

# Policies and Procedures

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National Taiwan University of Science and Technology  
Teaching and Learning Center — Summer Intensive English Program  
“Daily English” (9am)

## Dates/Time/Place

Classes are held **Monday through Friday**. They begin at **9:00am, sharp**, and end at **10:20am**. There *may* be a **short 5-minute break** at some time during the class: This is will depend on whether the teacher or the students feel a need for a break; don't be afraid to speak up!

Classes are held **in this room, IB-303**.

This is a **five-week** class: The **first class** is held on **August 3<sup>rd</sup>**, the **last** on **September 4<sup>th</sup>**.

## Tardy (Late Arrival)

I need to start these classes on-time. Students who **come in after I call the roll** will be marked “tardy.” **Three** tardies will count as **one absence**.

## Absences

**Four absences** are grounds for **dismissal** from class. If you need to be absent for some reason, tell me in advance, and we'll work something out. Come talk to me in class, or email me at [razajac@gmail.com](mailto:razajac@gmail.com).

## Materials

We'll be using the ***Hemispheres 1*** book and its accompanying **CD**.

In addition, there will be lots of **handouts** as well as in-class **visual presentations**, including some **video**.

Bring a **notebook** to class, and be ready to **take notes**.

## Objectives

This is a beginning-level class. Our hope is to help you feel more comfortable **speaking** and **listening to** English.

Since there are **twelve units** in the book, and **five weeks** in the course, we'll try to cover *at least two units a week*. If we need to slow down a little and concentrate on certain concepts, we'll do that.

We'll do **lots of speaking/listening exercises**. Be sure to use this time to **practice**. When it's your turn to speak, concentrate and try to **express yourself directly and clearly**. When it's someone else's turn to speak, **listen very carefully**.

Although this class is focused on oral production (**speaking**) and listening comprehension (**listening**), there will also be **some written work**. This will expose you to **new grammar and vocabulary**. In addition, there will be **weekly quizzes** which, as noted below, account for 20% of your grade. Besides helping me grade you, they'll help me evaluate **your progress** and **general performance**.

## Grading

Students must get a score of 60% to pass this class.

Grading is based on these criteria:

|  |     |
|--|-----|
| Learning attitude, teamwork, class performance | 40% |
| Note-taking, homework assignments              | 30% |
| Classroom quizzes                              | 20% |
| Miscellaneous (“extra credit”)                 | 10% |