

Sample Syllabi and Grading Components for Language Classes

1. Class meeting time and location, webpage address

2. **Instructor contact information:** your office hours and location, phone, e-mail (please remember to check with the supervisor first about office hours!)

3. Required and recommended materials and books (check with your supervisor first!)

4. Course description/objectives

What are the goals of your class? What will students learn?

5. Grading

How do you calculate grades? Make sure it is clear how the grades are calculated. Also include what percentage you consider to be a 4.0 or an A if you grade this way. When you keep your grades, record them initially based on percentages, and then convert the final grade to the 4.0 or letter grade system, as it allows for a more accuracy.

Approximate comparison of grading systems.

Percentage	Description	Letter	Grade Point
Up to 100%	Very Good	A	4.0
			3.5
min 80%	Good	B	3.0
			2.5
min 70%	Average	C	2.0
			1.5
min 60%	Poor, below average	D	1.0

6. Absences and missed work

Consider the following questions, and make sure they are answered on your syllabus:

- What happens if the student is excessively absent? I would recommend penalizing them if they miss more than a certain number of classes.
- What happens if the student does not turn in homework on time? Do they get credit, partial credit, no credit?
- How late can a student be before s/he is considered absent?
- Do you penalize for tardiness?

7. Tentative Class Calendar

When writing this, be sure to include "Tentative" in the title. This will allow you to modify as needed during the semester. You can use a calendar format or just make an outline of weekly activities. You can be specific by day or you can make it general by week. You should minimally set the dates of the final exam and major assignments/tests.

8. Statement about use of English in the classroom

For example:

The instructor will speak as little English as possible, and expects you to do the same. Always try to communicate in the target language first. Your efforts to speak in the language will be reflected in your participation grade. When you listen, do not worry if you do not understand 100% of what the instructor says. Try to catch the main idea.

9. Useful expressions in your language that the students can use right away for #8.

(For example: How do I say 'x' in (target language)? Yes. No. I don't understand. Please repeat that.)

Sample grading components:

___% *Attendance & Participation*

It is recommended that attendance/participation does not exceed 20% of the grade. Students should be expected to attend classes and participate in them. To ensure that students come to class, you can add something that penalizes those who don't, such as a clause that states "if you miss more than 6 hours of class, your grade will automatically drop by .5 (from a 4.0 to a 3.5 for example)."

Many instructors recommend that you have separate categories for attendance and participation. A student can attend without participating.

___% *Midterm Exam (Written and Oral)*

___% *Final Exam (Written and Oral)*

___% *Quizzes/tests*

You might include a statement like this: *You will have x to x number of quizzes. . For tests, you will have at least a week notice and will be told the extent of material to be included in the test. Quizzes might not have as much advance notice.*

___% *Homework*

You might want to include a statement like this: *Your instructor will assign regular homework of various types throughout the semester (expect about 2 hours of homework for every hour in class.) Different homework assignments will address different skills individually or in various combinations: some reading, writing, listening, speaking, grammar, vocabulary, and pronunciation homework is to be expected.*

___% *Speaking journals and/or Writing journals*

Include specific details about how often they need to do these, what the topics are or when they will be given the topics, and how they will be graded.

___% *Language Learning Portfolios*

Include specific details about how often they need to do these, what the topics are or when they will be given the topics, and how they will be graded.

___% *Vocabulary Notebook or Cards*

Include specific details about how often they need to do these, what the topics are or when they will be given the topics, and how they will be graded.

___% *Presentations in the target language*

Include specific details about how often they need to do these, what the topics are or when they will be given the topics, and how they will be graded.