

University of South Alabama
English Language Center
ELC 041: Oral Skills I
Fall I 2019

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 **?????**

Instructor Information

- Instructor: Ms. Sandy Wingate
- Cell Phone: (251) 599-6878
- ELC Office phone: (251) 460-7185
- E-mail: sandrajwingate@southalabama.edu
- Office: AHE 225
- Office Hours: Monday, 3:00 – 4:00 pm
Tuesday/Thursday 8:15 – 9:15 am
Wednesday/Friday 8:00 – 9:00 am
or by appointment

Course Communication

The best way to contact me is by:

- e-mail at sandrajwingate@southalabama.edu; I check my e-mail throughout the day from 8:00 am – 5:00 pm. I also frequently send e-mail reminders out to my students, so it is important that you check your jagmail every day, at least once in the morning and once in the evening.
- text at (251) 599-6878; this is my personal cell phone number and I check it throughout the day between the hours of 7:00 am – 8:00 pm.
- come to my office in AHE Room 225; I have an open-door policy. Whenever my door is open you are welcome to come see me. I also have specific office hours (see above).
- It is my desire to help you succeed in this class. Please do not hesitate to contact me.

Course Description

This beginning course is the first of a five-level sequence of courses designed to develop speaking and listening skills needed for success in everyday life. The course will focus on improving fluency, comprehension, pronunciation, and basic vocabulary development through the use of conversations and dialogues. This course corresponds with Common European Frame of Reference Level A1.

The University of South Alabama encourages faculty to employ active learning methodologies in their classes to support student-centered learning. In this blended course, your instructor will use a variety of methods to enhance your learning experience. You will have a mixture of lectures, group work, and independent practice that incorporates both face-to-face and online teaching/learning strategies.

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 THINKWAVE. 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
- Comprehending oral instructions/directions
- Comprehending reductions/blended sounds
- Using context clues to negotiate meaning
- Distinguishing –s endings
- Distinguishing can/can’t
- Distinguishing teens/tens

Speaking

- Asking for and giving information/directions/instructions
- Talking about familiar and non-familiar topics
- Describing people/situations/locations
- Interviewing a classmates
- Negotiating meaning in a variety of situations
- Making telephone calls/leaving messages
- Using the correct verb tense
- Using the “Be verb” correctly
- Using correct word order in simple sentences and questions
- Building vocabulary by acquiring and using an average of 70 new words each week

Pronunciation

- Listening for and using appropriate stress patterns
- Listening for and using rising and falling intonation for questions
- Using contractions
- Using reductions/blended sounds
- Appropriately using “hesitation” noises, e.g. um, uh
- Appropriately stressing words for emphasis
- Pronouncing –s endings
- Pronouncing can/can’t
- Pronouncing past tense –ed endings

Thinkwave

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

Conversation Partner Groups

You will be required to attend **four conversation partner group sessions** 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 Materials

- 8 ½ x 11 lined paper and notebook
- Pencil/pen, eraser
- Access to a home computer or laptop
- No smart phone or electronic dictionaries allowed in class.

On-line Resources

- <https://ecampus.southalabama.edu/xsi-portal>

Course Topical Outline

Week One August 19 – 23	Course Orientation and Syllabus <ul style="list-style-type: none">- Course Introduction- On-line Orientation Module One <ul style="list-style-type: none">- Introduction – Lesson 3
Week Two August 26 – 30	Listening and Vocabulary Test 1 Module Two <ul style="list-style-type: none">- Lessons 4 – 7 Tuesday, August 27 – Conversation Groups Begin
Week Three September 2 - 6	Monday, September 2 – Labor Day – No Classes 45 – 60 second Class Presentation 1 and Oral Test 1 Listening and Vocabulary Test 2 Module Three <ul style="list-style-type: none">- Lessons 8 – 11
Week Four September 9 – 13	Module Three (continued) Listening and Vocabulary Test 3 Module Four <ul style="list-style-type: none">- Lessons 12 – 15

Week Five September 16 – 20	Module Four (continued) Listening and Vocabulary Test 4 45 – 60 second Class Presentation 2 and Oral Test 2 Module Five - Lessons 16 – 19
Week Six September 23 – 27	Module Five (continued) Listening and Vocabulary Test 5 Module Six - Lessons 20 – 23
Week Seven September 30 – October 4	Module Six (continued) Listening and Vocabulary Test 6 Review for final exams Wednesday, October 2 – End-of-Term Michigan EPT Thursday, October 3 – Awards Ceremony
Week Eight October 7 – 11	Monday, October 7 – Last Day of Classes Presentation 3 and Comprehensive Oral Final Tuesday, October 8 – Comprehensive Listening & Vocabulary Final Exams will not be given early! No exceptions! Do not plan to leave/travel before Thursday, October 10, 2019.

Since all classes do not progress at the same rate, the instructor may wish to modify the class requirements or schedule as circumstances dictate. If such modification is needed, it will be provide to students in writing and will conform with all stated goals/objectives of the course.

Attendance/Tardies

Class attendance is required as a condition of the F-1 visa. It is also vital to a student's success. F-1 students are not allowed to miss more than **four classes** for any reason. Any F-1 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 a 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 or quiz day **will not be allowed to take a make-up test or quiz unless you have arranged it with the teacher in advance with a written confirmation from the teacher**. 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.

If you have an excused absence for a test, **you will have 3 days to take the make-up exam**. If you do not contact your teacher in this time, you will not be given a make-up exam. In addition, if you miss your scheduled make-up exam, you will be given a zero on that exam.

Homework

All homework is expected to be completed at home and on time. If a student chooses to do homework during class or does not do it, then the grade will be a **zero**.

Assessment

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

All homework must be completed before the beginning of class on the due date. Late homework 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:

- Module Tests, Oral Tests, and Quizzes 50% of final grade
- Conversation Partner Groups 5% of final grade
- Homework and Participation 10% of final grade
- Comprehensive Listening and Vocabulary Final 15% of final grade
- Comprehensive Oral Final 20% 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.

Final Exams

Final examinations must be taken at the scheduled times at the end of the term. The schedule of exams is posted at the beginning of each term and in the class syllabus. Examinations will not be given early because of personal travel plans or other similar personal reasons. Students who miss final exams will receive a grade of zero (0) on the exam.

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.