

Course Syllabus
TOEFL Prep
(6 Weeks)

Faculty Contact and Course Information

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(All communication should be through Elite Language Academy. Use this email only if you have an emergency.)

Course Schedule: This Class meets twice a week, either in person or virtually. You will coordinate with administration additional meeting days and times based on your request and availability. You will both create your Blended Collaborative Agenda to meet the course requirements (Language Lab).
As a student, you have **6 weeks** to complete this online course. ELA **suggests** to work online at least 14 hours a week or more.

Course Description

This interactive online course will assist you focusing on effective test-taking strategies, practice, and reinforcement in reading, writing, listening, and speaking skills to obtain accurate scores to meet your academic needs. You will receive a comprehensive preparation that will allow you to study anywhere, anytime, and on any device. You will experience full-length auto-graded practice test, over 150 videos, over 400 practice questions, accurate score predictor, 24/7 e-mail support, customized learning paths, and live sessions with an expert based on the selected length of the course.

General Course Outcomes

Upon completion of this course, the student will be able to:

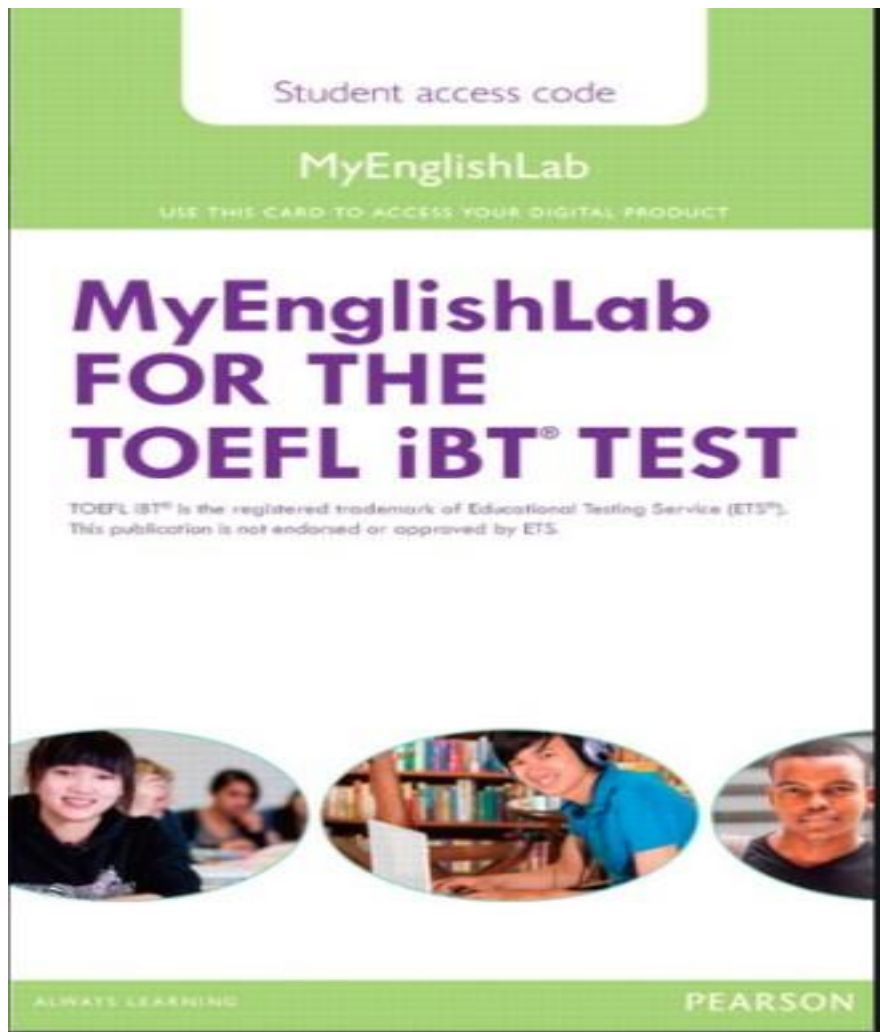
- Recognize English language skills where the student is weak and to guide the student towards strengthening those areas.
- Train the learner for the TOEFL IBT test by guiding the learner through the required skills and testing strategies and through many hours of simulated online TOEFL tests.

- Discipline the student for admission into and success in a college or university where English is used or required.
- Assist an English language learner in tracking his or her progress.

E- Course Materials

- **E-Course Books and Resources (for Online Instruction):**

- MyEnglishLab TOEFL. Author: Zemach & Gilbert. Publisher: Pearson. Levels: Beginner to Advanced.
E-Book access codes for MyEnglishLab are sent with the registration confirmation E-mail and E- Instructions for this E-Course.
- **English Dictionary:** Oxford American Dictionary for Learners of English (or student's preferred dictionary as long as it is English only)



- **Additional Course Materials (for lab and class work):
Computer, tablet, and mobile phones (As your preference)**

<https://www.pearson.com/english/login-register.html>

<https://english-dashboard.pearson.com/register>

<https://english-dashboard.pearson.com/login>

- Some additional websites for free TOEFL practice are:

www.testden.com/TOEFL/test/

www.examenglish.com/TOEFL

www.toeflibtcourse.com

- The following TOEFL practice apps for your iPad/iPhone are free or inexpensive:

TOEFL iBT Preparation, TOEFL Speaking, and TOEFL iBT Preparation 2 (XuVi)

TOEFL R/L TEST (DM & Developers)

TOEFL Prep Test Bank (Allen Resources, Inc.)

TOEFL iBT Preparation: Lessons, Exam Tips, and Learning Resources (Dien Le)

TOEFL Listening Practice Tests (Lazy Panda Games)

Please, check the following visuals to activate your course using MyEnglishLab in addition to the resources above!

1. Before You Begin

Welcome to the **Student Getting Started Guide** for MyEnglishLab. This guide will walk you through the steps required to successfully use MyEnglishLab.

Before you begin, run the [Browser Tune-up Check Tool](#) to ensure your computer is ready to use MyEnglishLab.




Note: Mozilla Firefox or Google Chrome are the preferred Internet browsers for MyEnglishLab.

Things You'll Need:

1. **A Student Access Code:** You will need a student access code to register and create an account. If you do not have a student access code, please contact your local bookstore, [buy online](#), or contact your [local Pearson Sales Representative](#).
2. **An Email Address:** This email address will be used to receive registration confirmation and system update notifications.
3. **Your Instructor Course ID:** The Course ID is provided by your instructor. If you are working on your own, you will not need this information.

2. Registration

To gain student access to MyEnglishLab, you must first create an account. To register, you will need a **student access code**. In this section, we will walk you through the registration process.

 **Note:** If you do not have a student access code, please contact your local bookstore, [buy online](#), or contact your [local Pearson Sales Representative](#).

Part 1: Entering Your Access Code

To register your access code:

1. Go to www.MyEnglishLab.com
2. Click on Register.
3. Click on **Change Language** to select your preferred language.
4. Enter your **Access Code** and then click on **Next**.
5. Confirm you are registering for the correct product and then click on **Next**.

Part 2: Creating an Account or Signing In

6. You can either create a new account or sign-in if you already have a Pearson account.

A. First Time Registering?

Click on **Create** to set up a new Pearson account.

OR B. Already have a Pearson Account?

Enter your existing **Username** and **Password**, and then click on **Sign In**.

7. Read the License Agreement. Click "*I agree to the license agreement*" and then click on **Next**.



The image displays two screenshots of the MyEnglishLab registration process. The top screenshot shows the 'Register' page. On the left, a navigation menu includes 'Get Started', 'Product', 'Account', 'Review', and 'Confirmation'. The main content area is titled 'Register' and contains a 'Get Started' section with a 'Next' button. Below this is the 'Use an Access Code' section, which includes a text input field for the 'Access Code' and a 'Next' button. A red callout box with the number '3' points to the 'Change Language' link, and another red callout box with the number '4' points to the 'Access Code' input field. A third red callout box with the number '5' points to the 'Next' button. The bottom screenshot shows the 'Create an Account or Sign In' page. The navigation menu is similar, but the 'Pearson Account' option is highlighted. The main content area is titled 'Create an Account or Sign In' and contains two columns: 'Create an Account' with a 'Create' button (callout 'A') and 'Sign In' with a 'Sign In' button (callout 'B').

Part 3: Entering Your Account Information

8. Enter your **Personal Information** (*Email Address, Full Name, and Institution*).

Note: You can still proceed with the registration if your institution is not listed.

9. Enter your **Account Information**.

- A. Username** must be at least six characters long. We recommend that you use your email address as an easy way to remember your username.
- B. Password** must be between 8 and 32 characters long and have at least one number.
Note: Do not include blank spaces, your name, all numbers, or your username.

10. Click on **Next**.
11. Review your information and then click on **Finish**.
12. Click on **Go to your product**. You will be automatically logged into the MyEnglishLab. If not, enter your username and password.

The screenshot shows the 'Register' page for creating a Pearson Account. The page is divided into two main sections: 'Personal Information' and 'Account Information'. The 'Personal Information' section includes fields for 'Email Address', 'First or Given Name', 'Middle Name', 'Last Name or Surname', and 'Institution'. The 'Account Information' section includes fields for 'Username', 'Password', and 'Confirm Password'. A checkbox at the bottom of the form is labeled 'I want to receive special offers and product information from Pearson'. The page has a navigation menu on the left with options: 'Get Started', 'Product', 'Pearson Account', 'Review', and 'Confirmation'. A 'Change language' button is also visible. The page is annotated with orange callout boxes: a box with the number '8' points to the 'Email Address' field, and a box with the number '10' points to the 'Next' button at the bottom right. The 'Next' button is highlighted in blue.

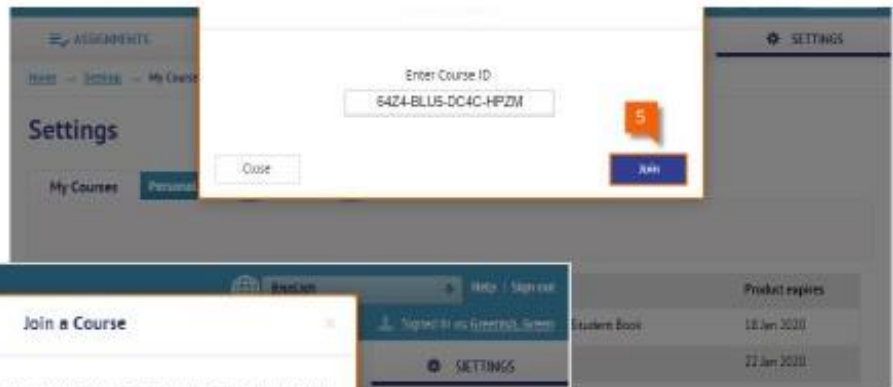
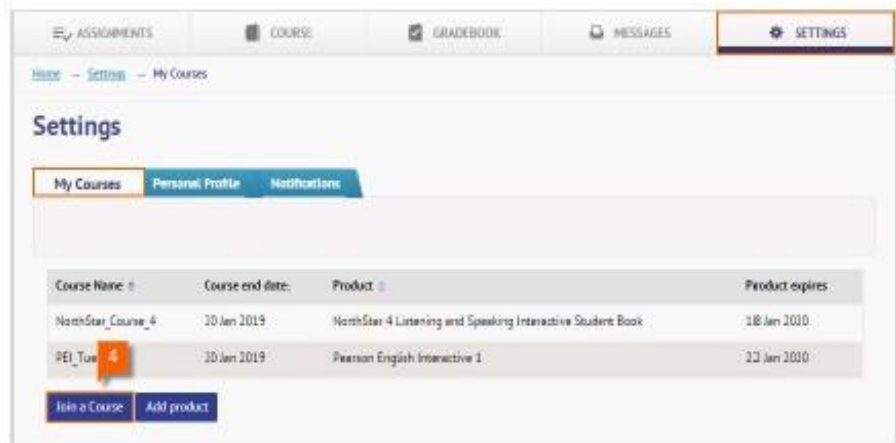
3. Joining a Teacher's Course

Your teacher will give you a **Course ID** in order for you to join the teacher's course. This will allow your teacher to assign activities to you and track your progress.

Notes:

To join a teacher course:

1. Go to www.MyEnglishLabHelp.com/login
2. Enter your **Username** and **Password**.
3. Click on the **Settings** tab.
4. Under **My Courses** section, click on **Join a Course**.
5. Enter your teacher's **Course ID** and click **Join**.
Note: Course ID looks like: `pprt-vast-tr99-by94`
6. Click on **Don't transfer grades** to clear your account data or click on **Transfer grades** to transfer your current grades to your new course.
7. Click **Close**.



Course Prerequisites

To maximize your chances for success in this course, make sure that you meet the following course prerequisites:

- **Course Prerequisites and Co-requisites:** Through placement by entrance English Assessment and/or Administration recommendation.
- **Computer Knowledge and Skills:**
 - o You should be familiar with the following computer skills:
 - **File Management** - You should be familiar with finding and saving files on your computer and/or flash drive.
 - **The Internet** - You should be familiar with connecting to the Internet through an Internet Service Provider or Network Connection.
 - **Web Browser Software** - You should be familiar with using web browser software to navigate the Internet and locate information (Internet Explorer, Mozilla Firefox, Chrome, or Safari).
 - **Email** - You should be familiar with sending and receiving email messages.

- **Attachments** - You should be familiar with sending email messages with attached files.
- **Google Docs or Word Processing** - You should be familiar with creating, editing, saving, and printing documents using Microsoft Word.
- **Important Requirements:**
 - You need to know your ELA e-mail to access the online portion of this course. Your ELA email address can serve as your username when you create MyEnglishLab Account.
 - <https://www.pearson.com/english/login-register.html>
- **E-Learning Tutorials and Resources:**
 - Use ELA Tech Tools to Create E- Artifacts, ELA’s Learn Tutorials, Pearson /MyEnglishLab Tutorials and Additional resources. Do not ignore them, please!

Course Policy

- **Syllabus:**
 - Your syllabus is a legal binding contract between you and your instructor. The syllabus and course calendar is flexible and subject to change according to the needs and dynamics of the e-class. The purpose of the course outline is to give you an idea how to handle your e-grammar/composition course. You will need to sign a syllabus agreement after reading and understanding the course syllabus terms, policies, and expectations.
 - The instructor reserves the right to make changes to this syllabus. In the event that changes become necessary, students will be notified through **ELA e-mail/ personal E-mail**.
- **Student Attendance:**
 - You are expected to be on time for each in person or synchronous meeting. Your instructor’s time and yours are valuable. You need to notify at least 24 hours before class for your absence. There will be a class cancelation penalty if you don’t.
- **Student Participation:**
 - Regular, active, and meaningful participation in all class meetings is a critically important component of this course and is essential to your success. It’s your chance to clarify lessons and expand your learning. You take control over your learning!!
 - *It is very important for you to actively perform in this class. You should remain an active learner in this class and always communicate extenuating circumstances. Ongoing communication with the instructor is critical to your course success. Completion of tests, assignments, and other class activities are used as indicators of your participation in order to satisfy this reporting requirement. Program your agenda to complete this course in **6 weeks!***
 - It is recommended that you check your email or the course’s online page several times during the week to check for updates. Frequency and quality of participation will affect your academic performance.

Computer Requirements – Useful Instructional Support Links

This course requires the use of computers/tablets out of class. As a result, you must have reliable access to a computer outside of class to complete your coursework, which includes access to Google Docs and using Google Chrome Extensions.

If you are experiencing difficulty logging in ELA's site or Pearson/ MyEnglishLab, you must notify the instructor immediately.

- **ELA Online- Logging In:**
 - **Note:** You are responsible for your username and password for ELA Online at all times. Do not forget this important information.
 - Your username and your password will be given to you upon registration.
- **ELA's Tech Resources:**

<http://site-2466225-6911-7600.mystrikingly.com/>

https://docs.google.com/document/d/1mi3XoPUExVKJytVtMBzFM6gBApLSmZ_xrU4X5e5Aku0/edit?ts=5f19a795

Online Lessons- My English Lab – TOEFL

- **Mandatory Tutorials:**
 - Watch ELA'S introduction videos to your E-Language Course. It's in your first Module.

 - MyEnglishLab – Student Help & Training
- https://mypearsonhelp.com/helpconsole7/kb_student_mel_en/
- Successful completion of the TOEFL Prep is defined as the completion of the following by **WEEK 6:**
 - Skills- Based Activities
 - TOEFL – Style Questions Mastery Assessments

MyEnglishLab TOEFL Components:

1. Introduction
2. Reading Skills
3. Listening Skills
4. Writing Skills
5. Mini-Test 1
6. Mini- Test 2
7. Complete Test 1
8. Complete Test 2
9. Complete Test 3
10. Vocabulary
11. Grammar Skills
12. Note-Taking

13. Answer Keys

For every single skill language practice, students will encounter Skill-Based Exercises and TOEFL –Style Questions. For example:

READING

Vocabulary Questions

Reading 1

Skill-based exercises

Exercise 1

Exercise 2

TOEFL –style questions

Referent Questions

Reading 2

Skill-based exercises

Exercise 1

Exercise 2

TOEFL – style Questions

Additional Support

Note Taking

1. Notes for Reading Passages
2. Notes for Listening Passages
3. Points to Remember
4. Abbreviations & Symbols

Vocabulary

1. Vocabulary Lists
2. Selected Words per list
3. Exercises for each list

Grammar

1. Video Tutorials
2. Practice Activities
3. Review on Main Grammar Points included on the test.

Reading Pre-Tests

Listening pre-Tests

Speaking Pre-Tests
Writing Pre-Tests
Mini- Tests
Practice Tests
Assigned Teacher's Practice Tests

Grading and Completion Policy

The following information details the grading and examination policies. This information is subject to change at the professor's discretion.

- **Late Submissions/Make-up Tests Policy**
 - You have exactly **6 weeks** to complete **ALL the course components** including PostTests and final artifact. The system will grant LATE Submission based on a tentative weekly schedule, but it only serves as a student support to finish the course **ON TIME!**
- **Viewing Your Grades:**
 - Grades will always be posted on the course's GradeBook based on your progress.
 - Grades for tests and assignments will be posted in a timely manner. Instant Feedback!
 -
- **How Your Grade Will Be Determined:**

Assignments, Lessons, Practices and Tests	Total Points; % of Final Grade	Grading Scale
		Grade = A (90-100%)
Online Class Language Skill -Practice & Activities & Review Writing Online Lessons & Practice	90%	Grade = B (80-89%)
Participation – Synchronous Sessions	10%	
		Grade = C (70-79%)
		Grade = D (60-69%)
		Grade = F (59% and below)
Total : Final Grade	100%	

Communication Policy

- **ELA Email:**
 - Use ELA's email address to keep up communication with your Instructor and institution.
 - Check ELA's website & Academic Platform for Updates.
- **Faculty Response Policy:**
 - Course emails will be answered within 48 hours. Emails sent on Saturday or Sunday may

not be answered until Monday. If you need info related to a test or assignment, plan ahead

and submit your questions well ahead of the due date (Week 8). Your instructor is **not** online 24 hours per day, so please allow time for response.

Academic Honesty and Other Course Policies and Procedures

● **Academic Honesty:**

- o Elite Language Academy (ELA) expects its students to be honest in all of their course work and activities. Breaches of academic honesty include cheating, plagiarism, and misrepresentation, bribery, and the unauthorized possession of examinations, papers or other class materials that have not been formally released by instructors. A student's academic work must be the result of his or her own thought, research or self-expression
- o Cheating includes, but is not limited to: copying the work of another person ([plagiarism](#)) or permitting your work to be copied by another person, discussing test answers or questions with people who have not completed the test, distributing assignment materials to other students, possessing course materials that have not been formally released to students in the course, and collaborating on the completion of assignments not specifically designated in the syllabus as being group projects.
- o Cheating will be considered a breach of ELA's Code of Conduct Policy: Breaches of Elite Language Academy's policy on academic honesty may result in academic penalties and/or disciplinary action. AT the discretion of the instructor, academic penalties may include, but are not limited to, a failing grade for a particular assignment (0 points; 0%) to a failing grade for the course, depending on the activity. In addition, the instructor or another BC employee may refer a student to the Dean of Student Affairs for student disciplinary action in accordance with the [BC Student Handbook](#). Such discipline may include suspension or expulsion from the College.

● **Critical Event Procedure:**

- o If there is major event that might impact class schedules, the instructor will post an announcement indicating what changes, if any, the event will have on the course schedule and due dates.

● **Copyright:**

- o The materials used on this course Web site may be protected by copyright and are only for the use of students enrolled in this course for the purposes associated with this course and may not be retained or further disseminated.

Student Success Tips

In order to be successful in this course, you need to be organized and manage your time well so that you can complete all assignments, lessons, practices, and assessments **on time**. You will need to devote at least 14 hours per week to complete the learning activities required in this course. Make sure that you do not allow yourself to procrastinate, and that you communicate with the instructor or your classmates, via ELA Online/ email, if you have any questions on any course materials or need assistance completing any assignments.

- Practice, practice, practice! – Watch all e-classes and virtual meetings to complete all required assignments. You have control over your learning. You can redo all the academic work, as many times you need!
- Self-monitor – Listen to yourself when you speak. Also, edit and revise your writing during and after you've finished. Check for errors and make corrections. Go over the instant feedback!
- Ask for correction – If you're not sure about something, please ask the professor. Never be defensive or embarrassed about making mistakes. Complete your Writing I online lab for extra support.

- Write down new words – In your I-pad/I-Phone/notebook, you should have a section for new vocabulary terms (or a separate e-notebook/hard copy note pad just for vocabulary). When you encounter a new word, write it down. Practice spelling by writing/by typing each new word five times.
- Join the community – Language is not learned exclusively in a classroom. You must use the language outside of the classroom, either formally or informally. Have fun! Enjoy the learning process! Join a community organization, a study group, or find a job where you have to use English. This step is critical; you will not succeed without it!

THIS TENTATIVE COURSE OUTLINE IS MEANT TO BE ADAPTED BASED ON COURSE LENGTH AND STUDENTS' NEEDS-----

Week 1			
Dates	TOEFL	PRACTICE	MyEnglishLab
MM/DD	Introduction to the course TOEFL OVERVIEW PREP		<ol style="list-style-type: none"> 1. Vocabulary 2. Grammar Skills 3. Note-Taking
MM/DD	Orientation VIDEOS	E-Workbook -	

Week 2			
Dates	TOEFL	PRACTICE	MyEnglishLab
MM/DD	<ol style="list-style-type: none"> 1. Reading Skills 2. Listening Skills 3. Writing Skills 	E-Workbook -	
MM/DD		E-Workbook -	Unit 3 -

Week 3			
Dates	TOEFL		MyEnglishLab

MM/DD	<ol style="list-style-type: none"> 1. Reading Skills 2. Listening Skills 3. Writing Skills 		<ol style="list-style-type: none"> 1. Vocabulary 2. Grammar Skills 3. Note-Taking
MM/DD			Unit 4 -

Week 4			
Dates	TOEFL	PRACTICE	MyEnglishLab
MM/DD	Focus on MyEnglishLab Practice - Lessons		
MM/DD	Focus on Online lessons and practices. <ol style="list-style-type: none"> 1. Reading Skills 2. Listening Skills 3. Writing Skills 	Using Future Expressions	-

Dates	TOEFL		MyEnglishLab
MM/DD	<ol style="list-style-type: none"> 1. Reading Skills 2. Listening Skills 3. Writing Skills 		<ol style="list-style-type: none"> 1. Vocabulary 2. Grammar Skills 3. Note-Taking
MM/DD		Mastering TOEFL Questions	

Week 5			
Dates	TOEFL	PRACTICE	MyEnglishLab
MM/DD	<ol style="list-style-type: none"> 1. Mini-Test 1 2. Mini-Test 2 3. Complete Test 1 4. Complete Test 2 5. Complete Test 3 		Writing Assignments

Choose an item.			
Dates	TOEFL	PRACTICE	MyEnglishLab

Choose an item.			
Dates	TOEFL	PRACTICE	MyEnglishLab
MM/DD	<ol style="list-style-type: none"> 1. Mini-Test 1 2. Mini-Test 2 3. Complete Test 1 4. Complete Test 2 5. Complete Test 3 	E-Workbook	Writing Assignments
MM/DD		E-Workbook -	Writing Practice - (Instructor's discretion)

Week 6			
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Dates	TOEFL	PRACTICE	MyEnglishLab
MM/DD	<ol style="list-style-type: none"> 1. Mini-Test 1 2. Mini-Test 2 3. Complete Test 1 4. Complete Test 2 5. Complete Test 3 	E-Workbook -	
MM/DD	Focus on Practice Tests	Lab Work	- Writing Assignments

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Choose an item.			
Dates	TOEFL	PRACTICE	MyEnglishLab
MM/DD			<ol style="list-style-type: none"> 1. Vocabulary 2. Grammar Skills 3. Note-Taking

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Choose an item.			
Dates	TOEFL	PRACTICE	MyEnglishLab
MM/DD	<ol style="list-style-type: none"> 1. Mini-Test 1 2. Mini-Test 2 3. Complete Test 1 4. Complete Test 2 5. Complete Test 3 	E-Workbook -	Writing Catch Up Work
		E-Workbook -	Writing Catch Up Work

MM/DD			
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Week 7

Dates	TOEFL	PRACTICE	MyEnglishLab
MM/DD	<ol style="list-style-type: none"> 1. Mini-Test 1 2. Mini-Test 2 3. Complete Test 1 4. Complete Test 2 5. Complete Test 3 	E-Workbook-	Writing Catch Up Work Post Test

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Choose an item.

Dates	TOEFL	PRACTICE	MyEnglishLab
MM/DD		E-Workbook - Catch Up Work	Post Test

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Choose an item.

Dates	TOEFL	PRACTICE	MyEnglishLab
MM/DD	Final Azar's Assignments & Practices End of Term Review	MyEnglishLab Catch-Up	Catch Up Units

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Week 8

Dates	TOEFL	PRACTICE	MyEnglishLab
MM/DD	<ol style="list-style-type: none"> 1. Mini-Test 1 2. Mini-Test 2 		Writing Final Practice - (Instructor's discretion)

	3. Complete Test 1 4. Complete Test 2 5. Complete Test 3		
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Choose an item.			
Dates	TOEFL	PRACTICE	MyEnglishLab
MM/DD	Catch-up/Review Lessons	1. Vocabulary 2. Grammar Skills 3. Note-Taking	Paragraph Writing Practice -
MM/DD	END OF COURSE COMPLETE END OF COURSE SURVEY!!		

Please sign this form and e-mail it to the professor by the end of the first week of your course.

Syllabus Receipt
2023 - 2024
Academic Year

I, _____ have received, read, and understood the Syllabus and lab assignment sheet for TOEFL Prep. I also agree to abide by the rules and assignments in the syllabus.

NAME _____
Print name clearly

SIGNATURE

DATE ____/____/____