**Fall 2014 - ESL Oral Skills, 212:184:013**

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**Office Hours:** MW 12:30 – 1:30, F 11:00-12:00, and by appointment

**Course Supervisor:** Susan Isham, Jeff Knowling   
& Eric Bodin **ESL Supervisor:** Maureen Burke

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**Required Materials:** Speech Communication Made Simple 2 (4th ed.) by Paulette Dale and James C. Wolf.*The books are available at the University bookstore.*

**Course Goals:** This course is designed to provide you with the necessary communication skills in speaking for successful participation in both the classroom and life in the United States. The emphasis will be on developing fluency and confidence in both academic discussions and presentations. In this course, you will develop the skills:

* to select the appropriate language for certain functions and situations;
* to communicate orally without too much repetition, hesitation, or pausing;
* to develop and organize information in order to successfully give oral presentations; and
* to improve intelligibility (through the control of grammatical structures as well as pronunciation).

**Grading Scale:**

Tests, quizzes, presentations = 40%

Homework = 25%

Participation = 10%

Final Exam = 25%

100% - 98% = A+

97% - 94% = A

93% - 90% = A-

89% - 87% = B+

86% - 83% = B

82% - 80% = B-

79% - 77% = C+

76% - 73% = C

72% - 70% = C-

69% - 67% = D+

66% - 63% = D

62% - 60% = D-

Below 60%= F

For undergraduates, a minimum grade of a C (2.0) is required to satisfy the University of Iowa’s English Language Proficiency Requirement. This means that undergraduate students who earn a grade of C- or below will be required to retake the course.

**FINAL EXAM DATE AND TIME: The final exam for this course will be during the week of December 15-19, 2014. The exact date and time will be announced later in the semester. STUDENTS MUST NOT MAKE TRAVEL ARRANGEMENTS UNTIL THE FINAL EXAM SCHEDULE IS ANNOUNCED.**

## Course Policies

***Attendance:*** Students must attend every class. Please note that an absence will be recorded in the following situations: **1)** arriving more than 10 minutes late, **2)** accumulating 3 late arrivals under 10 minutes, **3)** leaving the classroom before class ends, or **4)** not attending the class.

***Being absent from class can significantly affect your final grade:***

0-3 absences = no final grade penalty

4-5 absences = final grade lowered by 1 grade (e.g. B lowered to B-)

6-7 absences = final grade lowered by 2 grades (e.g. B lowered to C+)

8-9 absences = final grade lowered by 3 grades (e.g. B lowered to C)

and so on.

The instructor may request that students report the reason for any absence. Instructors may request further documentation of the absence.

If a student is absent from class, it is the student’s responsibility to contact the instructor or a classmate to find out what was covered in class and when any homework is due.

Undergraduates are not allowed to drop ESL courses.

***Make-up Exams:***  University policy requires that students be permitted to make up *examinations* (examinations= midterm and final) missed because of illness, mandatory religious obligations, or other unavoidable circumstances, or University sanctioned activities. Decisions regarding whether a make-up is allowed will be made in the ESL Office. It is ***the student's responsibility*** to go to the ESL Office, 1112 University Capitol Centre, and to provide appropriate documentation for the absence. Makeup examinations will be scheduled at a reasonable time and location. The makeup examination, if different, will be equivalent to the original in form, content, difficulty, and time limits, and the standards for scoring and grading will be equivalent to those used for the original examination.

*Note:* *No electronic devices are allowed during any tests or exams*.

***Class schedule conflicts****:* When there is a conflict between another course’s examination and a regularly scheduled course, the regularly scheduled course takes precedence (see <http://clas.uiowa.edu/students/handbook/attendance-absences#attendance>). Should this happen to you, it is your responsibility to attend our regularly scheduled class and arrange with the instructor of the other course an alternate time to take the exam.

***Participation:*** Participation is worth 10% of your total grade. Each day you are in class you will have the chance of receiving one point toward your participation grade. Students who show active participation in the following ways will receive their participation point: 1) volunteer an idea, 2) ask a question, 3) speak only English in the classroom, 4) keep cell phones turned off, 5) stay alert and focused on the task, and 6) bring all required materials to class. **Coming unprepared to class, using a cell phone during class, or behaving inappropriately or disruptively during class time will cause you to lose your participation point for that day.**

***Homework:*** Hand in homework on the date it is due. Late homework will receive a grade of zero.

Unless told otherwise by your instructor, know that all work for this class must be done on your own. Do not collaborate with anyone else on work for this class.

## Out of Class Coursework

According to University policy, students should expect to spend two hours per semester hour per week preparing for class sessions. This means that in your three-credit ESL course, standard out-of-class weekly preparation should be six hours.

## Class Policies Notice

The policies for this course are governed by the College of Liberal Arts and Sciences**.**

**Making a Suggestion or a Complaint**Students with a suggestion or complaint should first visit the instructor, then the course supervisors (Susan Isham, 1112 UCC, 335-2885 or Eric Bodin, 1112 UCC, 335-1518) , and then the ESL Program Director, Maureen Burke, 1112 UCC, 335-5630. Complaints must be made within six months of the incident. See the CLAS [Student Academic Handbook.](http://www.clas.uiowa.edu/students/handbook/x/#5) [<http://clas.uiowa.edu/students/handbook/student-rights-responsibilities#rights>]

**Administrative Home**  
The College of Liberal Arts and Sciences is the administrative home of this course and governs matters such as the add/drop deadlines, the second-grade-only option, and other related issues. Different colleges may have different policies. Questions may be addressed to 120 Schaeffer Hall, or see the CLAS[*Student Academic Handbook* [**[**](http://www.clas.uiowa.edu/students/academic_handbook/index.shtml)<http://clas.uiowa.edu/students/handbook>]*.*](http://www.clas.uiowa.edu/students/handbook/)

**Electronic Communication**University policy specifies that students are responsible for all official correspondences sent to their University of Iowa e-mail address (@uiowa.edu). Faculty and students should use this account for correspondences. Students should check this account at least once a day. (Operations Manual, [III.15.2](http://www.uiowa.edu/~our/opmanual/iii/15.htm#152). [<http://www.uiowa.edu/~our/opmanual/iii/15.htm#152>] Scroll down to k.11.)

**Academic Honesty**The College of Liberal Arts and Sciences expects all students to do their own work, as stated in the [CLAS Code of Academic Honesty](http://clas.uiowa.edu/students/handbook/academic-fraud-honor-code) [<http://clas.uiowa.edu/students/handbook/academic-fraud-honor-code>]. All work for this class must be done on your own. Do not collaborate with anyone else on work for this class unless your instructor tells you otherwise.

Instructors fail any assignment that shows evidence of plagiarism or other forms of cheating, also reporting the student's name to the College. A student reported to the College for cheating is placed on disciplinary probation; a student reported twice is suspended or expelled. Examples of violations can be seen below, but violations are not limited to this list and include other types of cheating, misrepresentation, and dishonesty.

**Cheating**

* using notes or texts during a quiz or exam when not permitted by the instructor
* using a cell phone or other technology to find information or to copy questions and answers to use or for others to use for an exam or quiz
* allowing others to assist in the completion of your quiz, exam, homework, paper, or project when not permitted by the instructor
* copying someone else's exam, homework, or laboratory work
* allowing others to view your answers or to copy your work and submit it as their own
* not following the guidelines specified by the instructor for an assignment or for a "take home" test

**Plagiarism**

* claiming the words, sentences, arguments, rhetorical structures, or ideas of another as your own
* failing to properly use quotation marks or to cite sources correctly
* submitting material as your own that was created or written by someone else

**Misrepresentation**

* providing false information about reasons for class absences when requesting a make-up for a quiz, exam, or homework
* making up statistics or facts
* making up references or quotations for a works cited page
* accepting credit for a group project without doing your share of the work
* submitting the same paper in more than one course without the knowledge and approval of the instructors involved
* failing to provide full information regarding academic performance or enrollments from other courses or institutions

**Forgery**

* altering a score, grade, or schedule change on an academic record
* signing the name of an instructor, advisor, dean, or another student without proper authorization
* falsifying University correspondence or a student identification card

**Facilitating academic dishonesty**

* helping or attempting to help someone commit an act of academic dishonesty, such as helping a fellow student do a take-home exam, giving answers to an exam, or collaborating with others on work that is supposed to be completed independently

[You will need a comprehensive source for information on how to avoid plagiarism. The ESL program recommends <http://owl.english.purdue.edu/>]

**Understanding Sexual Harassment**

Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. All members of the UI community have a responsibility to uphold this mission and to contribute to a safe environment that enhances learning. Incidents of sexual harassment should be reported immediately. See <http://www.sexualharassment.uiowa.edu/index.php> for assistance, definitions, and the full University policy.

**Accommodations for Disabilities**

*I need to hear from anyone who has a disability, which may require some modification of seating, testing or other class requirements so that appropriate arrangements may be made. Please contact me during my office hours.*

A student seeking academic accommodations must first register with Student Disability Services and then meet privately with the course instructor to make particular arrangements. See [www.uiowa.edu/~sds/](http://www.uiowa.edu/~sds/) for more information.

**Reacting Safely to Severe Weather**

In severe weather, class members should seek appropriate shelter immediately, leaving the classroom if necessary. For example, if a tornado or other severe weather is indicated by the UI outdoor [warning system](http://www.uiowa.edu/~pubsfty/siren.htm), members of the class should seek shelter in rooms and corridors in the innermost part of a building at the lowest level, staying clear of windows, corridors with windows, or large free-standing expanses such as auditoriums and cafeterias. The class will continue if possible when the event is over. For more information on Hawk Alert and the siren warning system, visit the Public Safety [web site](http://police.uiowa.edu/stay-informed/emergency-communication/).