



## Practical English Conversation 2

### Fall 2016 Course Syllabus

<b>Instructor</b>		<b>Classroom</b>	
<b>Office</b>		<b>Section No.</b>	
<b>Office Hours</b>		<b>Class Time</b>	
<b>Office Phone</b>		<b>Email</b>	
<b>Class Website</b>	<a href="http://moodle.seoultech.ac.kr">http://moodle.seoultech.ac.kr</a>		

### Description

This course is intended to provide high-beginner to intermediate level students with opportunities to practice and develop their English conversation skills. By the end of this course, students will be more fluent in conversation with others as they use language to solve common problems, give instructions to demonstrate a short activity, and complete other language tasks associated with speaking/oral communication skills. Students work in small groups in class to develop language skills which are applied to tasks. Active participation is a necessity.

**Level:** SeoulTech Oral Language Proficiency Level 3  
(Refer to ILER website to understand the definition of the level.)

### Goals

- Students will be able discuss and solve problems using appropriate language.
- Students will be able to provide a series of instructions, including suggestions, to produce something or complete an activity.
- Students will be able to more naturally start a short conversation about their interests. Both the person initiating conversation and the person being spoken to will learn how to more actively develop a conversation about their real interests.

### Textbook/Materials

- No text book will be used in this course; all course materials will be provided by the instructor or be downloaded on Moodle.
- Students must bring a clear file folder/binder for the above course materials that will be provided by the instructor.
- Students must use a video recording device such as a webcam, smartphone camera, etc. to record their speaking journal assignments. (Computers with webcams are available in room 408)
- Students must bring a notebook and pencil/pen to each class.



## Assessment Plan

### Assessments (60%, 20% x 3 module assessments)

A cumulative assessment will be conducted at the end of every module, approximately every five weeks. The assessments may take many forms, such as group or pair conversations. Teachers will announce and provide materials for each assessment at least one week prior to the assessment. Each of the three end-of-module assessments will be worth 20% of the student's final grade.

### Assignments (30%)

Assignments include homework, quizzes, and some activities completed in class. Homework will be given on a weekly basis and can be accessed on the course's Moodle site. There will be at least one homework assignment per week, such as speaking journals, Moodle quizzes, or other assignments. Each homework assignment must be completed and submitted **48 hours** before the beginning of the next class period. Late submissions will not be accepted, and students will receive a 0. If problems arise with Moodle or while trying to complete an assignment, students should first consult the manual on Moodle. If students are still experiencing problems, they should email their professor **at least 24 hours** before the assignment's deadline to inform them of the situation. Late submissions will not be accepted and students will receive a 0. It does not matter if students have an excused absence; they must still submit their assignments on time.

### Attendance and Participation (10%)

Students are expected to arrive on time for class and prepared with all of their materials. Students who have unexcused absences, arrive late, are unprepared for class, or do not actively participate will not receive full marks for this grade. Teachers may have additional requirements for participation, such as visiting their office hours or consulting after class. Please consult your teacher for further details.

### Grade Scale

Students' letter grades are determined using the standard SeoulTech grading curve. The grading system compares each student's score with the scores of all other Practical English Conversation students taught by the same teacher. For example, if a teacher has a total of five Practical English Conversation classes, all of the students in those five classes are put together into one combined group for grading. The students are then ranked and assigned grades based on university standards. Grades are assigned based on a maximum average of a 3.6 grade point average for the combined classes. A+= 4.5, A0= 4.0, B+= 3.5, B0= 3.0, C+= 2.5, C0= 2.0, D+= 1.5, D0= 1.0, F= 0.0.

Assignment of letter grades A+ through B0 will be based on student ranking. Please take note that a grade of C+, C0, D+, D0, or F is determined by their overall score in the course by percentages listed below.

Grade	A+ ~ B0	C+	C0	D+	D0	F
All sections combined	Student ranking	75~79.99%	70~74.99%	65~69.99%	60~64.99%	Below 60%



## Class Schedule

Lesson	Topics
1	Class orientation and introductions
2	Module 1: Finding Common Ground
3	
4	
5	Module 1 Assessment
6	Module 2: Problem Solving
7	
8	
9	Module 2 Assessment
10	
11	
12	Module 3: How Do You Do That?/ Open Module
13	
14	
15	Module 3 Assessment

## Email communication protocol

Students are encouraged to contact their professor with any concerns or questions that they have about class. Students either may contact him or her through the Moodle website or send an email. Email must use the following protocol:

Students **must** email their Professor at their **work email** listed above.

The email subject line (이메일제목) **must** include:

Your full name, Class Section# and Student #, e.g. "Choi Yoonju 31005 01234567"

If you **do not** follow this protocol, your professor **will not** read or respond to your email.

## Attendance

Unexcused absences affect your attendance grade. In order to have your absence excused, you must submit paperwork to the ILER office within one week of your absence. Valid reasons for absences can be found on the ILER website. **Students who miss more than 1/3 of the semester will automatically receive an F for the course in accordance with the SeoulTech attendance policy.**

## Plagiarism

All work done in this class must be original work completed by the student. If, for any reason, the instructor believes that you have plagiarized, he or she may fail you for the assignment or for the entire class. This policy not only applies to homework, but also to in-class assignments and formal testing as well.

\*This syllabus is subject to change and/or adjustment at the professor's discretion.