Portland State University – IELP Understanding Academic Lectures _sample syllabus

Course Aims:

The main goal of this course is to prepare you for the demands of understanding academic lectures in university contexts. The focus of this course is on developing skills and strategies to increase effective lecture listening, note-taking, retrieval and application of information. Through this course you will have an opportunity to increase your understanding of the academic lecture process in order to become more effective participants in academic university contexts.

Learning Outcomes:

Students should perform the learning outcomes with a minimum of 70% on in-class listening activities, out-of-class listening activities, other written and oral activities, homework, quizzes, tests, and the final exam.

By the end of the term, students will be able to:

Lecture Preparation:
1. use a variety of pre-listening tasks to activate background knowledge in preparation for a lecture
2. strategically predict lecture content and organization in preparation for a lecture
3. acquire content specific vocabulary in preparation for a academic listening task
4. recognize common academic synonyms for basic vocabulary (repeat = recap, reiterate; parts = issues, aspects, etc.)

Note-Taking:
5. recognize verbal and non-verbal lecture cues and conventions to increase effective lecture listening and note-taking,
6. write and organize notes using/integrating a variety of note-taking techniques
7. use symbols and abbreviations to increase note-taking speed and accuracy
8. identify gaps in information
9. revise and/or rewrite notes so that they are better organized and include all relevant information

Post Lecture Retrieval/Application:
10. develop strategies for filling in missing information
11. participate in oral discussions of academic listening using complete and accurate information and grammatical forms
12. apply newly learned content specific vocabulary
13. summarize and synthesize listening information in both oral/written formats and individual/group contexts
14. test the accuracy of notes by using notes to answer questions representative of those on university tests using complete and accurate information and grammatical forms (essay questions, short-answer, multiple-choice, and true/false)

Grading: Your final grade will be based on three categories:

1. Homework and in-class activities 30%
2. Quizzes/tests 40%
3. Final Exam 30%

Standards for Advancement:
Scores below 70% in any of the three grading categories above may result in failure of this course. Failure of other Level 3 classes may prevent you from moving to Level 5 in your communications courses.

Missed Quizzes, Exams, and In-class Work:
In general, if you miss a quiz or an exam, or in-class assignment due to absence or tardiness, you will receive a grade of 0%. No make up lectures or exams will be given. For example, if you are absent on a day when a lecture is given in class, you will not be allowed to make up the lecture listening or take the subsequent listening exam. Any other arrangements are at the discretion of the instructor.

Final Exams will be given only on the scheduled date at the scheduled time. Do not make arrangements to leave Portland prior to March 21.

Attendance:
Attendance is required in this course. If you miss a class, you are responsible for the information covered in class and any homework assigned. Remember, absence is not an excuse for not knowing the material. If you are absent, you need to do the work and be prepared for the next class. It is your responsibility to contact the instructor as soon as possible after the missed class to find out how you can prepare for the next class. 2 - 3 absences will result in your final grade being lowered by 10%. 4 or more absences may result in failure of the course.

Timeliness:
You are expected to be present and ready to begin class at the scheduled time. We will have quizzes at the beginning of some classes, so if you are late, you will miss the quiz and receive a zero. It is always best to be on time. If you are more than 10 minutes late, it will count as ½ of an absence.