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|  | **EAPVI**  **Listening/Speaking** |

Syllabus (Session X-20XX)

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| --- | --- |
| **Instructor:** | *[put your name here]* |
| **Office:** | *[put your office location here]* |
| **Email:** | *[put your email address here]* |
| **Phone:** | *[put your contact phone number here]* |
| **Office Hours:** | *[put your office hours here]* |

Materials

*Clear Speech*

*(More of) the Real Thing*Notebooks to which paper can be added or taken out

Course Goals

**English for Academic Purposes VI (EAPVI)** is an advanced level English language course which focuses on developing cognitive academic language proficiency. It is suitable for language learners who want to prepare for academic study in American universities. The course emphasizes the development of specific listening, speaking and related study skills which will help students succeed in university studies. The pronunciation portion of the class emphasizes understanding native reductions and producing intelligible phonemes, proper syllable stress of academic vocabulary, and intonation that communicates focus.

Learning Outcomes

[Please number learning outcomes 1, 2, 3 … under each heading below. Learning Outcomes can only be changed through the Curriculum Committee process.]

By the end of this course, the successful student will be able to:

1. *Listening*
2. Demonstrate understanding of natural speech including reductions and contractions;
3. Identify and respond appropriately to a speaker's tone and attitude;
4. Demonstrate understanding of the content (main ideas and some details) of an unadapted academic lecture played once;
5. Take notes that reflect the organization and development of an academic lecture and understanding of rhetorical signals;
6. Respond appropriately to the ideas and opinions of other members of a discussion group.
7. *Speaking*
8. Summarize/present information that has been read and heard with appropriate length and references;
9. Express, support, elicit, and clarify opinions and arguments in class and group work;
10. Analyze and synthesize read and heard information;
11. Effectively use visual techniques (visual aids, gestures, eye contact, movement) and vocal techniques (varying pitch and stress, using pauses and repetition) to enhance effect and comprehensibility of a presentation;
12. Ask pertinent, grammatical, questions that demonstrate critical thinking and interact after (and sometimes during) presentations from classmates, in a seminar;
13. Interact effectively in formal and informal conversations, including office hours;
14. Use complex, level-appropriate grammar (including a range of verb tenses, clauses and subject-verb agreement) correctly in prepared and unprepared contexts, including questions, statements, and wh- clauses (what is important is …);
15. Demonstrate understanding, proper pronunciation, and effective use of vocabulary from a variety of academic subjects.
16. *Pronunciation*
17. Pronounce vowels, consonants, consonant clusters, word endings and linkage mostly correctly in planned and unplanned speech;
18. Speak with correct stress in words and sentences in planned and most unplanned speech;
19. Speak with correct intonation (for focus, tone, and emotion) and rhythm in planned and most unplanned speech.
20. *Academic Skills*
21. Take notes from academic lectures and discussions;
22. Interpret data from graphs and tables and present data including introduction, explanation of the graph or table, major results, and implications;
23. Design, conduct, and report effectively on research or other academic projects individually and in pairs or groups.

Assessment

* 50% Listening, including outside listening, comprehension quizzes based on notes, vocabulary/dictation quizzes, notes, questions related to presentations, and the listening final
* 50% Speaking, including an advertisement presentation, a history presentation, a presentation from a mjor, a graph presentation, daily interactions based on a rubric, and the final speaking test.

Final tests count for 20% of the grade in listening and speaking. The listening final counts for 10% of the total grade, and the speaking final counts for 10% of the total grade.

Grading Policies

At the end of the session, you will receive a letter grade for this class:

|  |  |  |  |
| --- | --- | --- | --- |
|  | A (93%+) | A- (90-92%) | *Exceeds the learning outcomes (LOs)* |
| B+ (88-89%) | B (83-87%) | B- (80-82%) | *Meets and sometimes exceeds the LOs* |
| C+ (78-79%) | C (73-77%) | C- (70-72%) | *Meets and sometimes falls short of the LOs* |
| D+ (68-69%) | D (63-67%; | D- (60-62%) | *Consistently does not meet the LOs* |
|  | F (below 60%) |  |  |

Notes:

* A grade of C (73%) or higher is required to pass the course and receive a certificate.
* A grade of C-, D+, D, D- or F (72% or below) results in retention (that is, you must repeat this level in Listening/Speaking).
* Please refer to the Academic Transitions or CAP Handbook for specific requirements for progression and matriculation.
* Your teacher may choose to give you a grade of I (Incomplete) if your final grade is below C. You can only receive an I if you are not graduating, have no more than 4 absences, complete all the major assignments to the best of your ability, and have an effort score of 1 or 2. If you receive an I, you have to repeat this level next session.

Effort Score

You will receive an effort score for this class which is separate from your grade. The ELI uses this scale for effort scores:

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| --- | --- | --- |
| 1 = Exemplary | 2 = Satisfactory | 3 = Unsatisfactory |

Your effort score is based on your attendance, punctuality, completion of assignments, engagement, interaction, and behavior. The ELI Effort Score Rubric on the last page of this syllabus explains how your teacher will assign your score.

Student Responsibilities

You are responsible for:

* Completing all quizzes, tests, and assignments on time
* Participating actively in class in English
* Following directions accurately and asking questions when you do not understand
* Being prepared for all classes, including after an absence

Attendance and Absence Policies

The ELI uses the following rules:

1. You are marked absent if you do not come to class for any reason.
2. The class starts on time. If you arrive after the class starts, you will be marked late. A late arrival counts as 1/3 of an absence. If you arrive more than 15 minutes late, you will be marked absent.
3. To benefit fully from your learning experience, you are expected to remain in the room for the whole class period. If you have to leave the room, return to the class as quickly as possible. If you leave the class for an excessive period of time or for a non-essential purpose, you may be marked absent at the teacher’s discretion. If you have a special medical need that requires you to leave the class, you should give the ELI administration documentation which describes your medical condition.

* If you know you have to be absent, inform the instructor as soon as possible.
* You are responsible for knowing what you missed and what homework is due.
* You cannot make up missed in-class assignments unless you make arrangements with the instructor in advance. Late homework assignments must be submitted within two days, and will receive lower grades. Some assignments may not be submitted late.

Multiple Repeater Policy

You have two sessions to pass at any level. If you do not pass the same level after two sessions, you may be placed into a lower level (if you agree) or take the same level a third time. If you do not pass in your next (3rd) session, you may be dismissed from the ELI.

Academic Transitions and CAP students should refer to their handbooks and consult with their advisors about dismissal policies.

Academic Honesty

* **Academic honesty is expected of all students and faculty at the University of Delaware.**
* Please consult the code of conduct in the ELI Student Handbook for a description of dishonest academic behavior, which includes copying another person’s words or ideas, not submitting your own work, submitting the same assignment to different classes, and cheating (<http://www.udel.edu/eli/student-handbook.pdf>).
* Ask your instructor if you have any questions about academic honesty.

Harassment and Discrimination Policies

* Everyone is welcome at the University of Delaware. As a community, we do not discriminate against anyone because of their race, color, national origin, sex, gender identity, sexual orientation, disability, religion, or age.
* You can read UD’s policies against discrimination, including harassment at <http://www.udel.edu/oei>.
* You can report any concerns to the University’s Office of Equity & Inclusion, at 305 Hullihen Hall, (302) 831-8063 or you can report anonymously through UD Police (302) 831-2222 or at <http://www1.udel.edu/compliance>.
* You can also report any violation of UD policy on harassment, discrimination, or abuse at: <http://sites.udel.edu/sexualmisconduct/how-to-report/>
* For more information on Sexual Misconduct policies, where to get help, and how to report information, please go to [www.udel.edu/sexualmisconduct](http://www.udel.edu/sexualmisconduct). I must inform UD’s Title IX Coordinator if I become aware that a student may have been the victim of sexual misconduct.
* UD provides 24-hour crisis assistance and victim advocacy and counseling. Contact 302-831-1001 at any time for help.

Certificates and Dismissal

Please see the ELI Student Handbook for full details:   
<http://www.udel.edu/eli/student-handbook.pdf>

*8-week sessions*:

* To receive a certificate when you graduate from the ELI, you cannot have more than a total of 12 absences from both your Listening/Speaking and Reading/Writing classes (85%). You must also have a C or better grade point average.
* To receive a certificate with honors, you must attend at least 90% of classes (no more than 8 total absences) and maintain an A- or better grade point average.
* If you have 16 or more total absences, you are breaking the rules of your visa and may be dismissed from the ELI.

*7-week sessions:*

* To receive a certificate when you graduate from the ELI, you cannot have more than a total of 10 absences from both your Listening/Speaking and Reading/Writing classes (85%). You must also have a C or better grade point average.
* To receive a certificate with honors, you must attend at least 90% of classes (no more than 7 total absences) and maintain an A- or better grade point average.
* If you have 14 or more total absences, you are breaking the rules of your visa and may be dismissed from the ELI.

Additional Policies

* Turn off your cell phone and put it away for the length of your class unless the teacher asks you to use it.
* The ELI operates an **English-only** policy in and around our classrooms.

Table 1: English Language Institute Effort Score Rubric

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| --- | --- | --- | --- |
|  | **Effort Score of 1**  *(Exemplary)* | **Effort Score of 2**  *(Satisfactory)* | **Effort score of 3**  *(Unsatisfactory)* |
| **Attendance and punctuality** | ❑ The student is rarely, if ever, absent, attending at least 90% of the classes.  ❑ The student is rarely, if ever, late.  *Note*: Students should not be given a score of 1 based *only* on attendance or punctuality. | ❑ The student attends class most of the time, attending at least 85% of the classes.  ❑ The student arrives for class on-time for most class meetings. | ❑ The student has excessive absences, perhaps exceeding the absence limit required to obtain a certificate.  ❑ The student is frequently late. |
| **Completion of Assignments** | ❑ The student consistently completes assignments on time. | ❑ The student usually completes assignments on time  ❑ The student makes up missed work if possible. | ❑ The student frequently fails to complete the required assignments.  ❑ The student fails to make up missed work. |
| **Engagement/Interaction** | ❑ The student consistently pays attention in class and participates in class activities by asking relevant questions.  ❑ The student seeks help and clarification when necessary. | ❑ The student usually pays attention in class and participates in class when called on. | ❑ The student frequently demonstrates a lack of engagement by not participating in class. |
| **Behavior/Respect** | ❑ The student demonstrates exemplary behavior (e.g., by observing the English-only policy.)  ❑ The student consistently shows respect to teachers, ELI employees, and classmates. | ❑ The student generally observes class rules and ELI policies, such as the English-only policy.  ❑ The student generally shows respect to teachers, ELI employees, and classmates. | ❑ The student engages in disruptive behavior, making it more difficult for the teacher to teach and more difficult for other students to learn.  ❑ The student shows a consistent lack of respect for students, teachers, policies, rules, course objectives, etc. |