

Policies and Procedures

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

“Daily English” (18:30am)

Dates/Time/Place

Classes are held **Monday** and **Wednesday** evenings. They begin at **6:30pm, sharp**, and end at **8:20pm**. There will be a **short 10-minute break** at some time around the middle of our class: If it feels like a good time for a break, don't be afraid to speak up!

Classes are held **in this room, IB-608**.

This is a **nine-week** class: The **first class** is held on **June 29th**, the **last** on **August 26th**.

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

Six 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 razaj.ac@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 **nine weeks** in the course, we'll try to cover *more than one unit a week*. If we have to slow down and concentrate on an area, that's OK, too.

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 **quizzes** every **two weeks** 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:

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