



## Advanced Practical English Conversation 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 intermediate to high-intermediate level students with opportunities to practice and develop their English conversation skills. By the end of this course, students will be able to communicate appropriately in different situations; share opinions and connect with peers in a group discussion; present on topics related to their major; and complete other language tasks associated with speaking/oral communication skills. Students work in small groups in class to develop language skills that are applied to tasks. Active participation is a necessity.

**Level:** SeoulTech Oral Language Proficiency Level 5  
(Refer to ILER website to understand the definition of the level.)

### Goals

- Students will be able to appropriately introduce themselves, send emails, and make appointments
- Students will be able to give their opinions and relate to peers' ideas in a group discussion on familiar topics
- Students will be able to present information related to their field of study to a lay audience

### Textbook/Materials

- No textbook will be used in this course; all course materials will be provided by the instructor or be downloaded from 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 webcam, a smartphone or another recording device to record their homework assignments. (Webcams are available in the ILER computer lab, room 408)
- Students must bring a notebook and pencil/pen to each class.

### Assessment Plan

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

A cumulative assessment will be conducted at the end of every module, approximately every five weeks. The assessments will take many forms, such as video projects, emails, group discussion and poster presentation. Teachers will announce and provide materials for each assessment at least two weeks 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 daily basis and can be accessed on the course's Moodle site. There will be weekly homework assignments, such as Speaking Journals, or Moodle activities. Each homework assignment must be completed and correctly submitted **at least 48 hours before the beginning of the next class**. Late submissions 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 before the assignment's deadline to inform them of the situation. Late submissions will not be accepted and students will receive a 0. Excused absences do not excuse students from submitting their homework on time.

### Attendance and Participation (10%)

Students are expected to arrive on time for class, participate in class and be prepared with all of their materials. Students will not receive full points for daily attendance if they are not prepared or do not participate in class. Sleeping in class, using a cell phone in class or socializing instead of participating in class may all be subject to loss of a student's daily attendance score. If a student is absent for more than 10 hours of class, that student immediately fails the course.

### Grade Scale

Grade	A+	A0	B+	B0	C+
All sections combined	100-95%	94.99-90%	89.99-85%	84.99-80%	79.99-75%
	C0	D+	D0	F	
	74.99-70%	69.99-65%	64.99-60%	Below 60%	

### Class Schedule

Lesson	Topics
1	Class orientation and introduction
2	Module 1: Making Connections
3	
4	
5	Making Connections Assessment
6	Module 2: What's Your Opinion?
7	
8	
9	
10	What's Your Opinion? Assessment
11	Module 3: Sharing Our Knowledge
12	
13	
14	
15	Sharing Our Knowledge 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:

Student's full name, Class Section# and Student #, e.g. "Choi Yoonju 11005 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 in room 115 within one week of your absence. Valid reasons for absences can be found on the ILER website. Students who miss more than  $\frac{1}{3}$  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.