

**CENTRAL TEXAS COLLEGE
SYLLABUS FOR DSED 0302
COLLEGE STUDY SKILLS FOR FOREIGN STUDENTS (TOEFL PREP)**

**Semester Hours Credit: 3
(Not Transferable)**

INSTRUCTOR: _____

OFFICE HOURS: _____

I. INTRODUCTION

- A. College Study Skills provides an opportunity for you to learn a little about American culture and adopt methods of study needed to become successful in an American college and on the TOEFL. This course acquaints you with some campus resources, such as the library, and the skills needed to successfully use these resources. This course will also cover advanced grammar and reading skills, effective listening, retention of information, writing a simple research paper, test-taking, and preparation for the TOEFL.
- B. This course is suggested for all DSLA students who have completed all Level 1 courses and need to prepare for the TOEFL or need an elective. It is the most advanced DSLA course and requires the highest degree of fluency.
- C. N/A
- D. Prerequisite(s): No TOEFL Score/TOEFL below 520 (paper-based), 190 (computer-based), or 68 (Internet-based) **and** the completion of Level 1 courses: DSLA 0316 Listening I, DSLA 0317 Speaking I, DSLA 0310 Reading & Vocabulary I, and DSLA 0315 Grammar I.

II. LEARNING OUTCOMES

Upon successful completion of this course, College Study Skills for Foreign Students (TOEFL PREP), you will be able to

- A. plan and organize time constructively. (C1)

- B. describe and perform techniques of effective listening and effective methods of note taking. (C5-7, F5-6)
- C. demonstrate good reading and writing strategies. (C5-7, F1, F7-12)
- D. demonstrate good test-taking skills. (C1, C5-7, F1, F7-12, F17)
- E. effectively use the library, the computer lab, and common English reference materials. (C5-7, C15, C18, F1, F8, F10-11, F16)

III. INSTRUCTIONAL MATERIALS FOR STUDENTS

- A. The instructional materials identified for this course are viewable through http://www.ctcd.edu/im/im_main.asp.
- B. Audio-visual Aids: One blank cassette tape (capacity: 30-minutes or longer) for the Speaking sections. One set of ear phones to fit standard CD player or Walkman.

IV. COURSE REQUIREMENTS

- A. Reading Assignments:
Your instructor will assign pages in the required text as needed. Announced and unannounced quizzes will be given on any materials assigned. Teachers expect students to do all assigned homework. Sometimes it will be handed in for a grade; sometimes the teacher will simply go over it in class.
- B. Research Paper:
You must complete a research paper, which will count as 20% of your total grade. Your instructor will provide you handouts with all suspense dates.
- C. Class Performance:

Hand in all assignments on time. Your teacher may reduce late assignments by one (1) letter grade for each late day. Be present for all examinations. All missed exams must be cleared BEFORE the exam. If you have an emergency, you must have a doctor's note or a note that it has been cleared through the Director of International Student Services or site personnel in an equivalent position. Otherwise, you will receive a zero (0) for that test grade. Cheating or any form of dishonesty will result in a zero on the exam and possible dismissal from school.

Any incidents of cheating will go on your permanent school record. Try not to speak in your native language. Speak in English as much as possible.

D. Class Participation:

1. Attendance: Unlike schools in other countries, CTC requires that you attend class. The CTC Catalog states that you may be administratively withdrawn from any class when your absences exceed a total of 4 class/meetings in the spring and fall semesters and 3 class/meetings in the summer. The final decision rests with the instructor. Your instructor may choose to lower your grade or recommend disciplinary action for excessive tardiness.
2. Length of Class: Class begins on **August 31, 2009**. It ends on **December 10, 2009**. If you arrive late or leave class early, it will count against you as an absence unless it's an emergency and it has been verified with the Director of International Student Services or the designated on-site person in authority. It is your responsibility to know the dates of class and to be here.

V. EXAMINATIONS

- A. There will be two major exams: a midterm and a final. The final exam will be comprehensive. Your instructor will discuss the dates and contents. Small quizzes will also be given in listening and on other topics the instructor considers necessary. Reviews will be given for both exams.
- B. Final exams will be given on **December 10, 2009**. You are required to be here at that time. You may not take your exam early unless you are 1) being deployed overseas or 2) moving out of the area and not coming back. This is a departmental policy. Emergencies may be cleared with your instructor who will make arrangements for you to take your exam late.
- C. Toward the end of the course, you will take a TOEFL computer practice test. Your teacher will announce the date early to give you time to prepare. This is a mandatory course requirement. Students who do not take the practice test will drop one full letter grade from their final grade average. It is essential that students take the test to understand the essence of the testing situation.

VI. SEMESTER GRADE COMPUTATIONS

The student's grade for the semester will be calculated as follows:

Attendance	20%
Midterm	20%
Final Exams	30%
Research Paper	20%
Quizzes/Assignments/Class participation	<u>10%</u>
Total	100%

You must have a grade of 70% or above to pass this course. Although it does not affect your class grade in any way, it is recommended that you take this course again if you cannot score above 68 on the TOEFL. Most students entering with no TOEFL take this course several times until they can score over 68.

The following grades will be assigned:

90-100	A	Superior
80-89	B	Above Average
70-79	C	Average
below 70	N	Needs to raise performance to acceptable level
	X or X (N)	Unacceptable performance due to poor attendance
	W	Withdrawal from course (by student)

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR

- A. Course Withdrawal: It is the student=s responsibility to officially withdraw from a course if circumstances prevent attendance. Any student who must or desires to officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The student must sign the withdrawal form.

CTC Form 59 will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is

10-week session	Friday of the 7 th week
8-week session	Friday of the 6 th week
6-week session	Friday of the 4 th week
5-week session	Friday of the 3 rd week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

A student who officially withdraws will be awarded the grade of “W” provided the student’s attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of “N” or “XN” for nonattendance.

If you have been placed in a DSLA course due to THEA, TOEFL, or other college placement tests and you are taking other college-level courses, you will not be allowed to withdraw from the developmental course. Also, even though you may pass the THEA during the semester, you must remain in the developmental course for the remaining semester. If you withdraw under these conditions, the college may totally withdraw you from your program.

- B. Administrative Withdrawal: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.
- C. Incomplete Grade: The College catalog states, “An incomplete grade may be given in those cases where the student has completed the majority of the coursework but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course . . .” Prior approval from the instructor is required before the grade of “XN” for Incomplete is recorded.
- D. Cellular Phones, Beepers, and Children: Cellular phones and beepers will be turned off while the student is in the classroom or laboratory. Children can not sit in class due to liability issues.
- E. American’s With Disabilities Act (ADA): Students requiring accommodations for disabilities are responsible for notifying the instructor. Reasonable accommodations will be granted in full compliance with federal and state law and Central Texas College policy.
- F. Instructor Discretion: The instructor reserves the right of final decision in course requirements.
- G. Civility: Individuals are expected to behave in the classroom with politeness, courtesy, and respect toward the instructor and other students in the room. Failure to act with civility can result in disciplinary action up to and including expulsion from CTC.

VIII. COURSE OUTLINE

A. Unit One: Reading Comprehension Section

1. Learning Outcomes: Given three long passages on academic topics from material that might be found in an undergraduate university textbook, the student will answer questions about the main idea, details, and inferences questions with at least 70% accuracy.
2. Learning Activities
 - a. Understand vocabulary from context. (C5-7, F5, F8, F11)
 - b. Recognize appropriate referents. (C5-7, F5, F8, F11)
 - c. Simplify meanings of sentences.
 - d. Insert sentences into a passage.
 - e. Find factual information and Identify details. (C5-7, F5, F8, F11)
 - f. Understand negative facts.
 - g. Make inferences from stated facts. (C5-7, F5, F8, F11)
 - h. Infer rhetorical purpose. (C5-7, F5, F8, F11)
 - i. Select summary information.
 - j. Complete schematic tables.
3. Equipment and Materials
 - a. Overhead projector
 - b. Instructor-prepared transparencies for editing exercises
 - c. Other instructor-prepared handouts
4. Audio-visual Aids
 - a. Tape recorder **with earphones** for each student
5. Lesson Outline
 - a. Pretest
 - b. Skills 1-2 Mini-Test 1 (L13-L24)
 - c. Skills 3-4 Mini-Test 2 (L26-L42)
 - d. Skills 5-6 Mini-Test 3 (L13-L24)
 - e. Skills 7-8 Mini-Test 4 (L26-L42)
 - f. Skills 9-10 Mini-Tests 5, 6, 7, 8 (L13-L24)
 - g. Complete Test 1 and 2 (L26-L42)

B. **Unit Two:** Listening Section

1. Learning Outcomes: Given six long passages consisting of two student conversations and four academic lectures or discussions, the student will answer questions determining the main idea, details, function, point of view, overall organization of the passage, and inferences with at least 70% accuracy.
2. Learning Activities:
 - a. Identify the gist. (C5-7)
 - b. Locate details. (C5-7)
 - c. Identify function. (C5-7)
 - d. Identify speaker's point of view. (C5-7)
 - e. Determine organizations of passage. (C5-7)
 - f. Explain relationships. (C5-7)
3. Equipment and Materials
 - a. Overhead projector
 - b. Instructor-prepared transparencies for editing exercises
 - c. Other instructor-prepared handouts
4. Audio-visual materials
 - a. Tape recorder **with earphones** for each student
5. Lesson Outline
 - a. Skills 1-2, Mini-test 1
 - b. Skills 3-4, Mini-test 2
 - c. Skills 5-6. Mini-tests 4-8
 - d. Complete Test 1 and 2

C. **Unit Three:** Speaking Section

1. Learning Outcomes. This section consists of six tasks: two independent and four integrated.
 - Given two independent tasks, the student will answer opinion questions about some aspect of academic life.
 - Given two integrated reading, listening, and speaking tasks, the student will be able to read a passage, listen to a passage, and speak about how the ideas in the two passages are related.

- Given two integrated listening and speaking tasks, the student will be able to listen to long passages and summarize and offer opinions on the information in the passages.
2. Learning Activities:
 - a. Plan and make free-choice responses. (C5-7, F1),
 - b. Plan and make paired choice responses. (C5-7, F1, F8-11)
 - c. Note the main points in reading; note the main points in listening; plan and make a response. (C5-7, F1)
 - d. Locate restatements. (C5-7, F1)
 - e. Draw logical inferences. (C5-7, F1, F8-11)
 3. Equipment and Materials:
 - a. Overhead projector
 - b. Instructor-prepared transparencies for editing exercises
 - c. Other instructor-prepared handouts
 4. **Audio Visual:**
 - a. **Tape recorder with earphones and tape for each student.**
 5. Lesson Outline:
 - a. Skills 1-2 Mini-Test 1 (L13-L24)
 - b. Skills 3-4 Mini-Test 2 (L26-L42)
 - c. Skills 5-8 Mini-Test 3 (L13-L24)
 - d. Skills 9-12 Mini-Test 4 (L13-L24)
 - e. Skills 13-15 Mini Test 5
 - f. Skills 16-18 Mini Tests 6-8
 - g. Complete Test 1 and 2 (L26-L42)

D. **Unit Four:** Writing Section

1. Learning Outcomes: This section consists of two tasks: one integrated and one independent.
 - Given an integrated task, the student will read an academic passage, listen to another academic passage, and write about how the ideas in both passages are related.
 - Given an independent task, the student will write a personal essay on a selected topic.
2. Learning Activities:

- a. Integrated task. (C5-7)
 - 1. Listen, note the main points, and plan
 - 2. Write a topic sentence
 - 3. Write unified supporting paragraphs
 - 4. Review sentence structure
 - 5. Review grammar
- b. Independent Task. (C5-7)
 - 1. Plan before writing
 - 2. Write an introduction
 - 3. Write unified supporting paragraphs
 - 4. Connect supporting paragraphs with transitions
 - 5. Write a conclusion
 - 6. Review sentence structure
 - 7. Review grammar

3. Equipment and Materials

- a. Overhead projector
- b. Instructor-prepared transparencies for editing exercises
- c. Other instructor-prepared handouts

4. Audio-visual materials

- a. **Tape recorder with earphones for each student**

5. Lesson Outline

- a. Skills 1-7, Mini-test 1
- b. Skills 8-14, Mini-test 2-8
- c. Complete Test 1 and 2

D. **Unit Five:** Research Paper

- 1. Learning Outcomes: Given a topic for a research paper, student will research, plan, and write a short 3-page paper with appropriate format and APA documentation.
- 2. Learning Activities:
 - a. Tasks (C5-7)
 - 1. Conduct research on a pre-designated topic.
 - 2. Narrow topic and create thesis statement.
 - 3. Outline and plan paper.
 - 4. Draft paper.
 - 5. Document research using APA format and create

- Bibliography.
- 6. Type and finalize paper.
- 7. Revise paper based on instructor comments.

- 3. Equipment and Materials
 - a. Overhead projector
 - b. Instructor-prepared transparencies for editing exercises
 - c. Other instructor-prepared handouts

- 4. Audio-visual materials
 - a. None

- 5. Lesson Outline

a.	Topic/thesis statement	25 January
b.	Note cards	8 February
c.	Formal Outline	15 February
d.	Rough draft with bibliography	22 February
e.	Final paper with bibliography	8 March

NO LATE PAPERS ACCEPTED