 **KOÇ UNIVERSITY-ELC: COURSE SYLLABUS**

**Semester:** Fall 2021

**Level & Course Name:** Upper-Intermediate

**Section: UI-1**

|  |  |  |
| --- | --- | --- |
| **Instructors’ names** | **Instructors’ KU email addresses** | **Office hours** |
| **Aydın Behnam** | **abehnam@ku.edu.tr** | Mon. 13:00-14:00 **(Online)**  Mon. 14:30-15:30 **(Online)**  Tue. 08:30-09:30 **(Office/Online)**  Thur. 13:00-14:00 **(Office/Online)**  Thur. 16:00-17:00 **(Office/Online)** |
| **Önder Susam** | **osusam@ku.edu.tr** | **Mon:** 14:30-16:30 **(Online)**  **Tue:** 11:30 – 12:30 **(Office)**  **Wed:** 13:00 – 15:00 **(Online)**  **\*By appointment** |

**Course Description**

**UPPER-INTERMEDIATE**

An intensive non-credit course for students who get U from Upper-intermediate English I in Fall semester, aiming to help students acquire the language systems and skills to be able to communicate at upper-intermediate level (B2 and B2+ level). Its objectives encompass providing intensive grammar and vocabulary support; developing upper-intermediate level reading, listening, writing, and speaking skills through systematic guidance and scaffolding; introducing and practicing academic skills including critical thinking, writing clearly organized paragraphs, essays, academic texts, short summaries and responses, taking part in formal conversations, exchanging and expressing ideas, delivering effective academic presentations, listening to academic lectures, taking notes, identifying main ideas and details and relationship between them, completing projects and tasks using information literacy skills and technology; developing academic study skills such as attending tutorials, managing time, meeting deadlines, and working in teams.

**Required Materials**

1. LEAP 3, Listening & Speaking (New Edition), Pearson
2. LEAP 3, Reading & Writing (New Edition), Pearson
3. Macmillan English Grammar in Context, Advanced, Macmillan

**NOTE:** Students are expected to attend the online and face-to-face classes with all the required books, notebooks and pens and other required materials that the instructors have shared with them online and face-to-face.

**Attendance Policy**

All students are encouraged to participate in the lessons and tutorials on the planned dates and times, i.e., lessons and tutorials as required by the instructors.

**Use of Turkish in class**

At the ELC, students and instructors are expected to use English, and only English, to the greatest possible extent. Since Koç is an English-medium university, it is essential that students achieve a high degree of English proficiency prior to undertaking academic study. It is therefore the student’s responsibility, as well as the instructor’s, to see to it that communication in English is maximized within the ELC. Use of a language other than English in the classroom may have a negative effect on your grade.

**Conducting Classes Online**

* All online course meetings will be recorded.
* Students not wishing to turn their cameras on should be allowed to do so.
* Unless the instructor advises not to do so, students should have their microphones on mute and follow class rules to participate or ask a question.
* Students are advised to use backgrounds that will not give information on their personal life or location. Plain white or light backgrounds are recommended.

**Classroom Code of Conduct**

Students at Koç University are required to adhere to the classroom code of conduct and to refrain from all forms of unacceptable behavior during class. The activities which are prohibited in class include but are not limited to:

* Working on personal activities or the assignments of other courses.
* Interrupting the instructor or other students.
* Taking photographs of the online course meeting and/or recording the online course meeting without permission.

Failure to comply with the Classroom Code of Conduct may result in dismissal from class and disciplinary action.

**Academic Dishonesty**

Academic dishonesty includes, but is not limited to following:

* Plagiarism is **NOT** accepted in this class. Plagiarism is borrowing or using someone else’s writing or spoken work or ideas without giving them written acknowledgement. Using the work of others (other students, internet sources, books, magazines, newspapers, or other sources) without clearly indicating the sources of the ideas or information -- or allowing other students to copy from your work -- will result in a failing grade (**zero**) and no makeup work will be accepted.

**Participation Grade (10% of the overall course grade)**

Each instructor will give a participation score. Then, these will be added up and divided into the number of instructors teaching that section to reach the final participation score.

* **50: Engagement**
* Use of English
* Active participation in the lessons and tutorials.
* **50: Homework & Tasks**
* Homework and unassessed tasks assigned by the instructors.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Engagement** |  |  | **Homework & Tasks** |
| **50** | Attends and participates in activities in almost all (90-100%) of the classes and tutorials. |  | **50** | Completes almost all (90-100%) of the HW and unassessed tasks on time. |
| **40** | Attends and participates in activities in most (80%) of the classes and tutorials |  | **40** | Completes most (80%) of the HW and unassessed tasks on time. |
| **30** | Attends and participates in activities in more than half (60-70%) of the classes and tutorials. |  | **30** | Completes more than half (60-70%) of the HW and unassessed tasks on time. |
| **20** | Attends and participates in activities in half (50%) of the classes and tutorials. |  | **20** | Completes half (50%) of the HW and unassessed tasks on time. |
| **10** | Attends and participates in activities in less than half (30-40%) of the classes and tutorials. |  | **10** | Completes less than half (30-40%) of the HW and unassessed tasks on time. |
| **5** | Attends and participates in activities in very few classes and tutorials (10-20%). |  | **5** | Completes an insignificant number of (10-20%) the HW and unassessed tasks on time. |
| **0** | Attends and participates in activities in none of the classes and tutorials. |  | **0** | Completes none of the HW and unassessed tasks on time. |

**Course Assessment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ASSESSMENT COMPONENT** | | | **(%)** | **WEEK** |
| **SPEAKING TASKS** | | | **20** |  |
| Task 1 | | | 10 | 7 |
| Task 2 | | | 10 | 14 |
|  | | | | | |
| **WRITING TASKS (timed, in class)** | | |  |  |
| Unassessed task 1 | | | Not graded | 4 |
| Unassessed task 2 | | | Not graded | 11 |
|  | | | | | |
| **MIDTERM**  Reading  Listening Language Use  Vocabulary  Writing | | **Weighting of Each Section (%)**  20  20  20  20  20 | **25** | 7 |
|  | | | | | |
| **FINAL**  Reading  Listening Language Use  Vocabulary  Writing | **Weighting of Each Section (%)**  20  20  20  20  20 | | **35** | 15 |
|  | | | | | |
| **PROJECT** | | | **10** | 11-14 |
|  | | | | | |
| **PARTICIPATION**  (*To be given at the end of the semester*) | | | **10** |  |

**Make Up Policy**

Students who have missed an assessment will have to submit their request to take a make up to the ELC administration (**email:** [elc@ku.edu.tr](mailto:elc@ku.edu.tr)) within 24 hours following the time of the assessment.

**There is no makeup for the makeup assessment.**

No extra credit assignments will be given or accepted in ELC courses.

**NOTE:** This syllabus provides a ***tentative*** plan for the course. If any changes need to be made, you will be informed of them by your instructor.