

Intermediate Intensive English

Instructor: David Nippoldt
Phone Numbers: Daytime Office: 453-2092
Home: 638-8916 (Call before 9:00 p.m.)

Class Time: 6:00 p.m. - 8:15 p.m. Monday - Thursday, Room LAL

Books & Materials: The Multicultural Workshop, A Reading & Writing Program, Book 2, Blanton and Lee. Heinle & Heinle. (\$26.95)
 Interactions One - A Writing Process Book, 3rd edition, Segal and Pavik. McGraw Hill. (\$22.95)
 Loose leaf writing paper



Class Objectives: To develop speaking, listening, reading and writing skills. To develop basic computer literacy and word processing skills.

Grading: Your final grade will be based on the following areas:



- 20% Class Participation and Attendance
- 30% Homework
- 20% Tests and Quizzes
- 30% Writing

(This is a CR/NR class. To receive credit you final score must be at least 70%.)

Attendance Policy: Attendance will be recorded each class period. Students arriving after 6:00 p.m. will be marked tardy (late). Two tardies equal one absence. Attendance and class participation is 1/5 of the final score.



Homework Policy: Students are responsible to complete homework and in-class work missed during an absence. Students are expected to use *Open Lab Hours* to complete missed computer lab assignments. Homework grades will be reduced by 10% for each day late.

Test & Quiz Policy: Students missing an exam due to absence will not be allowed to make up the exam unless arrangements are made *before* the exam.

Book Store Hours	First week	7:45 a.m. - 8:00 p.m. (M-Th)
		7:45 a.m. - 4:00 p.m. (F)
		10:00 a.m. - 2:00 p.m. (S)
	Second & third week.....	7:45 a.m. - 8:00 p.m. (M-Th)
		7:45 a.m. - 4:00 p.m. (F)
Important Dates:		
9/7 - Mon	No classes (Labor Day)	
11/11 - Wed	No classes (Veterans' Day)	
11/26-11/27 Th/Fri	No classes (Thanksgiving Day holidays)	
12/14 - Mon	Final Exam , 6:00 p.m., (Last day of class) Room LAL	
1/10/99 - Mon	<i>Spring Semester Begins</i>	