

Important document!

Keep this someplace where it's easy to refer to.

EAP101B ~ English for Academic Purposes:
Writing about Language Learning

INSTRUCTOR: AUSTIN WOERNER

Course Handbook

*How Class Works:
Questions and Answers*

Q: How do I contact Austin?

A: WeChat. I much prefer WeChat to email. You may message me any time of day and I'll respond to you as soon as I can.

If you don't hear back from me within 24 hours, message me again saying, "Just checking, did you get my message?"

Q: How do I meet with Austin outside of class?

A: My office hours are **by appointment**, which means that if you'd like to meet with me, all you have to do is message me on WeChat and we'll find a time. My office is **CC 1062**.

Sometimes, if I know students may have lots of questions on an assignment, I may announce "open office hours," which means that I will choose a particular time during which students are welcome to drop by without an appointment.

Q: How will I know what the homework is?

A: In most cases I will explain the homework in class. In addition, I will always post homework instructions on the course website, <https://www.awmemorypalace.com/eap101b>.

Even if I've already talked about the instructions in class, please **read** the instructions online carefully. It's important that you read them because there may be details there I didn't have time to mention in class. If you don't read them, you might miss important information.

If I need to make any last-minute changes or have any last-minute announcements to make, I will do so in our **class WeChat group**.

Q: I'm already in soooooo many WeChat groups! Can I just mute our class group and ignore it?

A: Sure, you can mute it, but **don't ignore it**. I may send out important announcements over WeChat!

For example, if I want to make sure everyone brings their computers to the next class session, I'll announce this over WeChat. If you're the only one who shows up without your computer... it will be awkward!

Q: What if I'm confused about something but I think it's a stupid question and I don't want to bother you about it?

A: Ask me anyway. There is **no such thing** as a stupid question! I like getting questions from students. I'd much rather you ask me directly than ask your classmates. Your classmates might not have accurate information—but I do!

Q: What do I need to bring to class?

A: Bring **pen and paper** and hard copy of any recent **readings** so we can refer to them in class.

If I need you to bring your computer or your textbooks, I'll generally tell the class in advance over WeChat.

Q: How do I hand in homework?

A: It depends. Sometimes I'll ask you to print it out; sometimes I'll ask you to submit electronic copy; sometimes I'll ask for both. Please **read the written instructions carefully** and follow the instructions I give for how to hand in your assignment.

Homework is due **when I ask for it**. That means that if I say I'm going to collect homework and yours isn't ready yet, it is **late**.

Please, please do not run out in the middle of class to print your assignment! This is disruptive both to me and to your fellow students.

Also, please **staple** your pages if your assignment has more than one page. If you don't staple it, then I have to, and I find this very irritating!

Q: What happens if I hand in an assignment late?

A: Handing in an assignment late won't affect your grade on the assignment itself. However, if you hand in multiple assignments late, it may lower your **participation grade** (see below).

Q: How do I submit a late assignment?

A: Put it in the **blue box** in front of my office, **CC1062**.

Q: How will my grade for the course be calculated?

A: All EAP teachers are required to use this formula to calculate your grades:

- Short writing assignments (40%)
- Course paper (35%)
- Presentations (10%)
- Participation (15%)

The important difference between my class and some other professors' is that for participation, I **do not** grade you on how much you talk in class. Instead, the participation grade is based on:

- Attendance and punctuality (being on time)
- Completing assignments on time
- Following directions and doing assignments in good faith (i.e. taking them seriously)

If you come to class, come on time, submit assignments on time, and follow my directions conscientiously, you will get full credit for participation. If you miss class without an excuse, are late to class, or don't follow my instructions, it may lower your participation grade.

Please note that being late to class once or twice or handing in one or two assignments late will **not** likely lower your participation grade. What **will** lower your grade is if I notice a pattern (e.g. a student is frequently late to class, hands in assignments late, etc.).

Q: What if I need to miss class because I'm sick or for some other important reason?

A: That's fine—all I ask is that you tell me **in advance**, and that you message me **yourself**.

Don't tell me after the class you missed, and don't delegate a classmate to tell me (unless it's a true emergency and you're incapable of contacting me yourself). If I don't hear from you personally before your absence, I will still mark you absent without an excuse.

You don't need to give me an official excuse from the school. Just telling me in advance is fine.

Q: Can I ask for an extension on an assignment (i.e. get permission hand it in late without a penalty)?

A: Yes, you can. If you know in advance that you will have trouble meeting a deadline, you may ask for an extension. Legitimate reasons for asking for an extension include things like: important school obligations, job interviews, serious medical issues, and family emergencies.

If you will need more time to finish an assignment for one of these reasons, you must notify me **at least 24 hours** in advance of the deadline. Last-minute requests for extensions will not be granted for any reason (except for a genuine emergency).

Q: Can I use my cell phone or computer in the classroom?

A: I don't have a strict "no technology" policy in the classroom. However, for many things we do you won't need cell phones or computers, so I don't expect to see many people using them.

If I see you using a cell phone or computer in such a way that I worry it may distract you or your classmates, I might ask you to put it away.

Q: Can I speak Chinese in class?

A: I have no problem with you speaking Chinese in class as long as we can use it as a learning tool—for example, asking me or classmates for help translating a word or idea into English. This is often a useful learning tool, in fact!

Q: Can I speak Chinese with you outside of class?

A: Sure, if you want to. I'm happy to speak with you in whichever language you prefer. In general I'll respond in the language you address me in, so if you speak English, I'll respond in English; if you speak Chinese, I'll speak in Chinese. Since this is an English class, though, and since I know many of you are working to improve your spoken English, when in doubt I'll usually speak to you in English.