

DE – Effective Communication for International Teaching Assistants
ITA English
Fall 2021

	8am section	9am Section
Instructor :	EJ Brown	Carly Sommerlot
E-mail:	EJBrown@uta.edu	Carly.Sommerlot@uta.edu
Office Hours:	TBA	TBA
Course Hours:	8:00 – 8:50 a.m. M-Th, plus an additional 2-hour Teaching Lab	9:00 – 9:50 a.m. M – Th plus an additional 2-hour Teaching Lab
Classroom:	MW Preston Hall 311 Tues/Thurs on Zoom https://us02web.zoom.us/j/89620097285	Online through Microsoft Teams
Teaching Lab:	Students will work with their instructor to find a time for their teaching labs. This lab will generally be 2 hours per week.	Students will work with their instructor to find a time for their teaching labs. This lab will generally be 2 hours per week.

Required Software:

A license for *NativeAccent* software by Carnegie Speech is included in your registration fee. Your teacher will give you a personal login/password during the 2nd week of class.

General Description:

This 10-week course is designed to prepare non-native English speakers for graduate-level academic discourse situations, such as teaching assistants, research assistants, and lab assistants. The course covers the aspects of oral communication in English using discipline-specific materials. The course covers a great deal of material and requires daily preparation and practice outside of class in addition to the activities conducted during class time.

Class Materials:

- A course materials packet will be provided during the first week of class. Students should have ready access to the packet during each class.
- Students will be assigned a folder in which to keep their lab assignments (See *Teaching Lab* below). This folder must be kept up-to-date with all assignments accessible to the instructor at the beginning of each lab session.

Additional Materials provided by students:

- A device for recording individual speaking practice: MP3 player, cell phone, laptop, etc.
- A dictionary for referencing key words used in teaching lessons. The best option is to download a dictionary app onto your phone.

Course Objectives:

1. To improve strategies for gathering, organizing, and presenting academic material.
2. To improve teaching skills.
3. To improve pronunciation and intonation, with particular focus on increased comprehensibility and accent reduction.
4. To improve grammatical use of English.

Absence and Late Work Policy:

1. Students are expected to attend class. If a student misses class, he or she is responsible for getting the handouts, lecture notes, and any other information from a classmate.
2. Students who are late or absent in excess of the 5-hour limit will be dropped from the class. If you need a special accommodation, please discuss with the DE/ITA Coordinator [Cynthia Kilpatrick at cynkil@uta.edu](mailto:Cynthia.Kilpatrick@uta.edu)
3. Arriving late for class in excess of 10 minutes counts as 1 hour of absence.
4. Three times tardy (less than 10 minutes) will be counted as 1 hour of absence.
5. A 2-hour teaching lab is required each week. **Missing lab counts as 2 hours of absence** (unless prior arrangements are made with instructor).
6. All assignments, teaching outlines, and video teaching lessons are due on the day assigned. **Late work will NOT be accepted!**
7. Satisfactory attendance and assignment completion are pre-requisites for submitting final video.

Grading:

This is a **pass/no pass** course. The procedure for achieving a pass is as follows:

1. Attend class 90% or more (no more than 5 absences in the semester).
2. Complete the assignments, lesson outlines, and the practice video lessons on time.
3. Prepare six practice video teaching lessons, and one practice final video (teaching lesson and impromptu interview).
4. Prepare lesson outlines to go with each video teaching lesson.

5. Prepare and submit for evaluation a final video that includes a new teaching lesson with outline and another impromptu interview. You will receive an email notification that informs you if your final video has passed or not passed.

Additional Information:

After each teaching lab, students will receive feedback from the instructor, including suggestions for improvement and additional practice material suggestions from Native Accent or other resources.

Teaching Lab Information:

- This course has required weekly teaching labs. Depending on the number of students, the class may be divided into several different lab groups. The same students will participate in the same lab together each week.
- Lab attendance is required and absences for lab will be counted.
- During each lab, each student will present an 8 to 10 minute lesson. These lessons will be videorecorded so that they can be viewed later by both the student and instructor.
- Each videotaped presentation must be accompanied by a lesson outline. A copy of the outline is due to the instructor **at the beginning of the lab session**. You cannot prepare for your presentation during another student's presentation.
- Labs will begin promptly, so all lab members must be present and ready to start at the assigned lab time.
- **Students must upload the following materials to their class folder before lab begins each week:**
 - outline from lesson being presented that day
 - key word list from lesson being presented that day
 - evaluation from instructor from previous week's teaching lesson
 - visual aids (power point presentation or white board notes)

***Each student is responsible for keeping copies of all lesson outlines, key word lists, and video evaluations in their class folder.**

Teaching Lab Procedure:**

1. Each student will give an 8 to 10 minute teaching lesson. Students should practice their material before coming to lab so that they don't exceed this time frame. The instructor will stop each lesson after 10 minutes.
2. Each student will have time to load a PowerPoint presentation if needed. **Students are required to use visual aids for each teaching lesson. At least one lesson must use PowerPoint (but more recommended)**
3. The next student presenting will be responsible for starting and stopping recording, monitoring time, and cuing the speaker when 6, 8, & 10 minutes have passed.
4. Each student must serve as a member of the class that the speaker is teaching. The

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- members of the class will listen to the lesson and answer the speaker’s questions. Assigned student reviewers will ask at least two questions at the end of the lesson.
5. The teacher will be evaluating the lesson as it occurs and providing feedback about what improvements need to be made for the next lesson. Students are required to watch their own videotapes and review their evaluation each week.
 6. Prior to the lab, the students and instructor will arrange the order of speakers.

ITA English Course Outline for Fall 2021	
Week 1 Sept 13 - 19	Class Orientation and Lesson Organization Skills No Teaching Lab this week
Week 2 Sept 20-26	Effective Presentation Skills Teaching Lab 1
Week 3 Sept 27-Oct 3	Stress in Words Teaching Lab 2
Week 4 Oct 4-10	Final Intonation Teaching Lab 3
Week 5 Oct 11-17	Stress in Longer Words Teaching Lab 4
Week 6 Oct 18-24	Thought Groups and Focus Words Teaching Lab 5
Week 7 Oct 25-31	Linking and Connected Speech Teaching Lab 6
Week 8 Nov 1-7	Review of all Teaching Lab lessons No Teaching Lab this week
Week 9 Nov 8-14	Practice Final and Interview Final Teaching Lab for Practice Final lesson recordings
Week 10 Nov 15-19	Final Interviews and Teaching Lessons in class No Teaching Lab this week