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Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course Observation**

***To the student***: Because you will have the opportunity to take college courses soon, it is important to experience a class in your major at this institution. This assignment has multiple tasks with the primary goal being to familiarize you with U.S. classroom culture. Please work independently on this assignment. No help or guidance from others is permitted.

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| **TASK 1**  *\_\_\_ points* | Familiarize yourself with the academic departments at our college ([link]). Then, peruse the faculty who teach in these departments ([link]). Answer the questions below in complete sentences. |
| 1. How many departments are there at [institution]? 2. Which department would you like to learn more about? Why? Which degree(s) can a student earn in this department? | |

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| **TASK 2**  *\_\_\_points* | Choose a course you would like to observe that is currently being offered in the department you listed above (Task 1; Question 2). The schedule of courses for the current semester can be found here: [link]. |
| Answer these questions about the course you chose. Please write complete sentences.   * 1. What’s the course prefix and number?   2. What’s the course title?   3. Who is the instructor? What is his/her title (e.g., *Assistant Professor, Associate Professor, etc.*)and contact information (e.g., *email address*)?   4. When is the course offered (day/time)?   5. Where does it take place? | |

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| **TASK 3**  *\_\_\_ points* | Find the section (WT14) in the back of your *Oxford American Dictionary for Learners of English* on writing emails. Use these email models as a guide to writing *your* own email. You may also wish to consult online resources, such as <http://www.wikihow.com/Email-a-Professor> or <http://www.usnews.com/education/blogs/professors-guide/2010/09/30/18-etiquette-tips-for-e-mailing-your-professor>.  In your email, politely ask if you can sit in on this class for observation purposes and as part of an assignment in ESOL. Suggest a few dates. You should (1) have a clear subject line; (2) use a formal greeting; (3) explain why you are writing; (4) be direct but polite when asking to visit; and (5) use a formal closing. Write a draft of your email here. DO ***NOT*** SEND YOUR EMAIL TO THE PROFESSOR YET! |
| Subject line: | |
| **STOP!**  Wait for my feedback before continuing to Task 4. | |

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| **TASK 4**  *\_\_\_ points* | Once you have revised your email from Task 3, do the following: |
| 1. **Schedule Class Visit.** Email the professor whose class you would like to visit immediately. Do not forget to suggest some possible dates that you could come. Write logistical information here:  * Professor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  1. **Predict Content**. Based on what you know about the course, what information might you hear from the professor during the class?  * Write what you know about this subject in 2 to 3 sentences:      * Write 5 words or phrases you might hear the professor say in class:  1. *…* 2. *…* 3. *…* 4. *…* 5. *…* | |

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| **TASK 5**  *\_\_\_points* | Attend the class. During your class visit, observe the professor, students, and overall atmosphere. Complete the following: |
| 1. How well were you able to follow the ideas in the class? Circle the answer that best describes you. Then, explain your answer in 2 to 3 sentences.    * + - 1. all the time          2. most of the time          3. sometimes          4. not often   Explanation:   1. Read the expressions often used by professors to encourage students to participate. Circle the expressions you heard during your class visit. *Were there others?*  * *What does everyone else think?* * *Has everyone shared their idea?* * *[student’s name], what do you think?* * *[student’s name], can you add something here?* * *We haven’t heard from [student’s name] yet.* * *Let’s hear from others in the group.* * *Let’s take a vote. Raise your hand if you agree with this idea.* * *So, is everyone satisfied with this?* * *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* * *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  1. How would you rate this class on the following scale (*1=strongly disagree; 2=disagree; 3=no opinion; 4=agree; 5=strongly agree*):  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **1** | **2** | **3** | **4** | **5** | | The professor appeared well-prepared for class. |  |  |  |  |  | | The professor encouraged students to participate in class. |  |  |  |  |  | | Students were active and participatory in class. |  |  |  |  |  | | The classroom environment was friendly. |  |  |  |  |  | | The professor used a lot of hand gestures and body language. |  |  |  |  |  | | I could read the professor’s handwriting on the board. |  |  |  |  |  | | The professor used technology when teaching. |  |  |  |  |  | | After my observation, I am still interested in taking this course. |  |  |  |  |  |  1. What are some differences and similarities between classes/professors in your home country and in the U.S.? What did you notice by observing this class? Write 5 to 8 sentences. | |

***Thank you.***

**I cannot wait to learn what you discovered!**