

上級英語: *TOEIC in Motion*

Instructor: Dr. Brian G. Rubrecht, Ph.D.

Class Meeting Information: Day: _____ Period: _____ Place: _____

Email / Webpage: rubrecht@meiji.ac.jp <http://www.isc.meiji.ac.jp/~rubrecht/>

★ This syllabus supplements other university syllabi/information.

Class Materials:

- (1) looseleaf notebook paper
- (2) a water-based (水性) marker
- (3) electronic or paper dictionary
- (4) textbook (fall): “**Tactics for TOEIC Speaking and Writing Tests**”
by Grant Trew Oxford University Press ISBN: 978-019-4529525
- (5) file or binder for organizing handouts ← VERY IMPORTANT!!!

Class Objectives:

>>> The objectives are (1) provide students with chances to practice TOEIC aspects and apply TOEIC learning, (2) increase students’ exposure to TOEIC test-taking strategies, (3) provide students with additional TOEIC listening/reading practice, (4) encourage students to have confidence in using English for communicative purposes, and (5) develop useful life skills.

Class Activities:

>>> Students will participate individually, in pairs, and in groups. Students will learn and practice lesson topics in controlled situations but will be encouraged to improvise more as the course/semesters progress. Spring semester’s general topic: communication strategies. Fall semester’s general topic: the TOEIC Speaking and Writing Tests.

Grading Explanation:

• Class Contribution: 25%

- >>> This grade = attendance, punctuality, participation, and responsibility.
- >>> Students must attend class. Students must come to class ON TIME. Students arriving 5 minutes after class begins will lose points (even 1 second late = late).

An excuse of a late train will not be accepted.

>>> If you have special requirements that keep you from coming to class on time, you must inform me at the beginning of the school year.

→ Missing more than 3 classes will result in course failure. ←

>>> Students will be asked to participate in pairs and groups in lessons. Students' participation grade component is based on how well students work with others and using ENGLISH in class.

>>> Students must also be responsible (as adults) and participate in every lesson. This means **taking responsibility and being a good student!**

pay attention no sleeping have a good learning attitude
 actively learn bring all class materials complete homework on time
 use the water-based marker keep file or binder organized
 no smartphones, iPads, or laptops in view (without permission)
 no AI use like ChatGPT, Gemini, etc. (without permission)

• Homework – 25%

>>> All homework assignments are due when class starts, *so late homework will not be accepted*. Thus: come to class on time. **DO NOT DO HOMEWORK IN THE CLASSROOM BEFORE CLASS.** Students doing homework like this, copying homework from others, etc., will receive **ZERO POINTS THAT DAY.**

>>> There are download handouts on my webpage (to be explained later).

• Special Task – 25%

>>> Each semester, students will be given a unique task. More will be explained later, but not following instructions = risk of a **ZERO** or **COURSE FAILURE**.

— **LATE SPECIAL TASKS WILL NOT BE ACCEPTED** —

• Final Exams – 25%

>>> The purpose of the examinations is for you to practice and study what you have learned in the lessons. *Do not be absent on exam day!* Students not bringing special materials required for use on exam day = **exam failure**.

• Confirmation Sheet – 5 points keep or lose from final grade

Weekly Schedule:

>>> We have a weekly schedule for the class (see *Oh-o! Meiji*). However, adjustments to semester lessons (and the syllabus) may be made depending on (1) students' understanding of the material, (2) the pace of student in-class interaction, (3) appropriateness of the material, and (4) students' learning attitude.

Additional Information:

- ✓ Talk to me if you need help (email is OK).
- ✓ Absent students are **still responsible for understanding class information and for doing assigned homework**. The "I did not know about it" excuse does not work. Please be an adult. Act responsibly. Ask your classmates about the lesson you missed or ask me.
- ✓ Lying or cheating or improper use of AI (in any course) = **course failure**.
- ✓ Following instructions in this class is for YOUR benefit. If you follow instructions, then you will be fine, so let's enjoy our time together! ☺