



De Anza College, Fall 2024
ESL 261.03/ESL 461.03: Low Advanced Listening and Speaking

Instructor: Andrea Lee
Email: leeandrea@fhda.edu

Day/Time: Wednesdays, 1:30 – 3:20 p.m., L35
Office Hours: Thursdays, 8:00 – 8:50 a.m. via Zoom; Zoom link is in Canvas.

Welcome to ESL 261 (credit: 2 units) /ESL 461 (noncredit: 0 units)!

I am very happy that you are in my class, and I look forward to getting to know you during the quarter. Let's have some fun together while you improve your English listening and speaking skills. 😊

Whether you are taking the class for credit or noncredit, the course requirements will be exactly the same. The focus of this class is the improvement of your low advanced listening and speaking skills, pronunciation, and conversation skills. We will work as a class as well as independently, in pairs, and in small groups. Materials will include class handouts, online lectures, podcasts, TED talks, news reports and more. You should plan on spending at least four hours per week outside of class doing homework and reviewing and practicing class materials.

Noncredit ESL Department Policy Statement: All requirements and policies for noncredit classes are exactly the same as credit classes – including course content, assignments, grading, and attendance. Noncredit students are expected to come to every class, study, and do homework just like credit students.

Prerequisite: To be eligible for this class, you must have completed ESL 251 or ESL 451 or received a qualifying score on the English as a Second Language Placement Test.

Required Materials:

- All class materials are shared in Canvas (free 😊).
- Access to a computer with audio and video capabilities as well as Internet access; you will also have to record videos for your discussion posts and upload them.
- An English-English learner dictionary. Recommended: Longman Advanced American Dictionary: www.ldoceonline.com

Student Learning Outcomes

- Produce comprehensible low advanced spoken English on academic topics through one-on-one, group, and public speaking situations.
- Demonstrate listening comprehension of a variety of low advanced materials, including academic lectures, newscasts, dialogues and interviews by taking notes and answering questions.

Course Requirements

1. **Attendance:** Make it your goal to attend every class. **Attendance is required.**

If you are going to be absent for our first class meeting, you must notify me BEFORE our class meeting. If I do not hear from you and you don't attend the first class, I will assume that you are not interested in the class anymore and drop you. You may be dropped from the course or fail the class if you miss more than one class meeting for any reason during the quarter. Being late (or leaving early) twice equals one absence. **If at any time during the quarter you will have to be absent, please contact me BEFORE the class starts so that I can plan accordingly. Also plan on meeting with me during my office hours before our next class meeting.**

IMPORTANT: If you decide to withdraw from the course, please let me know AND drop the course in MyPortal so that you do not get a failing grade.

2. **Homework, Assignments & Quizzes:** There will be homework due before every class. Usually, you will have to listen to a recording, take notes and/or answer some questions. Most weeks, you will also have to post a recorded discussion post and reply to another student. **All homework assignments and class materials will be posted in Canvas.** Check Canvas frequently to make sure you are completing everything that is required. If you ever have any questions about what assignments are due, please contact me right away so that you don't fall behind. During most weeks, you will have to complete a short quiz during class that tests you on the listening that was due that week.
3. **Participation and Preparedness:** I expect you to do the following in preparation for and during class:
 - **Attend every class;**
 - **Come to our class meeting a few minutes before 1:30 p.m.** and be ready when the class starts;
 - Be **actively engaged** in what is going on during class;
 - **Ask for help** when you do not understand something;
 - **Work willingly and appropriately with your classmates** in pairs and groups;
 - **Listen respectfully** when others are talking;
 - **Do the homework before you come to class** and be ready to discuss it;
 - **Do only speak English** in class (this includes before class and during breaks).
Although I have great respect for your first language, the purpose of this class is to improve your *English* skills. You will do that most successfully if you speak English at all times while you are in class.
4. **No Make-Ups:** You **CANNOT** make up homework, quizzes, or exams unless you have an emergency that can be documented (for example a note from a doctor's office, a police report, etc.).
5. **My email and message response time:** I will respond to messages and emails received from Monday at 8 a.m. to Friday at 5 p.m. within 24 hours. In most cases I will respond a lot faster. From Friday at 5:00 p.m. until Monday at 8:00 a.m. as well as during holidays, my response time may be longer, up to 48 hours.

6. **Dictionaries** (Make sure you use an English-English dictionary and not a translated one). Here are some online dictionary options:

- Longman Advanced American Dictionary (www.ldoceonline.com/)
- Newbury House Dictionary of American Dictionary (<http://nhd.heinle.com/home.aspx>)
- Merriam Webster Collegiate Dictionary and Thesaurus (for native speakers; advanced) (www.merriam-webster.com/)
- Dictionary.com (www.dictionary.com)

7. GRADING:

In-class Quizzes	150
Recorded Discussions & Replies	200
Cornell notes	50
In-class participation assignments	50
Midterm	100
Final Exam	150
TOTAL	700

Grading Scale:

97%-100% = A+	93%-96% = A	90%-92% = A-	87%-89% = B+
83%-86% = B	80%-82% = B-	77%-79% = C+	70%-76% = C
69% - 0 = no pass			

8. ACADEMIC INTEGRITY and ARTIFICIAL INTELLIGENCE:

You will listen to a wide range of listening materials in this class and share **YOUR** opinions, experiences and questions about these topics with your classmates. We are interested in **YOUR** thoughts, and **you must complete all work by yourself**. Cheating will not be tolerated. Examples of cheating include:

- Copying from another student (homework, quiz, exam, etc.).
- Having someone else complete your assignment.
- Getting too much help on an assignment where the work no longer looks like your own.
- Using any translation device or program.
- Copying from the Internet, books, magazines, etc. without citing the source. This is called **plagiarism** and is considered a serious crime.
- **Prohibited use of generative AI. See the statement about generative artificial intelligence (genAI) below.**

Any student caught cheating will receive an automatic 0 on the assignment and may be reported to the Office of Student Development. Students who help someone else cheat in any way will also receive an automatic 0 and may also be reported. If reported, the incident may remain as part of your permanent college record. Go to https://www.deanza.edu/policies/academic_integrity.html for more information.

Generative Artificial Intelligence: AI is everywhere, and most of us are using it daily (Google searches, Bing, YouTube, Netflix, Amazon, ChatGPT, Copilot, Perplexity, etc.). AI can be helpful in some situations, but it hinders learning in many others. AI also often provides wrong information, and you must always verify the answers you get. **It is never acceptable to have AI complete your**

assignments, quizzes or exams (for example, write an outline, answer a discussion post question, translate language, or write your reflection).

For this class, you should be able to answer the questions asked by yourself. However, if you get stuck and want to **use AI to help you brainstorm, you may do so**. If you use AI (ChatGPT, Copilot, Bing, Perplexity, etc.) to help you brainstorm, make sure to use your own words and do not simply copy the output AI gives you word for word (this includes discussion post videos! Always answer the questions using your own words! And never read your answer!). **If you use AI to help you brainstorm, you must write the brainstorming question you asked AI and the output it gave you at the bottom of the assignment or submit it with your discussion post video.**

9. **Extra Credit:** You can earn up to 35 extra credit points by enrolling in [Cross Cultural Partners \(CCP\)](#). To earn the full points, you will have to meet with your assigned partner at least five (5) times and document your meetings in the online system. In addition, you will have to submit a short summary of each meeting at the end of the quarter in Canvas. Make sure you keep notes after each meeting. In the notes write down the date, from when to when you met, and write down what you talked about (about 5 sentences).

Example:

CCP Meeting Log

Sample Student

October 15, 2024

Steven and I met from 2 p.m. to 3 p.m. via Zoom. First, we talked about what we had done on the weekend. Steven talked about his hike at Rancho San Antonio, and he told me to go there because it is a good place to hike. Then we talked about the classes we are taking this quarter, and Steven told me that his physics class is his favorite class. Finally, we talked about our favorite TV shows, and I told him that I have been watching a lot of K Dramas with English subtitles, which is great reading practice for me (I don't know Korean).

IMPORTANT DE ANZA COLLEGE Fall 2024 QUARTER DATES:

Fall classes begin	Monday, September 23
Last day to add 12-week classes	Sunday, October 6
Last day to drop classes without a W	Sunday, October 6
Veterans Day holiday – no classes	Monday, November 11
Last day to drop classes with a "W"	Friday, November 15
Thanksgiving holiday, no classes	November 28 – December 1

MIDTERM

October 30 at 1:30 p.m.

FINAL EXAM

December 11 at 1:45 p.m.

USEFUL CLASSES AND ON-CAMPUS SUPPORT SERVICES

1. Sign up for free English Conversation Workshops and tutoring at the [Listening and Speaking Center \(LSC\)](#).
2. Participate in the [Cross Cultural Partners \(CCP\)](#) program and make friends while practicing English.
3. [Guide to De Anza College's Student Services](#)
4. Attend in-person and Zoom workshops and tutoring sessions via the [Student Success Center](#).

Noncredit ESL Certificates

Students can earn a noncredit certificate by completing a certain number of noncredit courses. More information is at the De Anza College website: <https://www.deanza.edu/esl/noncredit>.