

**Bergen Community College**  
Division of Humanities  
Department of ESL  
Course Syllabus  
**SPE-009 American Language  
Foundations Speaking/Listening**

Semester and year:  
Section Number:  
Meeting Times:  
Locations:  
Instructor:  
Office Location:  
Phone:  
Departmental Secretary:  
[optional] Office Hours:  
Email Address:

**Course Description:**

This course is for international students with little or no exposure to English. It provides them with instruction in basic expression and understanding simple oral language, including following instructions. They will learn to use vocabulary in everyday speaking situations.

3 non-degree credits  
Pre-requisites: None  
Co-requisites: None

**Student Learning Outcomes:** As a result of meeting the requirements in this course, students will be able to:

Student Learning Outcome:	Means of Assessment:
Produce simple sentences using basic grammar	Presentations Graded discussions Recording assignments
Engage in guided conversations	Group conversations Role-play activities
Express opinions orally	Pair and group conversations in class
Understand basic conversations and simple audio passages	Listening quizzes

Increase vocabulary	Vocabulary quizzes vocabulary assignments
Develop note-taking skills	Quizzes In-class note-taking activities
Develop awareness of inflectional endings	Graded audio recording assignments In-class pronunciation activities
Deliver short presentations on known topics	Graded presentations

## Course Content:

### Listening

- develop listening strategies to improve understanding of main ideas, details, and inferences
- listen to and comprehend audio passages from the textbook, websites such as esl-lab.com, Englishcentral.com, eslvideo.com, or other audio sources assigned by the instructor

### Pronunciation

- improve your pronunciation by identifying and practicing the sounds of American English
- pronounce inflectional endings (-ed and -s)
- make voice recordings to practice pronunciation

### Presentation Skills

- deliver short presentations on prepared topics

### Speaking

- expand your vocabulary and use new words in speeches and during in-class activities
- participate in partner, group and class discussions

## Course Texts and/or Other Study Materials:

**Required Textbook:** Pathways 1A Listening/Speaking/Critical Thinking 3<sup>rd</sup> Edition, with Spark Online Workbook, by John Hughes, National Geographic Learning/Cengage, 2023

### Special Features of the Course:

**Online Practice: *Spark***—We will use *Spark*, the *Pathways* online workbook for much of the homework. In order to register for *Spark*, you need to click on the Spark link in Canvas, and then register with an access code from your textbook. For technical help with Spark, click [here](https://help.eltngl.com/spark/student/olp.html).

<https://help.eltngl.com/spark/student/olp.html>

**Canvas:** We will be using Canvas for homework and communication. Log in to Canvas regularly to check your grades and prepare for upcoming classes. You can access Canvas here <https://canvas.bergen.edu/> For Canvas issues, contact the help desk: **Phone:** (201) 879-7109 **E-mail:** [helpdesk@bergen.edu](mailto:helpdesk@bergen.edu)

**Grading Policy: (Suggested)**

- |                       |     |
|-----------------------|-----|
| • Class Participation | 10% |
| • Canvas Assignments  | 20% |
| • Spark               | 15% |
| • Quizzes             | 25% |
| • Presentations       | 25% |
| • ELRC                | 5%  |

**Grading Scale:**

A	90-100	C+	76-79
B+	86-89	C	70-75
B	80-85	D	66-69
		F	65-below

**Class Participation:**

Students are expected to actively participate in class. Full and consistent engagement can earn an A in class participation. A high class participation grade will be earned by:

- Asking and answering questions.
- Speaking in partner and group discussions.
- Paying attention in class.
- Sharing opinions.
- Being prepared by completing homework on time.
- Coming to every class.

A low class participation grade will be earned by:

- Sitting alone in the back of the class.
- Checking phone and text during class.
- Not listening what your classmates are saying.
- Not asking or answering questions or giving an opinion.

**Late work policy (suggested):**

In order to receive full points, assignments must be submitted by the due date and time. Late submissions on Canvas will automatically be reduced by 5% per day. If there are technical problems that prevent you from doing an assignment on time, tell me as soon as possible. There are several ways you can get technical help. If there is a Canvas problem, contact the help desk: **Phone:** (201) 879-7109 **E-mail:** [helpdesk@bergen.edu](mailto:helpdesk@bergen.edu), or go to the Help Desk in the BCC library. If you have a problem with Spark, email me as soon as possible so I

know there is a reason for the lateness or missing assignment. (**Late assignments on Spark are not accepted.**)

### **BCC Attendance Policy:**

All students are expected to attend every scheduled meeting of each course in which they are registered.

### **SPE-009 Attendance Policy:**

Students are expected to attend class regularly and punctually. Attendance is taken at each class session. Lateness will reduce your attendance points. If you arrive late, please enter quietly. If you miss a class, you are still responsible for doing the homework and for being prepared for the next class. Get a classmates' contact information to find out what you missed in class, and be sure to check Canvas and Spark.

**Note: If the class meets twice a week, more than four absences may lead to failure. If the class meets once a week, more than two absences may lead to failure.**

### **Speech Day Attendance Policy (Suggested):**

If you are absent on a day when speeches are assigned, you will receive a grade of 0 for that speech. If you are in class, but not prepared to do your speech, you will get 10 points deducted from your speech grade and may do the speech in the next class. If you have a valid doctor's note or other official documentation, you can do your speech in the next class only.

### **Statement on Academic Integrity:**

Academic Integrity is a standard of conduct in the *BCC Student Code of Conduct* [STUDENT CODE OF CONDUCT | Bergen Community College](#)

The College defines academic integrity as "the honest, fair, and continuing pursuit of knowledge, free from fraud or deception. Students are responsible for their own work. Faculty and academic support services staff will take appropriate measures to encourage academic honesty".

Examples of behavior that demonstrate a lapse in academic integrity include:

- copying another student's work
- doing the work for someone else
- sharing answers during an exam
- plagiarism
- unethical use of technology for acquiring information from the Internet

**NOTE:** If any of your work, all or in part, is plagiarized, that is copied from any source without proper citation, or there is any reason to suspect that it is not your own, it will not be accepted, and you will receive 0% for that assignment.

## Student Support Services

<b>ELRC</b> (English Language Resource Center). The ELRC offers free tutoring, Intercultural Conversation Partners (ICP), conversation groups, workshops, and computerized speaking/listening practice.	Pitkin Education Center  Second Floor Room C-212	201- 612-5292  <a href="http://www.bergen.edu/elrc">http://www.bergen.edu/elrc</a>
The Office of Specialized Services (for students with disabilities)	Pitkin Education Center (1st Floor), Room L-116	Email: <a href="mailto:ossinfo@bergen.edu">ossinfo@bergen.edu</a>  Phone: (201) 612-5269  Website: <a href="http://www.bergen.edu/oss">www.bergen.edu/oss</a>
<b>Library:</b> The Sidney Silverman Library – Reference Desk	Pitkin Education Center, 2 <sup>nd</sup> Room L-226	201-447-7436  <a href="http://www.bergen.edu/library">http://www.bergen.edu/library</a>

## Accessibility Statement

Bergen Community College is committed to ensuring the full participation of all students in its programs. If you have a documented disability (or think you may have a disability) and, as a result, need a reasonable accommodation to participate in this class, complete course requirements, or benefit from the College's programs or services, contact the Office of Special Services (OSS) as soon as possible at 201-612-5270 or [www.bergen.edu/oss](http://www.bergen.edu/oss). To receive any

academic accommodation, you must be appropriately registered with OSS. The OSS works with students confidentially and does not disclose any disability-related information without their permission. The OSS serves as a clearinghouse on disability issues and works in partnership with faculty and all other student service offices.

### **Additional Student Support Services**

Bergen Community College provides exemplary support to its students and offers a broad variety of opportunities and services. A comprehensive array of student support services including advising, tutoring, academic coaching, and more are available online at <https://bergen.edu/currentstudents/>.

