**ELS 003**

**Fall 2019**

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| Instructor: | Email: @erau.edu |
|  | Phone: N/A |
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| Office Location: N/A | Office Hours: |
| Session dates: Oct. 7-December 10 | Exams: December 9-10 |
| Class times: M,W 1:00-1:50;  T,TH 12:45-2:00 | Class location: M,W SV 127  T,TH LB 171 |

**Safety**

Emergency: Call 911 and ERAU Security--386-226-7233 (SAFE)

Non-emergency: Call 386-226-6480

**Course Description and Objectives**

Course Description: In ELS 003, students will take complete notes from non-authentic and authentic high-intermediate level academic lectures/ materials that contain all of the important/ relevant info from the lecture/ material. To do this effectively, students will need to comprehend spoken English from those sources. Finally, students will communicate orally on a high-intermediate level about academic topics within academic and non-academic contexts.

Course Objectives and Student Learning Outcomes:

* Students should demonstrate an ability to use note-taking techniques such as the Cornell method, Mind Mapping, and /or outlining to take notes from an intermediate-level listening lecture
* Students should demonstrate an ability to use short-hand techniques such as a limited number of abbreviations, symbols, and acronyms while building on those used in level 2 to take notes from an intermediate-level lecture
* Students should demonstrate an ability to organize notes from an intermediate-level lecture by identifying and writing down main ideas and supporting details, and employing the use of some key words
* Students should demonstrate an ability to pass quizzes/tests based on notes from an intermediate-level lecture
* Students should demonstrate an ability to comprehend intermediate-level non-authentic academic and non-academic discourse such as on topics from current events and popular culture
* Students should demonstrate an ability to predict, infer, and recognize the difference between fact and opinion from intermediate-level listening passages
* Students should demonstrate an ability to use intermediate level-appropriate language in the context of organized presentations that include presentation techniques, and can include technological aids
* Students should demonstrate an ability to use intermediate level-appropriate language in the context of formal classroom discussions such as found in debates, as well as informal classroom conversations
* Students should demonstrate an ability to utilize correct grammar and [pronunciation](http://www.tesltimes.org/listening-speaking.html) in an intermediate-level context with fewer errors than level two
* Students should demonstrate an ability to utilize idiomatic language in intermediate-level speaking activities.

Required Materials**:** Pen/ pencil; notebook; listening device; recording device

Textbooks:

*Keynote 2 with My Keynote Online*. David Bohlke. **9781337204111**.

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**Grading Scale**

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| Scale | Total 100% |
| A: 90% - 100%  B: 80% - 89%  C: 70% - 79%  D: 60% - 69%  F: 0% - 59%  Grades below 70 will not be rounded up.  Grades below 70% are not passing. | **Listening Assignments 40%**   * Listening Tests = 20% * Listening Quizzes = 10% * Listening Coursework = 10%   **Speaking Assignments 40%**   * Presentations = 30% * Speaking Coursework = 10%   **Final Exam 20%**   * Final Listening Test = 10% * Final Presentation = 10% |

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**Class Policies**

Late Assignments: Assignments are due when I collect them. I do not accept late assignments. If you fail to do an assignment, make sure you do not miss the next one. If you do not turn in an assignment on time, you get a 0% for that assignment.

Make-up Tests: I do not allow make-up tests. If you fail to take a test, make sure you do not miss the next one. If you do not take a test at the scheduled time, you get a 0% for that test.

Students must earn a minimum of a 70% in order to pass any ERLI course. Students who earn a grade below 70% must repeat the course.

**ERLI Policies**

Attendance Policy:Our goal at the Embry-Riddle Language Institute (ERLI) is to help students learn English and prepare for a successful career at Embry-Riddle Aeronautical University or any other university.  Attendance and participation are very important to the success of any student and is expected of all students in ERLI.

* Attendance is mandatory.
* ERLI students are allowed a cumulative total of 44 hours of absence per semester (not per class!). **Students who start at mid-term are allowed a cumulative total of 22 absence hours.**
* Students who exceed the given absence limit will be dismissed from the ERLI program. In addition, they will have their I-20s terminated and their conditional acceptance revoked.
* There are no excused absences. When a student is not in class, he/she will be marked absent.
* Students who arrive more than 10 minutes late for class will not be allowed in and will be marked absent. Students should make arrangements before class if there is a special situation.
* Students are responsible for the work they miss during an absence. Students are responsible for knowing the policy for make-up work for each instructor.
* Attending class is a requirement for international students to maintain lawful immigration status.
* Successful students come to class, every day, on time.
* Students with excessive absences may be dismissed from the program.
* Students must continue attending class even after earning a minimum TOEFL or IELTS score.
* Returning students cannot enter at mid-term start dates.

Code of Conduct Policy:

* Embry-Riddle values diversity and inclusion. We believe in a community where all members are welcome and individuals and groups are free from harassment.
* ERLI students are subject to ERAU Student Code of Conduct.
* Each student at ERLI has a right to an undisrupted learning environment.
* Disruptive students will be asked to leave class and marked absent. Disruptive behavior includes but is not limited to: coming late to class, not doing what the teacher asks, using cell phone without teacher’s permission, sleeping in class, not using English when required, etc…
* Code of Conduct violations may lead to a dismissal from the program.

ERLI Recommendation for Academic Study:

Students can earn ERLI recommendation for academic study in two ways:

* Successfully complete all highest level core courses and current ELB course with C or higher.

OR

* Attain minimum score of 6.0 in IELTS or 79 in TOEFL iBT, *and* complete their current ERLI semester with 2.0 GPA or higher.

Students should also confirm with International Admissions that they have met all other admission criteria. Please email [intladms@erau.edu](mailto:intladms@erau.edu) to make an appointment.

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**ERAU Polices**

Academic Integrity Honor Statement (please read and explain to students): ERLI is committed to fostering a culture of intellectual honor and ethics and considers academic dishonesty a very serious offense.  Such offenses include, but are not limited to: cheating (accepting unauthorized assistance in preparing assignments), fraud (gaining unfair advantage through deceit, trickery, or falsification of records), or plagiarism (taking the ideas, writing, words, and/or work of another and representing them as one’s own without appropriate acknowledgment) ), or self-plagiarism (submitting the same paper to two different instructors in separate classes for credit). A student who cheats, commits any form of academic fraud, or plagiarizes in a class, will receive sanctions ranging from a zero (0) for the work in question to expulsion from the University.

Smoking: ERAU is a tobacco-free campus. Smoking on campus is not permitted. Students who are caught smoking may face Honor Code hearings.

Disability Support Services: Persons with disabilities **can and do succeed** in their pursuit of higher education. The mission of Disability Support Services is to guide and support institutional compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act to ensure equal access for students with disabilities of the Daytona Beach and Worldwide Campuses.

The University acknowledges the confidential nature of students’ disability-related information and records and ascribes to the federal guidelines (Section 503 of the Rehabilitation Act and Title I of the Americans with Disabilities Act) that mandate control of and restrict access to such information. Note: Unless specifically contraindicated by another title, the confidentiality requirements of Title I of the ADA apply to all titles.

<https://daytonabeach.erau.edu/about/disability-support>

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**Calendar of Important Dates and Assignments**

**Important Dates**

October 18, 2019 Fall break—no class

November 27-29, 2019 Thanksgiving break—no class

December 5, 2019 Last day of ERLI classes

December 6, 2019 Study Day —no class

December 9-10, 2019 Final Exams

***This syllabus is tentative and subject to change.***

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**Tentative Assignment Calendar**