Bellevue College
English Language Institute
Speaking & Listening 4C #6242
Spring Quarter 2019

**Instructor:** Weina Sun
**Class:** M-F; 3:30 – 4:20pm
**Email:** weina.sun@bellevuecollege.edu
**Classroom:** T-105
**Office Hours:** 11:30 – 12:20 p.m. every day AND by appointment
**Office:** R-230

**Text:**

*Contemporary Topics 2 – 4th edition by Kisslinger*
ISBN #978-0-13-440080-8

**Materials:** 8 ½ x 11 college ruled white paper for notes and assignments
A binder for handouts
English-English dictionary

**Course Description:**
This course is intended to help you improve your listening, speaking, and pronunciation skills in social and academic situations. Activities in this class will include individual and group presentations, group discussions, academic listening comprehension practice and tests, and vocabulary building. **A high level of participation is expected in this class.**

**Learning Outcomes:**
*At the end of this course, students should be able to:*
- Use Level 4 grammar and vocabulary to discuss varied topics
- Write a clear plan for and give a presentation with main ideas and good illustrations
- Show awareness of your listener’s knowledge
- Begin and continue formal and informal conversations with good listening signals
- Write organized notes with main ideas and key details from a short academic lecture

**Grades:**
You must have a class average of 75% (C-) or above in order to pass this class. Your final grade in this class will be based on the average of your presentations, tests and quizzes, homework, attendance, and participation*. 50% of the grade will be based on listening assignments and 50% of your grade will be based on speaking assignments. We will take listening tests after each unit in our textbook. In addition, we will have listening quizzes, discussions, speaking projects, presentations during the class.

Your grade will be based on the following:
- **Listening Tests/Quizzes** 35%
- **Speaking Tests/Presentations/Discussions** 35%
- **Homework Assignments** 15%
- **Participation, Preparation, & Attendance** 15%
Grading Scale:

100 – 96%  A (excellent)
95 – 93%  A-
92 – 90%  B+
89 – 87%  B (good)
86 – 84%  B-
83 – 81%  C+
80 – 78%  C (satisfactory)
77 – 75%  C-
0 – 74%  D (repeat class, good effort)
0 – 74%  F (repeat class, unsatisfactory effort)

*Participation includes regular attendance to class. To obtain a high participation grade, you will need to come to class prepared to discuss homework, ask questions when you don’t understand something, volunteer answers and work actively with your classmates in pair and group work, and listen politely when others are speaking.

*Each week, you will have chances to gain 10 participation points (2 for each day). Here’s how to get it:

<table>
<thead>
<tr>
<th>Points</th>
<th>Your class behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>If you are not in class, you are not participating</td>
</tr>
<tr>
<td>0.5</td>
<td>If you sit in class and speak only when the teacher calls on you, you are not participating well</td>
</tr>
<tr>
<td>1</td>
<td>If you sometimes volunteer an answer or ask a question, you are doing the minimum participation</td>
</tr>
<tr>
<td>1.5</td>
<td>If you often volunteer an answer or ask a question, you are participating well</td>
</tr>
<tr>
<td>2</td>
<td>If you always volunteer an answer or ask a question, you are participating very well</td>
</tr>
</tbody>
</table>

Assignments:
- Written assignments are considered late if they are not turned in at the beginning of class on the due date.
- Late assignments will be lowered 10% for each day they are late.
- No assignments will be accepted **two days after the due date.**

Make-up Tests:
Come to class on time and take all quizzes, tests, and exams on the days scheduled. Speaking and listening tests **cannot** be made up. Missing a listening or speaking test will result in a “0” grade for that assignment. Please contact me if you are having difficulty attending class for any reason.

Attendance Policy:
Attend class every day. If you are absent from class, you should **e-mail me BEFORE class** and tell me that you are going to be absent. It is your responsibility to find out what you have missed from a classmate. I encourage you to get contact information from your classmates.

5 minutes late = tardy (late arrival)
3 tardies = 1 absence
10 or more minutes late = 1 absence
10 or 11 absences = no higher than a D (not passing)
12 absences = F (not passing)
15 absences = F and can be dismissed from the ELI program
Classroom Expectations:

1. **Respect** yourself, your classmates, and your teacher. You are supposed to listen thoughtfully and patiently when other people talk. Be friendly and supportive to your classmates. We are here to make progress together!

2. **Always ask!** Our class is a safe and comfortable place, so please feel free and be sure to ask me questions if you don’t understand something. Questions help you and your classmates learn.

3. Come to class every day on time, and be prepared to **participate**. Bring all of your own materials to class every day (book, eraser, pen, pencil, dictionary, paper, etc.).

4. Speak **English only** to your classmates and instructor. Your native language is beautiful, but it will help you improve your English fluency if you speak English as much as you can.

5. **Phones** can be helpful, but they can also be distracting. At times, I may want you to use your phone to do some online activities, but **please do not use it during class without my permission.**

6. **Do your work on your own.** If someone (classmate, tutor, or friend) helps you with your assignment, please list their names at the top of your assignment you turn in. This is to protect you against cheating.

7. **Look at your Canvas class web site daily** for important information and homework.

Important dates:

No classes on:

- Thursday, **April 25** (College Issues Day)
- Tuesday, **May 7** (PD Day)
- Monday, **May 27** (Memorial Day)
- Tuesday, **June 18** (Student Success Day)

Final exam: **June 19, 20, and 21**

Last day of class & EOQ party: **June 21**

Statement on Plagiarism and Cheating

Students are in ELI classes to learn English and ELI teachers are here to help them. Cheating makes that harder for both the students and the teachers. “Cheating” is also called “academic dishonesty.”

There are different kinds of academic dishonesty:

- **plagiarism** (copying word-for-word from a Web page, book or article)
- using a paper or homework assignment written by someone else
- copying a classmate’s homework (partially or wholly)
- using your own essay or presentation from a previous quarter
- using “cheat notes” during a test
- copying answers from a classmate’s paper or test
- giving answers to a classmate during a test
- giving your own assignment to a classmate

Academic dishonesty is **not** acceptable at Bellevue College or in any American classes. Participating in academic dishonesty in any way, including writing a paper or taking a test for someone else, may result in severe penalties.

If you **plagiarize**: 
First time: Your teacher will work with you so that you understand what not to do.
Second time: You will fail the assignment.
Third time: You will fail the class and be reported to the Associate Dean of Student Services. You will possibly be asked to leave BC.

If you cheat:
First time: You will fail the assignment and have no opportunity to make it up.
Second time: You will fail the class and be reported to the Associate Dean of Student Services. You will possibly be asked to leave the school.

Affirmation of Inclusion
Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect. For more information, go to: Affirmation of Inclusion Policy.

Student Code of Conduct and Academic Integrity
Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one’s own without crediting the source), and fabrication, and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at: Student Code.

College Anti-Discrimination Statement (Title IX)
Bellevue College does not discriminate on the basis of race or ethnicity, color, creed, national origin, sex, marital status, sexual orientation, age, religion, genetic information, the presence of any sensory, mental, or physical disability, gender identity, or veteran status in educational programs and activities which it operates. For further information and contacts, please consult: BC Title IX Office Website.

Confidentiality and Mandatory Reporting
As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share information regarding sexual assault and other forms of sexual misconduct (e.g. dating violence, domestic violence, stalking) that may have occurred on campus or that may impact someone on campus with the Title IX Coordinator. Students may speak to someone confidentially by contacting the BC
Counseling Center at (425) 564-5747. The Title IX Office can be contacted at 425-564-2641 and more information can be found at: BC Title IX Office Website.

**Help with CANVAS**
Click on the link below for help with CANVAS for students: How to Get Started with CANVAS.

**Bellevue College E-mail and Access to MyBC**
All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to: Create Account.

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the ITS Service Desk.

**Disability Resource Center (DRC)**
The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact the DRC as soon as possible.

The DRC office is located in B-132 or you can call the reception desk at 425-564-2498. Deaf students can reach the DRC by Skype: the address is DRCatBC (NOTE: There is no @ sign...it is actually DRCatBC). Please visit their website at Disability Resource Center for application information and other helpful links.

If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Go to the Website for more information: Autism Spectrum Navigators. ASN is located in the Library Media Center in D-125.

**Public Safety and Emergencies**
Public Safety is located in the D building (D-171) and can be reached at 425-564-2400 (easy to remember because it’s the only office on campus open 24 hours a day: 2400). Among other things, Public Safety serves as our center for Parking Permits, Lost and Found, and Emergency Notification.

Please ensure you are signed up to receive alerts through the campus alerting system by registering at RAVE Alert Registration.

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.
Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these three rules:

1) Take directions from those in charge of the response. We all need to be working together.
2) Do not get in your car and leave campus (unless directed to). Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.
3) In an emergency, call 911 first, then Public Safety.

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time. You may also visit the Public Safety web page for answers to your questions.

Religious Holidays
Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the term. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair or Dean.

Student Concerns
Should you have concerns about any part of the class, please come to me with them. If for any reason you don’t feel comfortable coming to me, the usual next step is to speak with the ELI Department Chair, Ivan Breen ibreen@bellevuecollege.edu. You can also refer concerns to the interim Associate Dean, Darrell Haynes darrell.haynes@bellevuecollege.edu. An additional resource for concerns you find aren’t being addressed by faculty or administration is the Ombuds Office https://www.bellevuecollege.edu/ombuds/.