IELI 1120
Instructor: Jim Bame
Office: 77 Main
Email: jim.bame@usu.edu
Office hours: 8 – 9:00 MTW and by appointment
Text & materials: An organized, three-ring binder is required for all handouts.
Classroom/times: Main 066 Tuesday and Thursday 1:30-2:45
Main 066 Wednesday 11:30 – 12:30

Important Dates

Classes Begin Monday Jan 08
Martin Luther King, Jr. Day Monday Jan 15
IELI Curriculum Day Friday Feb 16
Presidents' Day Monday Feb 19
Monday Class Schedule Tuesday Feb 20
Spring Break Monday - Friday Mar 05 - 09
No-Test Week Monday - Friday Apr 23 - 27
Classes End Friday Apr 27
Final Examinations Monday - Friday Apr 30 - May 04

About this course. This course is the first in a series that is designed to help you learn to write in English. We will focus on the grammar necessary for writing clear sentences and also on the elements of basic paragraphs of narration and description. We may also spend some time on simple expository paragraphs.

Text: There is no text is required for this class. However, buy enough paper and pencils for writing and one or more bluebooks from the Bookstore for your weekly journals.

Course Outcomes

Students communicate clearly in writing in a level-1 appropriate way

- by means of well-formed simple, compound and complex sentences
- by means of basic narrative and descriptive paragraphs

Assignments & Evaluation: There will be many daily writing assignments. Some of them will be informal, in-class assignments. Others will be formal and will have to be properly formatted and produced by word-processor and submitted to me by e-mail. Assignments may range in value from one grade to two or more grades, depending on content and length. Your score on any given assignment will be based on the quality of your work. However, learning to write well is a process, involving brainstorming, outlining, receiving feedback, drafting, receiving feedback, and revising. First drafts will be assigned a numerical score according to content completion and overall organization. I will comment on them in ways designed to inform you of strengths and weaknesses in
your handling of the assignment and what you can do to improve. You will have one or more opportunities to revise your work before I assign a final score to the writing.

**Evaluation:**

- In-class products 20%
- Out-of-class products 20%
- Writing -- First Few Drafts 30%
- Writing -- Final Draft 20%
- Weekly Journals 10%

Grading Scale is as follows:

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<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>93 - 100%</td>
<td>A</td>
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<tr>
<td>90 - 92 %</td>
<td>A-</td>
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<tr>
<td>88 - 89 %</td>
<td>B+</td>
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<tr>
<td>83 - 87 %</td>
<td>B</td>
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<tr>
<td>80 – 82%</td>
<td>B-</td>
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<tr>
<td>78 - 79 %</td>
<td>C+</td>
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<tr>
<td>73 - 77 %</td>
<td>C</td>
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<tr>
<td>70 – 72%</td>
<td>C-</td>
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</tbody>
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IELI policy requires a grade of C- or better to pass a course. Any grade below a c- is a failing grade.

Homework is expected to be done on time and must be ready when asked for in class. If any assignment is handed in late, a penalty of 15% per day will be assessed. No assignment will be accepted 4 days after it is due unless there are special circumstances. In-class activities will be done daily and graded according to the quality of product.

**IELI Policies and Practices**

IELI and USU Attendance Policy

Learning a language requires that you actively attend and participate in your classes. If you do not regularly attend classes, you may miss important information and fail the class, not progressing to the next level in the IELI program. Attendance is not only important for learning but essential for international students on an F-1 or J-1 visa to maintain their legal immigration status. IELI works closely with the office of Global Engagement to ensure that our students maintain their immigration status and will report students who regularly miss class. Consequently, the following attendance policy will be enforced.

**USU policy- excused absences**

According to the USU policy, a student may not miss more than 20% of any class even if it is excused. This means that you cannot miss more than 9 classes for any one class, even if some of the absences are excused. If a student’s total absences (excused and unexcused) for any class exceeds 9, their immigration status will be terminated and they will be sent home.

**Warnings**

Students will get at least three warnings before their immigration status is terminated. It is the student’s responsibility to provide a current e-mail address to IELI and the office of
Global Engagement and check their e-mail regularly. If a student’s immigration status is terminated, they will be given 15 days to leave the U.S.

Grading

The grades you get for each class are based on the work you do for that class. Attendance and effort are important factors for successful learning but do not directly affect your grade. It is important for you to do your best on all your in-class and at home activities as they will be graded on how well you complete these activities. Successful completion of these activities will help you gain the knowledge and skills you need to meet learner outcomes for each course.

Progressing to the next level

You must receive a grade of C- or better in any IELI class in order to pass that class and move to the next level of that class. Students who receive lower than a C- are required to repeat the class until they receive a passing grade. If you are not passing a class at mid-term you will be re-registered for the class until final grades are posted. If your final grade shows that you passed the class, you will be moved up into the next level or the class will be dropped.

If you want to check on how well you met the learner outcomes for each class, there are two ways to do so: 1) you can get a copy of the student achievement form from the IELI staff assistants or 2) you can access your grade on the USU website and then compare the grade to the Grade Descriptions on the IELI website (Current Students -> Academics-> Grade Descriptions).

In-term evaluations

Your professors will inform you, in writing, of your grade three times during the semester (e.g. approximately 4 weeks, 8 weeks and 12 weeks). For the midterm evaluation, IELI faculty assign a letter grade to students in each of their classes. If you are doing work at a level lower than C in any of your classes, your professor will meet with you to discuss what you will need to do to pass the class.

University Policies:

Academic Integrity – “The Honor System.” Each student has the right and duty to pursue his or her academic experience free of dishonesty. The Honor System is designed to establish the higher level of conduct expected and required of all Utah State University students.

The Honor Pledge: To enhance the learning environment at Utah State University and to develop student academic integrity, each student agrees to the following Honor Pledge: “I pledge, on my honor, to conduct myself with the foremost level of academic integrity.”

A student who lives by the Honor Pledge is a student who does more than not cheat, falsify, or plagiarize.

A student who lives by the Honor Pledge:

Espouses academic integrity as an underlying and essential principle of the Utah State
University community;

Understands that each act of academic dishonesty devalues every degree that is awarded by this institution; and Is a welcomed and valued member of Utah State University

Grievance Process (Student Code). Students who feel they have been unfairly treated [in matters other than (i) discipline or (ii) admission, residency, employment, traffic, and parking – which are addressed by procedures separate and independent from the Student Code] may file a grievance through the channels and procedures described in the Student Code (Article VII. Grievances, pages 25-30)

Plagiarism. Plagiarism includes knowingly “representing, by paraphrase or direct quotation, the published or unpublished work of another person as one’s own in any academic exercise or activity without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.” The penalties for plagiarism are severe. They include warning or reprimand, grade adjustment, probation, suspension, expulsion, withholding of transcripts, denial or revocation of degrees, and referral to psychological counseling.

Sexual Harassment. Sexual harassment is defined by the Affirmative Action/Equal Employment Opportunity Commission as any “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.” If you feel you are a victim of sexual harassment, you may talk to or file a complaint with the Affirmative Action/Equal Employment Opportunity Office located in Old Main, Room 161, or call the AA/EEO Office at 797-1266.

Students with Disabilities. The Americans with Disabilities Act states: “Reasonable accommodation will be provided for all persons with disabilities in order to ensure equal participation within the program. If a student has a disability that will likely require some accommodation by the instructor, the student must contact the instructor and document the disability through the Disability Resource Center (797-2444), preferably during the first week of the course. Any request for special consideration relating to attendance, pedagogy, taking of examinations, etc., must be discussed with and approved by the instructor. In cooperation with the Disability Resource Center, course materials can be provided in alternative format, large print, audio, diskette, or Braille.”

Withdrawal Policy and "I" Grade Policy. Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student may be unable to complete all of the coursework because of extenuating circumstances, but not due to poor performance or to retain financial aid. The term 'extenuating' circumstances includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter a work schedule to secure employment, (4) change in work schedule as required by an employer, or (5) other emergencies deemed appropriate by the instructor.