

AUSTIN COMMUNITY COLLEGE
Oral Communication 4
ESOL 0304, COMX 4004, Synonyms:

Instructor:

Classroom:

Class Times:

Email:

Office:

Total Office Hours:

Required Materials:

Text:

Program Learning Outcomes: Students who complete courses in the ESOL program will read, write, and speak English in academic, professional, and social contexts, allowing them to function proficiently in a multicultural, multilingual society.

Course Rationale: Designed for advanced ESOL students, this course emphasizes speaking and listening to formal American English used in college and work settings. There will be continued practice on academic listening and note-taking skills as well as exposure to real-life formal talks and college lectures.

Course Description: Class activities include leading and participating in group discussions, listening to lectures and taking notes, giving presentations and speeches and participating in debates. This course may be repeated for up to 6 hours of credit.

Minimum Entrance Requirements/Prerequisites: ESOL ASSESSMENT OR GRADE OF C OR BETTER IN ESOL 0303

Student Learning Outcomes/Objectives: Upon completion of the course, students will be able to:

Listening comprehension

1. Demonstrate an understanding of authentic oral texts (e.g., lectures, news casts, podcasts) that contain sophisticated vocabulary and structures by successfully completing comprehension tasks, such as answering questions, note-taking, outlining, paraphrasing, summarizing, or evaluating content, etc.
2. Accomplish comprehension tasks such as identifying main, supporting ideas, and implied meaning through extended listening
3. Analyze and evaluate oral expression by listening critically for elements that reflect an awareness of situation, audience, purpose, and diverse points of view including stress and intonation

Speaking skills

1. Expand vocabulary used for various purposes and situations
2. Expand use of appropriate language in formal and informal language appropriate to context.
3. Demonstrate the ability to use a range of formal and informal language appropriate to context.
4. Participate in discussions in formal and informal settings using active listening skills and making appropriate and extended comments on professional and academic topics.
5. Continue to practice nonverbal communication skills
6. Speak with fluency, using complex and accurate language, clear pronunciation and prosodic elements (e.g., intonation, rhythm, word and sentence stress)
7. Plan and deliver formal oral presentations using appropriate vocabulary and syntax, recognizable organization, clear pronunciation, non-verbal cues, and appropriate volume and intonation, and respond appropriately to questions.
8. Assess own language production and use appropriate self-monitoring strategies such as rephrasing, re-directing, asking for clarification, and circumlocution.

Pronunciation skills

1. Self-monitor pronunciation
2. Review word and sentence stress, reductions, and intonation
3. Use rhythm patterns and linking
4. Review challenging vowel and consonant sounds

Misc:

1. Demonstrate knowledge of a wide range of cultural conventions and references in oral and nonverbal communication.

GRADING:

The following categories and percentages show how your final grade will be determined.

A grade of C or above is required to pass to the next level.

90 – 100% = A

80 – 89% = B

70 – 79% = C Passing

60 – 69% = D Failing (have to repeat)

< 60% = F

GRADING: (suggested)

Attendance / Participation / Homework	10%
Online Practice	10%
Pronunciation Recordings	15%
Presentations	30%
Quizzes (Listening Comprehension)	35%

HOMEWORK and QUIZ POLICY: (suggested)

It is very important that you do the homework so that you can fully participate in class. Every student starts out the semester with 100% for the homework grade. Every time you do not complete the homework 1-5 points will be taken off the homework grade. If you are absent from class, it is your responsibility to show me the homework you missed. Assignments will be posted on Blackboard. If you must be absent from class, it is your responsibility to find out what work you missed in class, and any homework assignments and quizzes. On the day of your return, you must show me any homework due even if that homework was assigned while you were away. Missed quizzes CANNOT be made up, but I will drop your lowest quiz grade.

TEXTBOOK POLICY: (suggested)

You are expected to **have your textbook by the beginning of the second week of classes**. After that, **5 points** will be taken off your participation grade for every class that you do not have the book. If you don't bring your book to class, **5 points** will be taken off your participation grade

LANGUAGE POLICY: (suggested)

English is the language of instruction and the only language to be spoken in the classroom. When you speak any language other than English in the classroom, it affects everyone who speaks and understands that language. **Using a language other than English in the classroom WILL reduce your Class Participation Grade.**

ATTENDANCE POLICY: (suggested)

It is very important that you attend all of your classes. **Absences will reduce your Attendance Grade. Faculty can drop a student from a class after 4 absences; your instructor will send you a warning notice after 2 absences.** Your camera must be turned on in an online class.

EXCESSIVE TARDINESS: (suggested)

Students who enter class late disrupt what we are doing. **Tardiness will reduce your Attendance Grade by 1-5 points**, depending on how late you are.

CELL PHONES and TEXTING: (suggested)

These devices are disruptive to class. Please silence your cell phone during class. If you must leave your cell phone on, please answer the phone outside of the classroom. If you have to send a text, please text outside the classroom. **Points will be taken off your Class Participation Grade if you choose to text in class.**

ACADEMIC FREEDOM: (suggested)

Each student is encouraged to participate in class. In any classroom situation that includes discussion, there are bound to be many differing viewpoints. These differences enhance the learning and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive topics, students may sometimes disagree with each other and also with the instructor. **It is expected that faculty and students will respect the views of others when expressed in discussions.** There will be ZERO tolerance of any negative racial comments.

WITHDRAWAL:

If you decide to withdraw from the class, it is your responsibility to ensure that your name is removed from the roll. If you decide to withdraw, be sure to do so before the Final Withdrawal Date: **xxxxx**.

[Austin Community College Policies link](#) (Fall 2023)

COLLEGE POLICIES

Health & Safety Protocols

Operational areas of ACC campuses and centers are fully open and accessible through all public entrances. The college encourages its staff, faculty, and students to be mindful of the well-being of all individuals on campus. If you feel sick, feverish, or unwell, please do not come to campus.

Some important things to remember:

- If you have not done so, ACC encourages all students, faculty, and staff to get vaccinated. COVID-19 vaccines are now widely available throughout the community. Visit www.vaccines.gov/ to find a vaccine location near you.
- Campuses are open to faculty, staff, and students: The college and its departments and offices may invite internal *and* external guests to their events and activities, though

access is still restricted for external parties seeking to host activities at ACC. The college's [Appian Health Screening App](#) remains available to everyone who visits campus. This continues to be a good way to check your own health before coming to class or work.

- If you are experiencing COVID-19-related symptoms, please get a COVID-19 test as soon as possible before returning to an ACC facility. Testing is now widely available. To find [testing locations near you, click this link](#).
- If you test positive, please report it on the [ACC self-reporting tool located here](#).
- ACC continues to welcome face masks on campus. Per CDC guidelines, face masks remain a good way to protect yourself from COVID-19.
- The college asks that we all continue to respect the personal space of others. We are encouraging 3 feet of social distancing.
- Please be sure to carry your student, faculty, or staff ID badge at all times while on campus.

Because of the ever changing situation, please go to ACC's Covid website at <https://www.austincc.edu/coronavirus?ref=audiencemenu> for the latest updates and guidance.

Statement on Academic Integrity

Austin Community College values academic integrity in the educational process. Acts of academic dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. The potential consequences of fraudulent credentials raise additional concerns for individuals and communities beyond campus who rely on institutions of higher learning to certify students' academic achievements and expect to benefit from the claimed knowledge and skills of their graduates. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, falsifying documents, or the inappropriate use of the college's information technology resources. Further information is available at <https://www.austincc.edu/about-acc/academic-integrity-and-disciplinary-process>

Student Rights & Responsibilities

Students at ACC have the same rights and protections under the Constitution of the United States. These rights include freedom of speech, peaceful assembly, petition and association. As members of the community, students have the right to express their own views, but must also take responsibility for according the same rights to others and not interfere or disrupt the learning environment. Students are entitled to fair treatment, are expected to act consistently with the values of the college, and obey local, state, and federal laws. www.austincc.edu/srr

As a student of Austin Community College you are expected to abide by the Student Standards of Conduct.

<https://www.austincc.edu/students/students-rights-and-responsibilities/student-standards-of-conduct>

Senate Bill 212 and Title IX Reporting Requirements

Under Senate Bill 212 (SB 212), the faculty and all College employees are required to report any information concerning incidents of **sexual harassment, sexual assault, dating violence, and stalking** committed by or against an ACC student or employee. Federal Title IX law and College policy also require reporting incidents of **sex- and gender-based discrimination and sexual misconduct**. **This means faculty and non-clinical counseling staff cannot keep confidential information about any such incidents that you share with them.**

If you would like to talk with someone confidentiality, please contact the District Clinical Counseling Team who can connect you with a clinical counselor on any ACC campus: (512) 223-2616, or to schedule online: <https://www.austincc.edu/students/counseling> .

While students are not required to report, they are encouraged to contact the Compliance Office for resources and options: Charlene Buckley, District Title IX Officer, (512) 223-7964; compliance@austincc.edu .

If a student makes a report to a faculty member, the faculty member will contact the District Title IX Officer for follow-up.

Student Complaints

A defined process applies to complaints about an instructor or other college employee. You are encouraged to discuss concerns and complaints with college personnel and should expect a timely and appropriate response. When possible, students should first address their concerns through informal conferences with those immediately involved; formal due process is available when informal resolution cannot be achieved.

Student complaints may include (but are not limited to) issues regarding classroom instruction, college services and offices on the basis of actual or perceived race, color, national origin, religion, age, gender, gender identity, sexual orientation, political affiliation, or disability.

Further information about the complaints process, including the form used to submit complaints, is available at:

<http://www.austincc.edu/students/students-rights-and-responsibilities/student-complaint-procedures>

Statement on Privacy

The Family Educational Rights and Privacy Act (FERPA) protects confidentiality of students' educational records. Grades cannot be provided by faculty over the phone, by e-mail, or to a fellow student.

Recording Policy

To ensure compliance with the Family Education Rights and Privacy Act (FERPA), student recording of class lectures or other activities is generally prohibited without the explicit written permission of the instructor and notification of other students enrolled in the class section. Exceptions are made for approved accommodations under the Americans with Disabilities Act. Recording of lectures and other class activities may be made by faculty to facilitate instruction, especially for classes taught remotely through Blackboard Collaborate or another platform. Participation in such activities implies consent for the student to be recorded during the instructional activity. Such recordings are intended for educational and academic purposes only.

Safety Statement

Health and safety are of paramount importance in classrooms, laboratories, and field activities. Students are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency Procedures posters and Campus Safety Plans are posted in each classroom and should be reviewed at the beginning of each semester. All incidents (injuries/illness/fire/property damage/near miss) should be immediately reported to the course instructor. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at <http://www.austincc.edu/emergency>. Everyone is expected to conduct themselves professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual may be immediately dismissed from the day's activity and will be referred to the Dean of Student Services for disciplinary action.

In the event of disruption of normal classroom activities due to an emergency situation or an outbreak of illness, the format for this course may be modified to enable completion of the course. In that event, students will be provided an addendum to the class syllabus that will supersede the original version.

Campus Carry

The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors. Beginning August 1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy.

It is the responsibility of license holders to conceal their handguns at all times. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 512-223-1231. Please refer to the concealed handgun policy online at <http://austincc.edu/campuscarry>

Discrimination Prohibited

The College seeks to maintain an educational environment free from any form of discrimination or harassment including but not limited to discrimination or harassment on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender identity, or disability.

Faculty at the College are required to report concerns regarding sexual misconduct (including all forms of sexual harassment and sex and gender-based discrimination) to the Manager of Title IX/Title VI/ADA Compliance. Licensed clinical counselors are available across the District and serve as confidential resources for students.

Additional information about Title VI, Title IX, and ADA compliance can be found in the ACC Compliance Resource Guide available at:

https://drive.google.com/file/d/1xfmZHOPD_H1wgGKq1N7Irv6gvXxOXzbZ/view

Use of ACC email

All College e-mail communication to students will be sent solely to the student's ACC email account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify students of any college-related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACC email account when communicating with instructors and staff. Information about ACC email accounts, including instructions for accessing it, are available at:

<http://www.austincc.edu/help/accmail/questions-and-answers>

Use of the Testing Center

The Testing Centers will allow only limited in person testing and testing time will be limited to the standard class time, typically one and one-half hours. Specifically, only the following will be allowed in the Testing Centers:

- Student Accessibility Services (SAS) Testing: All approved SAS testing
- Assessments Tests: Institutionally approved assessment tests (e.g., TSIA or TABE)
- Placement Tests: Placement tests (e.g., ALEKS)
- Make-Up Exams (for students who missed the original test): Make-up testing is available for all lecture courses but will be limited to no more than 25% of students enrolled in each section for each of four tests
- Programs incorporating industry certification exams: Such programs (e.g., Microsoft, Adobe, etc.) may utilize the ACC Business Assessment Center for the industry certification exams (BACT) at HLC or RRC

STUDENT SUPPORT SERVICES

The success of our students is paramount, and ACC offers a variety of support services to help, as well as providing numerous opportunities for community engagement and personal growth.

Student Support

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these campus services and resources is available at <http://www.austincc.edu/students>. A comprehensive array of student support services is available online at:

<https://www.austincc.edu/coronavirus/remote-student-support>

Student Accessibility Services

Austin Community College (ACC) is committed to providing a supportive, accessible, and inclusive learning environment for all students. Each campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through Student Accessibility Services (SAS).

Students are encouraged to request accommodations prior to the beginning of the semester, otherwise the provision of accommodations may be delayed. Students who have received accommodations from SAS for this course will provide the instructor with the legal document titled “Faculty Notification Letter” (FNL) through the Accessible Information Management (AIM) portal.

Until the instructor receives the FNL, accommodations should not be provided. Once the FNL is received, accommodations must be provided. Accommodations are not retroactive, so it is in the student’s best interest to request their accommodations as soon as possible prior to the beginning of the semester.

Please contact SAS@austincc.edu for more information.

Academic Support

ACC offers academic support services on all of its campuses. These services, which include online tutoring, academic coaching, and supplemental instruction, are free to enrolled ACC students. Tutors are available in a variety of subjects ranging from accounting to pharmacology. Students may receive these services on both a drop-in and referral basis.

[An online tutor request can be made here:](https://de.austincc.edu/bbsupport/online-tutoring-request/)

<https://de.austincc.edu/bbsupport/online-tutoring-request/>

[Additional tutoring information can be found here:](https://www.austincc.edu/onlinetutoring)

[austincc.edu/onlinetutoring](https://www.austincc.edu/onlinetutoring)

Library Services

ACC Library Services offers both in-person and extensive online services, with research and assignment assistance available in-person during limited hours of service. Although all college

services are subject to change, plans include ACC students signing up for study space and use of computers at open libraries, extensive online instruction in classes, online reference assistance 24/7 and reference with ACC faculty librarians. In addition, currently enrolled students, faculty and staff can access Library Services online (also 24/7) via the ACC Library website and by using their ACCeID to access all online materials (ebooks, articles from library databases, and streaming videos). ACC Libraries offer these services in numerous ways such as: "Get Help from a Faculty Librarian: the 24/7 Ask a Librarian chat service," an online form for in-depth research Q and A sessions, one-on-one video appointments, email, and phone (voicemail is monitored regularly).

- Library Website: <http://library.austincc.edu>
- Library Information & Services during COVID-19: <https://researchguides.austincc.edu/LSinfoCOVID19>
- Ask a Librarian 24/7 chat and form: <https://library.austincc.edu/help/ask.php>
- Library Hours of Operation by Location: <https://library.austincc.edu/loc/>
- Email: library@austincc.edu

Student Organizations

ACC has over seventy student organizations, offering a variety of cultural, academic, vocational, and social opportunities. They provide a chance to meet with other students who have the same interests, engage in service-learning, participate in intramural sports, gain valuable field experience related to career goals, and much else. Student Life coordinates many of these activities, and additional information is available at <http://sites.austincc.edu/sl/>.

Personal Support

Resources to support students are available at every campus. To learn more, ask your professor or visit the campus Support Center. All resources and services are free and confidential. Some examples include, among others:

- Food resources including community pantries and bank drives can be found here: <https://www.centraltexasfoodbank.org/food-assistance/get-food-now>
- Assistance with childcare or utility bills is available at any campus Support Center: <http://www.austincc.edu/students/support-center>.
- The Student Emergency Fund can help with unexpected expenses that may cause you to withdraw from one or more classes: <http://www.austincc.edu/SEF>.
- Help with budgeting for college and family life is available through the Student Money Management Office: <http://sites.austincc.edu/money/>.
- A full listing of services for student parents is available at: <https://www.austincc.edu/students/child-care>
- The CARES Act Student Aid will help eligible students pay expenses related to COVID-19: <https://www.austincc.edu/coronavirus/cares-act-student-aid>.

Mental health counseling services are available throughout the ACC Student Services District to address personal and or mental health concerns: <http://www.austincc.edu/students/counseling> .

If you are struggling with a mental health or personal crisis, call one of the following numbers to connect with resources for help. However, if you are afraid that you might hurt yourself or someone else, call 911 immediately.

Free Crisis Hotline Numbers:

- Austin / Travis County 24-hour Crisis & Suicide hotline: **512-472-HELP (4357)**
- The Williamson County 24-hour Crisis hotline: **1-800-841-1255**
- Bastrop County Family Crisis Center hotline: **1-888-311-7755**
- Hays County 24 Hour Crisis Hotline: **1-877-466-0660**
- National Suicide Prevention Lifeline: **988** or **1-800-273-TALK (8255)**
- Crisis Text Line: **Text “home” to 741741**
- Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline: **1-800-662-HELP (4357)**
- National Alliance on Mental Illness (NAMI) Helpline: **1-800-950-NAMI (6264)**

Course Calendar (Sample)

The following represents a general schedule of assignments. This schedule may change depending on the interests and needs of our class.

Specific homework assignments and weekly quizzes will be written on the board. They will also be posted on Blackboard. It is your responsibility to prepare homework assignments BEFORE coming to class.

Sample Course Schedule

Week	
1	Intro to Course: Syllabus, Curriculum Notetaking CT** : Unit 1 <i>Slang and Language Changes</i>
2 & 3	Open-Note Quiz Unit 1 CT <u>21CC*</u> Unit 1 <i>Free Therapy</i> Notetaking CT : Unit 2: <i>The Genius Within</i> Open-Note Quiz Unit 2 CT Presentation: Self Introduction Speech
4 & 5	<u>21CC</u> Test Unit 1, Unit 2 <i>The Right to Know</i> Notetaking CT : Unit 4 <i>The Art of Global Marketing</i> Open-Note Quiz Unit 4 CT Partner Presentation: Habit or Activity with Multiple Benefits
6 & 7	<u>21CC</u> Test Unit 2, Unit 3 <i>Listen Up!</i> Notetaking CT : Unit 5: <i>Memory</i> Open-Note Quiz Unit 5 CT
8	<u>21CC</u> Test Unit 3 <u>Unit 4 Big Data</u> Presentation: Intro to Persuasion/Debate

March 12 & 14 Spring Break No Class	
9 & 10	<u>21CC</u> Test Unit 4, Unit 5 <i>Fear Factor</i> Notetaking CT : Unit 6: <i>The Science of Love</i> Open-Note Quiz Unit 6 CT Presentation: In-class Debate
11 & 12	<u>21CC</u> Test Unit 5, Unit 6 Stress: <i>Food for Thought</i> Notetaking CT : Unit 9: <i>Animal Communication</i> Open-Note Quiz Unit 9 CT Presentation: Persuasive Problem/Solution Speech
13&14	<u>21CC</u> Test Unit 6, Unit 7 <i>A Good Reputation</i> Notetaking CT : Unit 11: <i>The Fountain of Youth</i> Open-Note Quiz Unit 11 CT Presentation: Persuasive Problem/Solution Speech
15	<u>21CC</u> Test Unit 7, Unit 8 <i>Life Hacks</i>
16	21CC Test Unit 8 Presentation: Impromptu Speech

* **21st Century Communication 4**

** **Contemporary Topics**

This schedule may change to meet the needs of the class.