### Title of Course

Career English (A120900)

### Instructor

Shu-Yin Cheng

### Class

- **A120600-03** 週一 2、3節 (唯農大樓7208)
- **A120600-11** 週二 7、8節 (工設系館5259)
- **A120600-41** 週四 7、8節 (土木系館4504)

雙數週 (as indicated in class schedule) will meet at 修齊大樓 (Shious-Chi Bldg.) Room 26104

### Required/Elective

Required

### No. of Credits

1

### Prerequisite Course

No

### Course Description

This course is aimed at preparing students’ English language proficiency to fulfill their communication needs in career life. Students will be facilitated to explore their career plans and practice English language use by reading texts related to business area and performing a variety of tasks they will need in workplace settings. Upon completion of this course, students should be able to understand professional terminology as well as different functional language styles when dealing with others in their fields.

For a tentative weekly schedule of this course, please see Attachment 1.

### Teaching Approach(es)

Lecture, Discussion, & Presentation

### Grading Criteria

1. **Attendance**: 10%
2. **Class & On-line Participation**: 10%
3. **Pop-up Quiz & Assignments**: 20%
4. **Paper-based Midterm Exam**: 20%
5. **Group Presentation**: 20%
6. **Final Project & Reflections**: 15%
7. **Self-study**: 5%

### Textbooks

2. **Supplementary materials will be posted on** http://moodle.ncku.edu.tw.

### References


### Remarks

**ATTENDANCE**

1. You are expected to attend every class session. Roll calls are performed randomly. More than **two** absences and/or chronic tardiness or leaving early will lower your grade for the class. (The unexcused absences thereafter will result in five (5) points deducted. Students arriving **twenty (20) minutes** late will be assessed a full
Absences may be excused by email at least 30 minutes before the class starts.

**CLASS PARTICIPATION**
1. Students are expected to complete the readings before each class.
2. As a community member of the class, you are expected to actively participate in-class and on-line discussion to share your opinions and reflect on your own learning.

**POP-UP QUIZZES & ASSIGNMENTS**
1. Students will be tested on their comprehension of each lesson randomly.
2. Assignment instructions will be given in class. Besides three (3) individual assignments as shown in weekly schedule, there will be other short assignments made in class, some of which may require group work.
3. Deadlines of submission will be announced both on Moodle and in class, and **NO late assignments will be accepted.**

**GROUP PRESENTATION**
1. Each group will be responsible for the lesson assigned.
2. The presentation, which should last around 30 to 40 minutes, has to include a summary of the article(s), sharing of your connections of findings toward the topic.
3. Any supplementary materials should be posted on Moodle two (2) days before the day of your presentation for your peers to download.
4. The grade of your presentation will be determined by the instructor, the fellow students, and the presenters at the percentage of 50%, 30%, and 20% respectively.

**FINAL PROJECT AND REFLECTIONS** (will be announced later in class)

**HOUSE KEEPING ANNOUNCEMENTS**
1. Students **MUST** set their Moodle email to their primary email address after the first class. Announcements will be sent via Moodle. If you encounter problems in reading the message sent from Moodle, make sure to set the “Text Decoding” (啲啬) as Unicode (UTF-8) no matter in your mail system or webmail surface.
2. Students will be divided into groups of 5. Team work is expected for all of the group assignments. Groups will be decided in Week 2.

### Contact
Office: 光復校區修齊大樓5樓26507
Office Hours: By appointment.
Tel: (06) 275-7575 #52271
E-mail: shuyinncku@gmail.com

### 成鷹計畫網站
http://english.ncku.edu.tw/

**STUDENTS WITH DISABILITIES**
I would like to hear from anyone who has a disability that may require some modification of seating or other class requirements so that I can make appropriate arrangements. Please see me after class or during office hours.
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