



# Columbia West College

3435 Wilshire Blvd., Suite 1700, Los Angeles, CA 90010  
Tel: (213) 368-3900 Fax: (213) 368-3903  
Website: www.columbiawestcollege.edu Email: info@columbiawestcollege.edu

## Course Syllabus

# University Prep – Introductory Level

<b>Class Time</b>	<p><u>Morning</u> Monday – Thursday 9:00 a.m. – 1:30 p.m.</p> <p><u>Afternoon</u> Monday – Thursday 1:30 p.m. – 6:00 p.m.</p>
<b>Instructional Mode</b>	Residential training
<b>Prerequisite</b>	Placement by assessment or successful completion of ESL Standard Level 4.
<p><b>Program Objectives</b></p> <p>The Introductory Level of the program prepares you to transition into mainstream college and university courses by presenting and developing your understanding of the expectations of the American university classroom and by expanding your skills in academic vocabulary building, reading, writing, listening, speaking, and notetaking. Program objectives are based on critical thinking, reading, writing, listening, speaking, notetaking, and vocabulary development.</p>	
<b>Learning Outcomes</b>	<p>After you finish this program, you will be able to:</p> <ol style="list-style-type: none"> <li>1) Identify strategies and skills for meaningful and effective reading, vocabulary building, listening, notetaking, and critical thinking;</li> <li>2) Use various strategies to infer the meaning of vocabulary from context;</li> <li>3) Identify words across word families;</li> <li>4) Recognize common collocations and connect words accordingly;</li> <li>5) Identify various aspects of American culture and American university culture;</li> <li>6) Recognize common themes and rhetorical patterns used in college and university classrooms;</li> <li>7) Apply knowledge of American culture to behavior in the classroom.</li> <li>8) Recognize the types of lectures common in American classrooms;</li> <li>9) Identify and apply tactics for taking effective lecture and class notes;</li> <li>10) Recognize the types of essays common in American classrooms;</li> <li>11) Identify and apply the steps of the writing process;</li> <li>12) Create well-developed, clearly organized academic essays and terms papers;</li> <li>13) Write a draft of a college admissions essay;</li> <li>14) Integrate reading, writing, listening, and speaking skills in academic contexts; and</li> <li>15) Expand productive vocabulary to incorporate words from the Academic Word List.</li> </ol>
<p><b>Program Length</b></p> <p>University Preparation - Introductory Level is divided into 3 modules, and each module is 4 weeks in length. However, the length of your individual educational program depends on your commitment to the school.</p>	
<p><b>Required Textbooks (on rotation)</b></p> <p>Dunkel, Patricia A. &amp; Phyllis L. Lim. <i>Listening &amp; Notetaking Skills 1</i>. 4<sup>th</sup> Ed. Boston: Heinle-Cengage ELT, 2013. Print.</p> <p>Huntley, Helen. <i>Essential Academic Vocabulary</i>. Boston: Heinle, Cengage Learning, 2006. Print.</p> <p>Meyers, Alan. <i>Longman Academic Writing Series 5:Essays to Research Papers</i>. 1<sup>st</sup> Ed. White Plains: Pearson Education, 2013. Print.</p> <p>Schmitt, Diane, Norbert Schmitt, and David Mann. <i>Focus on Vocabulary 1: Bridging Vocabulary</i>. White Plains: Pearson Education, 2011. Print.</p> <p>Smith, Lorraine C. <i>Longman Academic Reading Series 5: Reading Skills for College</i>. 1<sup>st</sup> Ed. White Plains: Pearson Education, 2013. Print.</p>	

**Assessment and Documentation:** Your progress will be assessed throughout the 12 weeks of curriculum. You will receive a formal assessment at the end of each 4-week module. This assessment will be based on attendance, class participation, and timely completion of class assignments (quizzes, tests, in-class and homework assignments, and any other projects or assignments the instructor has assigned). At the end of each four-week module, you will be provided with unofficial transcripts. Your grades and Grade Point Averages (GPAs) will be calculated as follows:

Grade	Explanation	Percentage	Grade Point	Advancement
A	Excellent ☺ ☺ ☺	90 – 100%	4	Pass
B	Good ☺ ☺	80 – 89%	3	
C	Satisfactory ☺	70 – 79%	2	
D	Poor ☹	60 – 69%	1	Fail
F	Failing ☹☹	0 – 59%	0	

Your four-week module grade will consist of the following:

Type of Assessment	Percentage
Written assignments/Presentations/Quizzes	50%
Homework	25%
Participation	15%
Attendance	10%

**Attendance:** Please come to class on time and return from breaks on time. If you miss more than 20% of your program, you **cannot** pass this class. You must attend at least 80% of all classes or risk being asked to leave the school (please see Student Handbook for more details). If you come to class late (fewer than 15 minutes) or leave class early (fewer than 15 minutes), you will be marked “tardy.” If you are more than 15 minutes late to class or leave more than 15 minutes early, you will be marked “absent.” Three tardies = one absence.

If you need to miss class, you must inform your teacher as soon as possible. Make-up homework and in-class assignments should be discussed with your teacher. You are expected to get contact information and the missing class notes, handouts, etc. from your classmates. Quizzes are given on Fridays (unless otherwise specified), so do not be absent on Fridays; no makeup quizzes will be given (except in unforeseen extenuating circumstances, or with advanced notice, and permission from Administration. Please note that you must be achieving SAP in order to be approved for make-up quizzes.)

**Satisfactory Academic Progress:** Please keep in mind that in order to maintain Satisfactory Academic Progress (SAP), each student at CWC needs to have at least a **2.0 GPA** (Grade Point Average) and a minimum of **80%** cumulative **attendance**.

**In class decorum:** Out of respect for other students please do not eat anything in class. To avoid spills, please use drinking bottles and tumblers with sealable, closed lids. Also, please turn off your cell phones during class or put them on “vibrate.” Please do not get up and exit the class during lectures in order to answer the phone (unless it is an emergency), as it is disruptive and disrespectful to the instructor and other students. No cell phone calls should be conducted in the classroom (including during break).

**Learning Activities:** The class will include direct instruction, in-class written and oral assignments, discussion, movies and short videos, role-playing, and other exercises. You are expected to:

- 1) Attend all classes.
- 2) Actively participate in all class activities.
- 3) Read all assigned material and complete assigned work before each class.
- 4) Successfully complete all assignments (in-class assignments, homework, projects, presentations, quizzes, tests, and any other graded material the instructor assigns).

**Class Schedule:** Please refer to the CWC Curriculum guide that is attached to this syllabus.

Instructors will provide students with a specific class schedule, including assignments, due dates, field trips, etc.



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## UNIVERSITY PREPARATION CURRICULUM: LISTENING & NOTETAKING, INTRODUCTORY LEVEL

MODULE	TEXTBOOK	WEEK 1	WEEK 2	WEEK 3	WEEK 4
A	Listening & Notetaking Skills 1	<b>Unit 1 Chronology: Talking about When Things Happen</b>  Chapters 1 & 2	<b>Unit 1 Chronology: Talking about When Things Happen</b>  Chapter 3 & Unit 1 Video	<b>Unit 2 Process: Describing How Things Work</b>  Chapters 4 & 5	<b>Unit 2 Process: Describing How Things Work</b>  Chapter 6 & Unit 2 Video
B	Listening & Notetaking Skills 1	<b>Unit 3 Classification: Defining and Putting Things in Categories</b>  Chapters 7 & 8	<b>Unit 3 Classification: Defining and Putting Things in Categories</b>  Chapter 9 & Unit 3 Video	<b>Unit 4 Comparison and Contrast: Describing Similarities and Differences</b>  Chapters 10 & 11	<b>Unit 4 Comparison and Contrast: Describing Similarities and Differences</b>  Chapter 12 & Unit 4 Video
C	Listening & Notetaking Skills 1	<b>Unit 5 Cause and Effect: Describing the Reason Things Happen</b>  Chapter 13	<b>Unit 5 Cause and Effect: Describing the Reason Things Happen</b>  Chapter 14	<b>Unit 5 Cause and Effect: Describing the Reason Things Happen</b>  Chapter 15	<b>Unit 5 Cause and Effect: Describing the Reason Things Happen</b>  Unit 5 Video & Review with Various Recorded Lectures

**Main Text:** Dunkel, Patricia A. & Phyllis L. Lim. *Listening & Notetaking Skills 1*. 4<sup>th</sup> Ed. Boston: Heinle-Cengage ELT, 2013. Print.

**Supplemental Resources:** Various recorded lectures.

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