

# Communication Essentials for American College

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## SYLLABUS | Quarter Year

### Course Description

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The goal of this course is to help you prepare for active participation in American university classroom. You will learn different strategies that will help you communicate effectively with your teachers and classmates and understand the class lectures better. The course will also help you improve your English pronunciation, clarity, and fluency. Finally, you will expand your awareness of the cultural norms for American conversations.

### Course & Instructor Information

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Course code: <b>ELCB 0880</b>	Instructor:	<b>Important Dates:</b>
# of credits: <b>3</b>	Phone:	First Class:
Location:	Email:	Last Class:
Class times:	Office and Office Hours:	No Class:

### Communication:

Please use the course Canvas page email function to email me about the class. You can email me at any time, but you may not receive a response outside regular business hours.

### Learning outcomes

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On successful completion of this course, you will be able to:

- Use conversational strategies such as expressing opinions, agreeing and disagreeing, requesting clarification, asking for repetition, etc.
- Choose different forms of communication (email, texting, calls, etc.) that are appropriate for the purpose and environment
- Ask questions to gather information in social and classroom settings
- Listen for key information and main ideas in lectures and use the information to ask questions, give opinions, etc.
- Develop individual note-taking strategies aiming for complete, organized, accurate, and clear notes
- Summarize and paraphrase information from lectures using notes
- Identify cross-cultural communication issues and instances of culture shock in order to utilize communication strategies to overcome those issues
- Expand knowledge of American cultural norms and communication expectations at American universities

### Materials

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#### Required Textbook:

**Key Concepts 1: Listening, Note Taking, and Speaking Across the Disciplines** by Vestri and Shelley (1<sup>st</sup> edition)

*Textbooks are available at the Seattle University Book Store.*

*Additional materials might be brought in by the instructor.*

**Suggested Materials:**

- a 3-ring binder for organizing course materials
- lined, white, 3-hole punched paper or a notebook

**Evaluation and Grading**

**To pass this class, you must earn a C - grade or above.** If your grade is below that you will be required to repeat this course the following quarter. In this case, the letter grade F will appear on your student transcripts, but it will not affect your GPA and you will have to repeat the course to make sure you learn the skills you need.

**Your final grade will be calculated as follows:**

*Example:*

Component	Value (%)
Participation	20%
Class Activities	20%
Midterm	30%
Final	30%

**Grading scale**

<b>A</b>	4.0	100-94%	Superior performance	<b>C</b>	2.0	76-73%	Adequate performance
<b>A-</b>	3.7	93-90%		<b>C-</b>	1.7	72-70%	
<b>B+</b>	3.3	89-87%		<b>D+</b>	1.3	69-67%	
<b>B</b>	3.0	86-83%	Good performance	<b>D</b>	1.0	66-63%	Poor performance
<b>B-</b>	2.7	82-80%		<b>D-</b>	0.7	62-60%	
<b>C+</b>	2.3	79-77%		<b>F</b>	0.0	59% or less	Failing

**PARTICIPATION**

Students are expected to actively participate in all class activities. To actively participate in class, you should:

- Listen carefully to your classmates and the instructor.
- Answer questions in class posed by the instructor or by other students
- Contribute to class discussions by making comments and asking questions
- Complete in-class assignments
- Show that you are doing the homework by asking or answering questions or making comments

Your participation grade will be negatively influenced if you:

- Miss class
- Show up late to class
- Are disruptive in class by interrupting others, dominating the conversation, etc.

**ASSIGNMENTS:**

Please submit your assignments on Canvas unless otherwise directed by the teacher. All assignments must be word processed, left-aligned, double-spaced, 11 or 12-point, in a font such as Arial, Calibri, or similar. At the top right of the page, please include your name, class, and date.

***No late assignments will be accepted.***

## Class Expectations

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My goal is to create a learning environment in which you can be successful. I will work hard to improve the class throughout the quarter based on my own observations and your feedback. For example, I may decide that we need to spend more time on a certain topic and less on another.

My hope is that you will take an active role in the class in order to make the most of this learning opportunity. You are responsible for:

- Coming to class on time
- Being prepared for class: complete HW assignments, have note paper and pens, etc.
- Participating actively
- Following the class rules
- Getting support when needed (please see information about support services such as ELLC tutoring center, library, etc. on the next page)

## Class Rules

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### ATTENDANCE

I will take attendance every day the class meets. It will be difficult to pass the course and/or receive a high grade without regular attendance since the participation part of your grade will be negatively affected if you miss classes: ***You cannot participate when you're not in class.***

If for any reason you do miss a class, be sure to get notes from one of classmates. If you have questions you are always welcome to meet me during office hours.

### CELL PHONES, ELECTRONIC AND RECORDING DEVICES

The use of electronic devices such as phones and laptops in class is allowed for academic purposes only (i.e. dictionaries or research). Please keep your devices on silent during class times. The use of recording devices is allowed only with the permission of the instructor and all class participants.

All mobile devices must be TURNED OFF and PUT AWAY during exams. If you do not do this, you may receive a grade of "0" on the test and fail the course.

### ACADEMIC HONESTY AND INTEGRITY

Academic honesty and integrity are important values in the educational process at Seattle University. Examples of academic dishonesty include but are not limited to:

- Plagiarism
- Cheating on exams and other assignments
- Academic fraud such as submitting work for multiple purposes or submitting false data

Academic dishonesty in any form is a serious offense against the academic community. Acts of academic dishonesty or fraud will be addressed according to the Academic Integrity Policy. For more information please see Academic Integrity Policy (link on the next page) and Academic Integrity Tutorial below:

### ACADEMIC INTEGRITY TUTORIAL:

<https://www.seattleu.edu/academic-integrity/resources-for-students/>

## General Course and University Policies

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### SUPPORT FOR STUDENTS WITH DISABILITIES

If you have, or think you may have, a disability (including an “invisible disability” such as a learning disability, a chronic health problem, or a mental health condition) that interferes with your performance as a student in this class, you are encouraged to arrange support services and/or accommodations through Disability Services staff located in Loyola 100, (206) 296-5740. Disability-based adjustments to course expectations can be arranged only through this process.

### NOTICE ON RELIGIOUS ACCOMMODATIONS

It is the policy of Seattle University to reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of their academic course or program. Please see, Policy on Religious Accommodations for Students (<https://www.seattleu.edu/media/policies/Policy-on-Religious-Accommodations-for-Students---FINAL.PDF>)

### ACADEMIC POLICIES ON THE REGISTRAR WEBSITE

<https://www.seattleu.edu/redhawk-axis/academic-policies/>

Be sure that you understand the following university academic policies, posted on the Registrar’s website:

- **ACADEMIC INTEGRITY POLICY**  
<https://www.seattleu.edu/media/redhawk-service-center/registrar/registrar-policies/Academic-Integrity-2011-3.pdf>
- **ACADEMIC GRADING GRIEVANCE POLICY**  
<https://www.seattleu.edu/media/redhawk-service-center/registrar/registrar-policies/Academic-Grading-Grievance-2004-07.pdf>

## Academic Resources

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Please take advantage of the academic support services available to you at the university. These services can help you excel in your studies.

### ENGLISH LANGUAGE LEARNING CENTER TUTORING

Get help with your assignments with tutors specializing in working with non-native speakers of English.

<https://www.seattleu.edu/ellc/ellc-tutoring/>

### LIBRARY AND LEARNING COMMONS

<http://www.seattleu.edu/learningcommons/>

- research services
- learning assistance
- writing center
- math lab
- media production center