture language to negotiate meaning

## Speaking

- Talking about a variety of academic topics and current events
- Discussing a lecture
- Summarizing the content of a lecture/news report
- Making short oral presentations on academic topics using visual aids and incorporating lecture language
- Using discussion strategies
- Speaking with natural cadence/fluency
- Speaking with clear pronunciation

## Academic Skills

- Taking effective notes
- Responding effectively to questions that are posed orally
- Responding effectively with aural answers to questions

## Course Materials

- *Lecture Ready 2: Strategies for Academic Listening, Note-taking, and Discussion*  
Sarosy and Sherak (Bookstore no. ELC 045)
- 8 ½ x 11 lined paper and notebook
- Pencil/pen, eraser
- No smart phones or electronic dictionaries allowed in class.

## On-line Resources

- [www.engage.com](http://www.engage.com)
- <https://ecampus.southalabama.edu/library/skin/usa/home.html>

## Engrade

All students must have an Engrade account. Engrade will be used for the posting of grades, class announcements, posting of homework assignments, and other class communications. If you need help registering for Engrade, the lab assistants can help you.

## Conversation Partner Groups

You will be required to attend four conversation partner group sessions/peer mentor activities this term. During these sessions, you will be asked to speak only in English to develop your speaking ability. You will have a chance to sign up for conversation partner groups each week in your oral skills classes. A maximum of six students may participate in each conversation partner group. If less than six students sign up, walk-ins will be accepted.

## Course Topical Outline

<b>Week One</b> June 5 - 9	<b>Course Orientation</b> Syllabus/Orientation Computer Orientation <b>Chapter Five</b> Steps One and Two
<b>Week Two</b> June 12 - 16	<b>Chapter Five</b> (continued) Steps Three and Four <b>Chapter Six</b> Steps One and Two

<b>Week Three</b> June 19 - 23	<b>Chapter Six</b> (continued) Steps Three and Four <b>Notetaking/Listening Test on Unit Three (Chapters Five &amp; Six)</b> <b>Unit Three Oral Test (Computer-based)</b> <b>Presentations</b> <b>Presentations</b>
<b>Week Four</b> June 26 - 30	<b>Chapter Seven</b> Steps One and Two Steps Three and Four
<b>Week Five</b> July 3 - 7	<b>Tuesday, July 4<sup>th</sup> – Independence Day – No Classes</b> <b>Chapter Eight</b> Steps One and Two Steps Three and Four <b>Notetaking/Listening Test on Unit Four (Chapters Seven &amp; Eight)</b> <b>Unit Four Oral Test (Computer-based)</b>
<b>Week Six</b> July 10 - 14	<b>Chapter Nine</b> Steps One and Two Steps Three and Four
<b>Week Seven</b> July 17 - 21	<b>Chapter Ten</b> Steps One and Two Steps Three and Four  <b>End-of-Term CaMLA Test</b>
<b>Week Eight</b> July 24 - 27	<b>Presentations</b> <b>Presentations</b> <b>Tuesday, July 25 – Last Day of Class and Awards Ceremony</b> <b>Comprehensive Listening/Notetaking Final Exam</b> <b>Wednesday, July 26 – Comprehensive Oral Final Exam (Computer-based)</b>  <b>Exams will NOT be given early! No exceptions!</b> <b>Do not plan to leave/travel before Friday, July 28, 2017.</b>

### **Attendance/Tardies**

Class attendance is required as a condition of the F-1 visa. It is also vital to a student's success. Students are not allowed to miss more than **four classes** for any reason. Any student with five or more absences in any class will be placed on probation for lack of compliance with immigration policies (failure to attend 85% of all scheduled classes). If the attendance does not improve during the subsequent term, the student will be dismissed from the program. Any student with ten consecutive absences or a total of fifteen nonconsecutive absences in any class will be dismissed from the program.

Punctuality is also crucial to student success. Students will be marked tardy if they arrive after class begins. They will also be marked tardy if they leave class for any reason without previously

arranged permission from the instructor. Previously arranged permission means meeting with the instructor in ample time BEFORE class begins. If students are **tardy three times**, they will earn the equivalent of one absence. **When students miss more than 20 minutes because they leave or are late for class, they will be counted absent.**

Students with serious medical conditions that necessitate excessive absences should either consider medical leave of absence or register with the Office of Special Student Services to receive appropriate accommodations based on their disability.

Any exception to this policy must be approved ahead of time by the Director of the English Language Center.

### **Make-up Work**

Students who are absent on a test/quiz day **will not be allowed to take a make-up test/quiz unless you have arranged it with the teacher in advance with a written confirmation from the teacher**. In-class work missed on days when a student is absent will not be counted against the student. However, all homework and written assignments scheduled for any class period should be turned in immediately upon the student's return without exception. It is the student's responsibility to turn in missed assignments upon their immediate return. Students will not be permitted to turn in homework or missed assignments after the day of their return.

### **Assessment**

No dictionaries or translating machines are allowed to be used on tests.

If you are not present on a day when you are scheduled/selected to give a presentation, you will not be able to give a late presentation.

All homework must be completed before the beginning of class on the due date. Late homework assignments will not be accepted.

Each chapter test will be worth 100 points. Each quiz will be worth a maximum of 10 points and limited to one quiz per chapter.

The final course grade is determined based on the following:

- Chapter Tests and Quizzes 45% of final grade
- Presentations 20% of final grade
- Conversation Partner Groups 5% of final grade
- Homework and Participation 10% of final grade
- Final Oral Exam 10% of final grade
- Final Listening/Note-taking Exam 10% of final grade

**A= 90-100% B= 80-89% C= 70-79% U= 69% or lower**

Remember, as a student studying is your job! What you do in class is only part of the work. You need to manage your time carefully. You should be spending about two hours studying on your own each day for every hour you spend in class.

**Check out these sites for more tips on becoming a better student:**

[http://windward.hawaii.edu/success/Time\\_Management.php](http://windward.hawaii.edu/success/Time_Management.php)

<http://www.academictips.org/acad/timemanagement.html>

[http://tlc.uoregon.edu/learningservices/studyskills/time\\_management.html](http://tlc.uoregon.edu/learningservices/studyskills/time_management.html)

### **Additional Information**

For information regarding changes in course requirements, student honor code, academic disruption policy, student academic conduct policy, or students with disabilities, please refer to the following link: <http://tinyurl.com/additionalcoursepolicies-pdf>

### **Emergency Response Information**

To report an emergency on campus, call the USA Police at (251) 460-6312 (from any phone) or at 511 (from landline phones on campus only). You can also call for help at 911 from any phone for any emergency anywhere, on campus or off campus.