



UNIVERSITY OF SOUTH ALABAMA

English Language Center

ELC 043: Oral Skills III

Fall 2019

### Course Information

Course Format: Web-enhanced

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

Location: AHE Room 144

### Instructor Information

- Instructor: Chimène Gecewicz, MA
- Office phone: 251-460-7185
- E-mail: [gecewicz@southalabama.edu](mailto:gecewicz@southalabama.edu)
- Office Hours: by appointment
- Office: AHE 232
- Facebook: Chimene Gecewicz
- Instagram: [chi\\_mene](#)

### Course Communication

- Course documents and all course information will be available on SAKAI.
- Course communication will be via the SAKAI announcement board and jagmail. You need to check SAKAI and your jagmail daily.
- The best way to contact me is via jagmail.
- I will respond to jagmail within 24 hours on weekdays. If you send a message after 5 pm on a Friday, I may not see it until 8 am on Monday. You can expect a response to any message sent after 5 pm on Friday before 5 pm on Monday.
- I like to meet with students in person to discuss problems, questions, or other issues. To schedule an appointment, please see the student worker in 230 or send me a meeting request via email.
- I enjoy connecting with my students on social media. If you are on Facebook or Instagram, feel free to send me a friend request.

### Course Description

This course is 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 B1.

### **Course Delivery**

This course is delivered in a traditional “face-to-face” method with web enhancements that are managed through the SAKAI online platform.

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.

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
- 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 1*
- 8 ½ x 11 lined paper
- Pencil/pen, eraser
- No smart phones or electronic dictionaries allowed in class.
- Headphones (recommended)

### On-line Resources

- [www.thinkwave.com](http://www.thinkwave.com)
- USA Online – SAKAI
- Voicethread

### Thinkwave

All students must have a Thinkwave account. Thinkwave will be used for the posting of grades. If you need help registering for Thinkwave, the peer mentors or student assistants can help you.

### Voicethread

We will use voicethread for speaking practice. Your teacher will provide you with instructions for using voicethread.

### 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 Topical Outline

Week One	Course Orientation
August 19 – 23	Syllabus/Orientation
	Computer Orientation
	<b>Students must have their textbooks by Tuesday, August 20.</b>
	<b>Chapter ONE</b>
	Preview and Step One
Week Two	<b>Chapter ONE (continued)</b>

August 26 – 30	Steps Two, Three and Four
<b>Week Three</b>	<b>Chapter TWO</b>
September 2 – 6	<b>Monday, September 4 – Labor Day – NO CLASS</b>
	Preview, Step One, and Step Two
<b>Week Four</b>	<b>Presentations</b>
September 9 – 13	Steps Three and Four
	<b>Notetaking/Listening Test on Unit ONE (Chapters ONE &amp; TWO – headphones needed)</b>
	<b>Unit ONE Oral Test (Computer-based – headphones/microphone needed)</b>
<b>Week Five</b>	<b>Chapter THREE</b>
September 16 – 20	Preview, Steps One, Two, Three, and Four
<b>Week Six</b>	<b>Chapter FOUR</b>
September 23 – 27	Preview, Steps One, Two, Three, and Four
<b>Week Seven</b>	<b>Presentations</b>
September 30 – October 4	<b>Unit TWO Oral Test (Computer-based)</b>
	<b>Notetaking/Listening Test on Unit TWO (Chapters THREE &amp; FOUR)</b>
	<b>Wednesday, October 2 – End-of-Term Michigan EPT</b>
	<b>Thursday, October 3 – Awards Ceremony</b>
<b>Week Eight October 7 – 11</b>	<b>Monday, October 7 – Last Day of Classes and Comprehensive Oral Final Exam (Computer-based)</b>
	<b>Tuesday, October 8 - Comprehensive Listening/Notetaking Final Exam</b>
	<b>Exams will NOT be given early! No exceptions!</b>
	<b>Do not plan to leave/travel before Thursday, October 10.</b>

***Please Note:*** 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 provided 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 F-1 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.

### **Assessment**

No dictionaries or translating machines are allowed when taking tests. Students should make sure all electronic devices are turned off and out of sight during tests. This includes Smartwatches and phones.

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. You will get a zero on that assignment.

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. You will have one vocabulary quiz per unit. There will also be one lecture quiz per chapter. Your lowest quiz grade will count as a drop grade.

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.

### **Make-up Work**

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. There are no make-up quizzes, tests, or presentations.

### **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.