# Communication Skill I 鶴見大学 Kevin Miller

# 30 classes • 2017 Tuesdays 火 Room 505 e-mail: kjmiller@tsurumi-u.ac.jp phone: 045-580-8121

**Website: englisheveryday.weebly.com**

# Grading Policy: 60 ~ 99 points = 合格; 0 ~ 59 points = 不合格

* **Attendance & Classwork: 2 points max. 60 points**

**ON TIME**: 2 points • I will check attendance in the first 5 minutes of class; please answer loudly when I call your name.

**LATE:**  -1 point • If you arrive after I call your name, you’re late.

• If I have to call your name more than twice, you’re late.

• Whether you’re late by 1 second or 20 minutes, you’re late.

**POOR WORK: -**1 point • If you do not participate, do not answer when called on, talk in Japanese, use your cell phone, etc., you lose 1 point

**ABSENT:**  0 points • If you don’t come to class, you’re absent.

 • If you’re more than 20 minutes late, you’re absent.

• If you sleep in class or use your cell phone (after warning) you’re absent.

☹☹☹ **IF YOU’RE ABSENT 10 TIMES, YOU FAIL!** ☹☹☹ 7-9 absences = probably fail!

* **Homework (8): 3 points each 24 points**

**ON TIME; 90 ~ 100%** –3 points **ON TIME; 80 ~ 89%** – 2 points

**ON TIME; 70 ~ 79%** – 1 point **ON TIME 60 ~ 69%** – 1/2 point

**Less than 60% or LATE** – 0 points\*

\* I will collect homework right after taking attendance; no points given for late homework.

 (If you have a doctor`s excuse, see me.)

☹ If you know in advance you’ll be absent, you may submit homework in advance (Bld.6, 121).

☹ If you are absent, you are still responsible for the next week’s homework—get it from a friend

or check the englisheveryday.weebly.com website.

* **Quiz/Graded Activities (4): 3-4 points each 14 points**

• **No make-ups! If you are absent on a graded activity day, you lose all points!**

• **Quiz/Graded activity dates:** 5/23 (3 pts); 7/11 (4 pts); 10/31 (3 pts); 12/12 (4 pts)

* **Extra Speaking/Participation/Cooperation: 2 points**

• Points given for speaking, asking questions, Useful English & cooperation

• Absent = 0 pts; not speaking = 0 pts; not speaking English = 0 pts.

**\* There will be NO FINAL TEST. Your attendance, classwork, homework, willingness to speak and quizzes are the only grades. You must get AT LEAST 60 points in order to pass. NO EXCEPTIONS!**