

## TQF 3: Course Specification

<b>Course Title:</b>	IGL1102 Communicating in English
<b>Credits:</b>	3(3-0-6)
<b>Date &amp; Time:</b>	Monday, 09:00 – 12:00
<b>Semester:</b>	2
<b>Academic Year:</b>	2016
<b>Curriculum:</b>	Bachelor of Fine Arts Program in Film Production Bachelor of Fine Arts Program in Creativity and Digital Media & Bachelor of Fine Arts Program in Film Production Suan Sunandha International School of Art Suan Sunandha Rajabhat University

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**Section 1**  
**General Information**

**1. Code and Course Title:** IGL1102 Communicating in English

**2. Credits:** 3(3-0-6)

**3. Curriculum and Course Category:**

Bachelor of Fine Arts Program in Film Production

Bachelor of Fine Arts Program in Creativity and Digital Media

Suan Sunandha International School of Art

**4. Lecturer(s):**

Mr. Samuel R. Forkner

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Mobile Phone: 0956684065

**5. Year/Semester**

Year 2016/Semester 2

**6. Prerequisite Course**

None

**7. Co-requisite Course:**

None

**8. Learning Location:** Multi-media 1, Salaya Campus

**9. Last Date for Preparing and Revising this Course:** Jan 5, 2016

**Section 2**  
**Aims and Objectives**

**1. Course Aims**

1.1 Student Objectives

To increase proficiency in speaking and comprehension.

To apply English to other coursework and research.

1.2. Objectives of Subject Improvement

Remediate past errors in English learning.  
Eliminate reinforcement of errors and bad habits.

**2. Rationale for developing or revising the course**

Students require more advanced proficiency in spoken English for communicating during business transactions related to film production.

**Section 3**

**Course Structure**

**1. Course Description**

English for communication means being able to work with others who do not speak Thai language as well as mastering fluency in spoken and written English. Since learning language is a life-long process, students will practice by applying English to their studies in other courses and/or course work.

**2. Time Length per Semester (Lecture – hours / Practice – hours / Self Study – hours)**

<b>Lecture</b>	<b>Practice/Field Work/Internship</b>	<b>Self-Study</b>	<b>Remedial Class</b>
3 hours per week	0 hours per week	6 hours per week	none

**3. Time Length per Week for Individual Academic Consulting and Guidance**

By Appointment

**Section 4**  
**Developing Student's Learning Outcomes**

<b>Learning Standards/Outcomes</b>	<b>Learning Activities</b>	<b>Learning Assessment</b>
<p><b>1. Ethics and Morals</b>  Punctuality, honesty, responsibility</p>	<p>1. Activities the a require students to practice punctuality and no tardiness  2. Learn the consequences of plagiarism  3. Students helps to prevent cheating in class and exams</p>	<p>1. 90 percent of students come to class on time  2. 100 percent of students do the work by themselves  3.100 percent of Students do not cheat in exams</p>
<p><b>2. Knowledge</b>  Understand the class material and be able to apply knowledge in their work.</p>	<p>1. PowerPoint  2. Problem-Based Learning  3. Practice Session  4. Group Study  5. Group Presentation  6. Questions and Answers</p>	<p>1.Essay Questions  2.Peer-evaluation  3.Submit work on time</p>
<p><b>3. Cognitive Skills</b>  Be able to use principles and theories correctly and apply to their work.</p>	<p>1. Do research  2. Practice Session  3. Brainstorming  4. Guest Speaker (Optional)</p>	<p>1.Essay Questions  2.Class Participation  3.Practice Session</p>
<p><b>4. Interpersonal Skills</b></p>	<p>1. Group Discussion 2</p>	<p>1. Peer-evaluation</p>

<b>and Responsibilities</b> Leadership, teamwork	. Group Presentation	2. The process and the success of teamwork
<b>5. Numerical Analysis, Communication and Information</b> Technology Skills Use of IT skills Communication	1.Students present their work by using media material 2.Students present their work by using proper English skills	1.Evaluate their ability to use media material 2.Evaluate their ability to use proper English skills

## Section 5

### Lesson Plan and Assessment

#### 1. Lesson Plan

Week	Topic / Content	No. of hours	Activities	Lecturer
1	Reinforcement of remedial grammar: the verbs TO BE, TO DO, TO HAVE	3	Writing and speaking exercises	Samuel R. Forkner
2	Construction of simple sentences for speaking. Answering questions.	3	Assignment s and/or projects	Samuel R. Forkner
3	Assignment of memorization	3	Writing and speaking exercises	Samuel R. Forkner
4	Reading out loud, recitation	3	Assignment s and/or projects	Samuel R. Forkner
5	Verb types and subject/verb agreement	3	Writing and speaking exercises	Samuel R. Forkner
6	Specific phrases for the workplace. Specific phrases for number related activities.	3	Writing and speaking exercises	Samuel R. Forkner
7	<b>Midterm break week</b>			
8	<b>Midterm examination week</b>			
9	Specific phrases for giving directions and receiving	3	Writing and	Samuel R.

	instructions		speaking exercises	Forkner
10	Building more complex sentences	3	Assignments and/or projects	Samuel R. Forkner
11	Remedial work on past and present verb tenses	3	Writing and speaking exercises	Samuel R. Forkner
12	Remedial work on negative constructions and question formation	3	Assignments and/or projects	Samuel R. Forkner
13	Complex verb constructions	3	Writing and speaking exercises	Samuel R. Forkner
14	Continuous tense (past and present) as applied to a practical working environment	3	Assignments and/or projects	Samuel R. Forkner
15	Perfect tense (past and present) as applied to a practical working environment	3	Writing and speaking exercises	Samuel R. Forkner
16	<b>Final break week</b>			
17 – 18	<b>Final examination week</b>			
	Total hours	39		

## 2. Learning Assessment Plan

	<b>Learning Outcome</b>	<b>Assessment Activities</b>	<b>Time Schedule (Week)</b>	<b>Proportion for Assessment (%)</b>
1	Ethics and Morals	Attendance	Every week	10
2	Knowledge	Midterm exam Final exam	8 17	20 20
3	Cognitive Skills	Practice sessions	1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 15	50
4	Interpersonal Skills and Responsibilities	Group presentations Essays	1, 8	
5	Numerical Analysis, Communication and Information Technology Skills	Teamwork Group study	8	

## **Section 6**

### **Learning and Teaching Resources**

#### **1. Textbook and Main Documents**

##### 1.1 Main texts :

Purdue University's OWL web tutorials: <http://owl.english.purdue.edu/owl/>  
The Gutenberg Project: <http://www.gutenberg.org>

##### 1.2 Required readings:

TBA

Reading will be prescribed based on individual student ability, most likely at a 4th grade reading level (fourth year of primary school for Americans). Possible works include "A Separate Peace" by John Knowles or "Tales of a Fourth Grade Nothing" by Judy Blume.

##### 1.3. Supplementary or extra readings:

TBA

Full reading lists for each topic will be distributed in the lectures.

##### 1.4. Extra resources:

TBA

## **Section 7**

### **Course Evaluation and Revising**

#### 1. Evaluation strategies of subject effectiveness by students

1.1 Understanding the significance of subject development and student roles in subject effectiveness

1.2 Support of subject effectiveness by students before and after studying

1.3 Create opinion sharing atmosphere about subject effectiveness between lecturer and students

#### 2. Evaluation strategies of teaching

2.1 Evaluation based on student participation, such as student behaviors and participation



- 2.2 Evaluation from the lecturer's point of view, such as potential according to teaching plan and teaching atmosphere
  - 2.3 Evaluation of student scores
  - 2.4 Evaluation of teaching by academic faculty
3. Teaching development
- 3.1 Teaching evaluation in item no.2 information codification to conclude strengths, weaknesses, opportunities, threats and suggestions for teaching development
  - 3.2 Research in class for teaching forms and methods development
  - 3.3 Teaching techniques, media and atmosphere creation searching and development
4. Subject standard achievement for students review
- 4.1 Students' outcomes, group works' quality and single assignment the whole semester harmony consideration
  - 4.2 Proper teaching management plan evaluation, teaching activities creation, giving assignments, evaluation and score assessment with subject description and program objectives
  - 4.3 Cooperation with the next subject lecturer for previous subject evaluation
5. Subject review process and effectiveness development plan
- 5.1 Teaching evaluation in item no.1-4 information consideration to conclude topics to develop or support to be higher in standard
  - 5.2 Academic and professional changes information studying
  - 5.3 Subject effectiveness development planning, managing, applying and evaluating constantly

*Evaluation:*

**The Grading System is as follows:**

<b>Marks (%)</b>	<b>Grade</b>	<b>Meaning</b>	<b>Value</b>
86-100	A	Exceptional	4.00
82-85	A-	Excellent	3.75
78-81	B+	Very Good	3.50
74-77	B	Good	3.00
70-73	B-	Fairly Good	2.75
66-69	C+	Very Satisfactory	2.50
62-65	C	Satisfactory	2.00
58-61	C-	Fairly Satisfactory	1.75
54-57	D+	Poor	1.50
50-53	D	Fairly Poor	1.00
46-49	D-	Very Poor	0.75
0-45	F	Failure	0.00
-	I	Incomplete	-
-	W	Withdraw	-

**CLASSROOM POLICIES**

**1. Students need to comply with uniform, Time Conflict Examination**

**Regulations, Laws on Smoking Cigarette, and Restrictions on Foods and Drinks.**

**2. Attendance policies:**

- 3 times of ten-minute late for class is considered as 1 absence.
  - Make-up classes are not allowed.
  - 80% attendance is strictly required regardless of any reason.
  - No checking attendance for other classmates. Violation of the policies will result in being automatically withdrawn from the class.
  - Attendance is checked since the first day of class regardless of any reason.
- Thus, students' excuses for absences including adding the subject late, medical reports, being away for work and travel programs, etc. will not be considered under any circumstances.

**3. Manner in class:**

- Behave in a polite manner

- Pay respect to instructors and class participants
- Turn off all communication devices
- Do not leave and re-enter the classroom
- Prohibited manners: Eating, drinking, chatting, talking on the phone, using any kind of communication devices, text-messaging, sleeping, reading other materials, doing other subjects' assignments/homework, walking in-out, etc.
- Improper behavior will result in no attendance checked.

**4. Class assignments (Homework, reports, project, presentation, paper, etc.):**

- No Plagiarism.
- Cheating and/or plagiarism of any assignments and/or projects will not be tolerated. It will result in failure or "F" of the course and other disciplinary action.
- Submit all class assignment on time, both soft copy and hard copy, where applicable.
- Late submission will not be graded.

**5. Class participation:**

- Be participative and attentive in class
- The students are also required to comply with all classroom policies.
- Violation of the classroom policies will result in "zero" or "negative" participation marks and/or "no attendance" checked.