

Policies and Procedures

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National Taiwan University of Science and Technology
Teaching and Learning Center — Summer Intensive English Program

“Daily English” (10:30am)

Dates/Time/Place

Classes are held **Monday through Friday**. They begin at **10:30am, sharp**, and end at **11:50am**. There **may** be a **short 5-minute break** at some time during the class: This 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 3rd**, the **last** on **September 4th**.

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.

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 concentrate on something, we'll slow down and focus on it.

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%