

**EAP 101 K01
Fall 2019 Syllabus**

Instructor: Eunmee Lee Ph.D.

Classroom: TBA

Days & Time: Tuesdays & Thursdays 4:00 p.m. – 4:50 p.m.

E-mail: elee45@gmu.edu

Office/Hours: Tuesdays & Thursdays 1:00 p.m. – 3:00 p.m.

Blackboard: <https://mymasonportal.gmu.edu>

COURSE DESCRIPTION AND OBJECTIVE

This support class will help better prepare you for success in COMM 101 as well as improve your speaking/writing skills. This course's main focus will be on different aspects of language and emphasis will be placed on improving speech, including pausing, articulation, pronunciation, rhythm, stress, and essay writing skills such as thesis, main ideas, details, and citation. Upon completion, students should be able to demonstrate more effective and natural speech in various contexts.

STUDENT LEARNING OUTCOMES

By the end of the course, students should be able to:

SPEAKING

- Pause appropriately and effectively
- Link words
- Stress content words and reduce function words
- Use intonation to communicate meaning
- Practice correct speech patterns on individual tapes or sound files
- Learn to self-monitor and self-correct for pronunciation problem areas
- Pronounce vowels and consonants clearly

WRITING

- Give reasons and explanations for opinions, plans, and actions
- Review the basics of essay writing (attention-getter, thesis statement, topic sentences, conclusion)
- Be able to do APA oral citation and references
- Learn outline formatting as required by COMM 101

COURSE MATERIALS

- No EAP textbook required
- Valenzano, J. M., III, Braden, S. W., Broeckelman-Post, M. A., Sahlstein-Parcell, E.

& Hyatt Hawkins, K. E. (2018). *Communication Pathways Customized for George Mason University*, 2018-2019 Edition. Southlake, TX: Fountainhead. (We will be using COMM 101 textbook in EAP 101. No need to buy a second copy.)

- Supplementary materials will be given by instructor and posted to the course on Blackboard.

CLASS POLICIES

ATTENDANCE POLICY: Attendance is taken at every class. Each tardy (5 min.+) or early departure from class is considered ½ absence. Any extended break (5+ min.) during class time will also count as a ½ absence.

PRESENTATIONS: If you are assigned to give a practice presentation and you are absent, you will be deducted 10 points from your overall grade unless valid excuse with documentation is provided.

LATE WORK: Late assignments will NOT be accepted (i.e. Deadline: 11:55:00 PM/ Late submission: 11:55:17 PM). This policy will be strictly enforced.

- Assignments MUST be uploaded to Blackboard. Work emailed to me will NOT be accepted. It is your responsibility to go to IT Services immediately if you are having problems logging in.
- Hand-written assignments must be turned in at the beginning of the class or as soon as you come in. No assignments will be accepted at the end of the class.
- In the event of an unusual and dire emergency, contact the instructor and peer advisor BEFORE an assignment is due (i.e. take screen shot of the page showing uploading problems and email it to me). You are required to provide evidence (i.e. doctor's note, copy of speeding ticket, etc...) of your emergency to be considered for alternative accommodations.

GRADES: All grades will be posted to Blackboard, so it is your responsibility to keep track of your grades. Do not lobby me about your grade, before, during or after class unless you feel there is a calculation error. Also, please do NOT request "extra credit" work to improve your grade. You have plenty of grade opportunities in this course and extra assignments are unnecessary.

IN-CLASS WORK: Your active participation and preparedness in class are expected and required. There are in-class assignments throughout the semester, which may not be made up without valid excuse.

WALK-IN: It is expected that students in this class respect the presentation times of their classmates. I will ask those who are excessively tardy (5 min. or more) to wait until a classmate's presentation is over (wait for clapping) and then come quietly into the classroom. You may avoid walking in late during a classmate's presentation by coming to class on time.

APPOINTMENTS: Email me if you would like to meet me outside of my office hours.

CONTRACT: You should consider this syllabus as your contract for the course. You must follow the directions for each assignment and ensure that you submit your work on time. This class can be successfully completed if you manage your time effectively, come to class prepared, and turn in work in a timely and high quality fashion. These are behaviors that will enable you to be academically successful in your other classes as well.

STUDENTS WITH DISABILITIES: If you are a student with a disability and you need academic accommodations, please let your instructor and peer advisor know at the first class meeting. All academic accommodations for students with disabilities must be arranged through the Office of Disability Services (Department of Academic Affairs, GMUK) or <http://ods.gmu.edu>.

PRIVACY: Student privacy is governed by the Family Educational Rights and Privacy Act (FERPA) and is an essential aspect of any course. Your instructor cannot discuss your educational record with your parents, your friends, or anyone except for you. Because your GMU email is the only one that we can explicitly identify as belonging to you, your instructor will only communicate with you via email using your GMU address, and your instructor will not discuss grades via email. Students must use their masonlive email account to receive important university information, including messages related to this class. See <http://masonlive.gmu.edu> for more information.

CONTACT AND DOCUMENT SAVING POLICY: Students must use the GMU email system for all correspondence with the professor. It is imperative that you communicate with me by e-mail when you are experiencing illness or difficulty. If you wait until your problems are over to talk to me, I may have no recourse but to fail you based on course policies.

When contacting me via email, use the following format on the subject line:

Format: Last Name First Name EAP 101 Section# Email Subject

Example: Swift Taylor EAP 101 KO1 Outline Question

When saving a document, use the following format:*

Format: Last Name First Name EAP 101 Section # Name of Assignment

Example: Swift Taylor EAP 101 PO1 Draft #1 Issue

*There is a 2-point penalty for incorrectly titled documents when uploading to Blackboard.

GRADING

The final grade will be assessed through written work, homework, in-class graded assignments and speeches. You are required to earn a “C” or better in this course in order to fulfill program requirements. All of the assignments and handouts will be posted to Blackboard (under Assignments and Course Content). There is no **FINAL EXAM** in this course.

Your course grade will be based on the following scale:

A+ 97-100	B+ 87-89	C+ 77-79	D 60-69
A 93-96	B 83-86	C 73-76	F 0-59 F 0-59
A- 90-92	B- 80-82	C- 70-72	

EXPECTATIONS:

- As instructor: My responsibility lies in helping students understand the assignments, guide you in presenting coherent and well-organized presentations, and improve your oral language skills.
- As students: Your responsibility is to utilize the available resources (professor, Academic Resource Center, etc...) on campus as best as you can to complete your work in a timely, well-thought out, and coherent way. Organize yourself and be good about time management (i.e. presentation dates). These are essential skills that you must have if you are to succeed not only in this class, but in all your academic classes.
- Emails are checked daily and every effort is given to answer all types of communication. However, instructor will be given 24 hours to reply to any type of correspondence.
- The instructor reserves the right to change the syllabus (assignments and due dates) as deemed necessary.

PLAGIARISM

HONOR CODE: This class operates in accordance with the university honor code. Even though you are encouraged to work together on some assignments and projects, you are expected to submit YOUR own original work. All suspected honor code violations will be dealt as following:

1ST OFFENSE: Assignment will receive a zero and student must have a conference with professor and/or advisor before further action is instituted.

2ND + OFFENSE: Student will be reported to the honor committee for appropriate action.

- Copying any other person's work and submitting it as one's own, whether as a written document or an
- oral presentation.
- Copying or paraphrasing passages, sentences, phrases, data, statistics, isolated formulas, and visual
- aids from print, oral, or Internet sources without proper acknowledgment.
- Using someone else's ideas without giving credit to the source.
- Submitting a professionally prepared research paper (paid) as one's own work.
- Submitting work that resulted from an unauthorized collaborative effort as individual work.

- Reusing or recycling a paper or research done for credit in a previous course without the permission
 - and approval of all the professors involved.
 - Offering material assembled or collected by others as one's own project or collection.
 - Fabricating or creating material (statistics, text, etc.) to cite as a legitimate source.
 - Documenting a source inaccurately.
 - Misrepresenting one's own facility with written language by engaging another individual to proofread substantial portions of a student's work.*
- Also adapted from: <https://www.iusb.edu/tutoring/plagiarism.php>

GEORGE MASON HONOR CODE

“Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.”

<http://academicintegrity.gmu.edu/honorcod>