

# Introduction to TOEFL

Summer Module

OLive-UP 2020

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Course dates: 2 June to 21 August 2020

Course Schedule: Self-study and individual consultations

Office Hours: n/a

Credits: n/a

Grading: Pass/Fail

## Course Description

This course is a Summer Module course, meaning a foundations course to prepare you ahead of further introduction in Module 1. The Introduction to TOEFL course focuses on students' independent study of a textbook provided to develop speaking, listening, reading and writing skills to succeed in a standardised English exam, specifically TOEFL. Support will be given through individual consultations, in which students will be guided to reflect on their self-study progress and to adapt their study plans and practices where necessary. Students should build on strategies discussed in the pre-session week, to focus on developing techniques and strategies to successfully navigate the demands of TOEFL. Exercises will be suggested to practice note-taking, listening, reading, typing, and writing clearly and in a structured way under the strict time restrictions specific for this test.

This course has been designed in light of the Covid-19 online teaching conditions. All materials will be posted in the Google classroom. All meetings will take place online. Written assignments should be handed in via Google classroom.

## Learning Outcomes

- Students gain skills in speaking, listening, reading and writing to be able to successfully navigate the requirements of a TOEFL exam.
- Students gain cognate study skills - including note taking skills, listening skills, reading skills and time management - required for a standardised English exam.

## Class Description and Student Requirements

Based on the entry assessment of skills (Pre-Session Week), students are supposed to work out a study plan each month (for 4 weeks), focusing on the specific language areas they need to improve. Students will be required to dedicate 2 hours per week to independent study of English, consequently, each monthly study plan should be made to cover 8 hours of work. Sections of the coursebook and other materials - if needed - will be suggested by the instructor to support skills development in the chosen areas. The coursebook is the *Longman Preparation Course for the TOEFL(R) iBT Test*. Guidance will be provided through individual consultations each month (around 20 minutes per student).

To pass the course, students have to submit their monthly study plans (one study plan for 4 weeks in the first week of that period), work 2 hours per week, attend 1 consultation every 4 weeks, and submit 1 short written assignment per 4 weeks.

### Attendance

You are expected to attend ALL consultations. In cases of absence caused by illness, you must inform me and the Program Director in advance of the scheduled consultation via email. Students are expected to be proactive and make up for any work missed.

### Academic Integrity

Bard College Berlin maintains the staunchest regard for academic integrity and expects good academic practice from students in their studies. You are expected to follow the university's code of academic integrity at all times throughout the course. Any work you submit must be your own original work. Make sure that you properly reference all the sources you use (e.g. books, journals, newspaper articles, websites, etc.). Cases of academic misconduct (e.g. cheating, plagiarism) in which you fail to meet the expected standards of academic integrity will be dealt with under the Code of Student Conduct, Section III Academic Misconduct.

### Policy on Late Submission of Papers

As per Student Handbook guidelines, assignments that are up to 24 hours late will be downgraded one full grade (from B+ to C+, for example). Assignments that are more than 24 hours late may be rejected for grading, particularly if the explanation offered for the delay is not satisfactory. If a late assignment is accepted for grading, it must be submitted within four weeks of the deadline and cannot receive a grade higher than C. Thereafter, you will receive a failing grade for the assignment.