

MIAMI DADE COLLEGE WEST CAMPUS- WORLD LANGUAGES DEPARTMENT

**EAP Course Syllabus & Lab Policies-Fall 2017**

**EAP 0400LSpeech/Listening Level 4**

Instructor/ Lab Manager: Ms. Wanda Curtiss, wcurtiss@mdc.edu

Lab Assistants: Ms. Bertha Cabrera, bcabrera@mdc.edu - Writing

Ms. Jennifer Deronville, jderonvi@mdc.edu – Speech

General Information Email: WestEAP@mdc.edu

EAP LAB: EAP Lab - Bldg. 2, Room 2120/2121

Telephone: 305-237-8948 or 305-237-8986

Lab Access Code: Rosetta Stone, Tell Me More Access

(This access is Available in West Campus Bookstore only)

*Access may be purchased in Campus Bookstore. Bring your receipt to a lab staff to register before September 11, 2017. Students who fail to purchase access before September 11, 2017 will be dropped from the course.*

Please follow the steps below in order to begin working on lab activities:

Type in the navigation bar the following URL address to begin working on activities:

<https://admin.tellmemorecampus.com/> - DO NOT USE ANY OTHER WEBSITES.

**Visit our webpage at** [**http://eapsupportlab.weebly.com**](http://eapsupportlab.weebly.com) **for online information.**

Students can create their MDC account or reset their password by visiting: www.mdc.edu/current.  The Computer Courtyard staff (located inside the library) can also help students with MDC account issues.

Please follow the steps below to Log on to a computer at MDC:

* **Use your MDC Account**
* **Username**: **mymdc\firstname.lastname###**
* **Password: \*\*\*\*\*\*\*\*\*\***

**Course Description: Students continue to develop speaking and listening skills necessary for participating in classroom discussions with an introduction to oral presentation and critical listening skills (**1 credit).

Prerequisites: EAP 0300 or equivalent proficiency

Co-requisites: EAP 0400

**Course Competencies:**

Competency 1: The student will use grammatical structures consistent with levels 1-4.

Competency 2: The student will participate in classroom discussion, express opinions and be understood by attentive listeners. The student will continue to develop oral communication skills including fluency, idea sequencing, accuracy, vocabulary, and pronunciation.

Competency 3: The student will ask informational questions and ask for clarification.

Competency 4: The student will actively participate in role-playing, simulating social and academic situations (e.g., giving advice, expressing obligation, necessity, permission and drawing conclusions).

Competency 5: The student will prepare simple oral presentations on familiar topics (e.g., comparison, classification, process.)

**COMPREHENSION**

Competency 6: The student will follow orally expressed multi-step directions appropriate to the level.

Competency 7: The student will understand factual information and respond appropriately to comprehension questions.

Competency 8: The student will take notes on contemporary topics (e.g., news items, reports, etc.)

**General Information:**

1. Students may attend the lab any time during lab operating hours.

2. The lab staff will assist students in any way they can.

3. During the semester the EAP lab reserves the right to give priority to Speech lab students to work in the EAP lab since it is the only lab on campus that has headphones.

4. The EAP lab is not responsible for personal belongings. Any items (e.g., keys, memory sticks, jewelry, cellular phones, textbooks, etc.) will be taken to Security. MDC ID’s will be taken to Student Life.

5. EAP lab staff can move students’ belongings and log them out if they have been out of the lab for 10 minutes or more, especially during peak periods in the Lab.

6.  **Academic dishonesty.**Cheating of any kind is not allowed (e.g., cheating, collusion, plagiarism). Students are to work independently. The result will be disciplinary action and/or failing the course as outlined in the Student’s Rights and Responsibilities Guide.

7. The EAP Discipline at MDC West requires that students enrolled in EAP Writing Lab and/or EAP Speech Lab complete a minimum of 15 hours to meet the 1 CREDIT LABORATORY COURSE.  Having partially completed hours will not guarantee partial credit but rather **no credit**.

**EAP Speech Lab Grade Breakdown**

- **Completion of all activities with \*good scores\* 8 0%**

All activities in Tell Me More must be completed with 100% completion

and 80% Correction. Students may ask an EAP Lab staff to review activities.

- **Completion of the Progress Test 10%**

Students will be credited for taking the Progress Test regardless of score

 received.

- **Completion of all 15 hours in the EAP Lab 10%**

The 15 hours will be divided into 3 periods. The first 5 hours must be completed by the first due date.

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| --- | --- | --- |
| 1st Set – 5 Hours | 2nd Set – 5 Hours | 3rd Set – 5 Hours |
| September 28, 2017  |  October 26, 2017 | December 11, 2017 |

**EAP Activities Announcements:**

All EAP students are encouraged to attend campus events to help expand their knowledge and immerse in the campus culture. All EAP students are encouraged to participate in the Student showcase to be held at the end of the term.

**EAP AMBASSADOR**

The EAP Ambassador is a voluntary position for an EAP student. This volunteer will help to guide EAP students and will work closely with the EAP Chair’s Council in planning the EAP end-of-term showcase. This person will also work closely with the EAP Lab Manager to seek additional resources and activities for EAP students. If interested, please email WestEAP@mdc.edu or call 305-237-8948.

**EAP Lab Policies:**

1. Students are expected to use **academic-oriented**software while in the lab. In addition, students need to be **actively engaged**with this software to receive credit towards their time requirement. Work is supposed to be completed in the lab as well as at home. If students finish the exercises prior to the hour time requirement, there are other academic programs they must use. Students who do not use their time in the lab to study will be asked to leave.

2.  **Unauthorized Internet access is prohibited**(e.g., Facebook, Twitter, YouTube, personal e-mail).

3.  **No guests**are allowed (in the lab). This is college policy.

4.  **No food or beverages**are allowed. Please do not eat or drink around the

 computers.

5.  **Cellular phones**: Students should set their cellular phones on vibrate or silent mode upon entering the lab. Students talking on their cellular phone in the lab will be dismissed for the day.

**Student Responsibilities:**

**1.** The EAP Lab is equipped with the necessary software and hardware to complete lab-related activities.

• Work may be saved on external accessories such as USB Flash Drives.

• A staff member of the Lab should be contacted immediately in the event that there are technical difficulties with any piece of equipment.

**2.** Students are given a Time Log at the beginning of the term. Students must not lose this form because EAP lab staff needs to corroborate student hours in the event that there are time discrepancies. Students are accountable for tracking their hours and will be told total lab hours accumulated upon logging out and leaving the lab.

**3.**Students must always bring their MDC Student ID card to the lab in order to work in the lab.

**4.** Students MUST log out of the Lab Attendance System when leaving the lab, or they will automatically lose their lab hours for the day. Students cannot log- in and leave the lab under any circumstances.

**5.** Upon entering the lab, they must present their MDC ID card for the staff to log them into the computerized attendance system.

**6.**Students are RESPONSIBLE for immediately notifying EAP Lab Staff if there are any changes in their lab level, lab section, or surname; otherwise a failing grade will be assigned.

**7.** If students become seriously ill, they must contact the manager or a staff member as soon as possible.

**8.** Dropping/adding or withdrawing from the lab course is the student’s responsibility.  If you are dropped from your lecture course, you will automatically be dropped from your EAP lab course without notice.