IELI 1220—Writing from Sources
Spring 2018

Instructor: Nolan Weil
Office: Main 079
Phone: 797-2052
E-mail: nolan.weil@usu.edu
Office Hours: T-TH 12:00-1:15; and by appointment
Class Times: T-TR 1:30-2:45    W 11:30-12:20
Location: MAIN 079    MAIN 079

Important Dates:
Jan 08    Classes Begin
Jan 15    Martin Luther King, Jr. Holiday – No Classes
Feb 19    President's Day Holiday – No Classes
Feb 20    Follow Monday Class Schedule
Mar 5-9    Spring Break – No Classes
April 27    Classes End
Apr 30-May 4    Final Examinations

Required Text:
No special text is required for the course. Your professor will provide materials.

About the Course:
This course focuses on learning how to write clear sentences and coherent paragraphs. You will learn how to describe objects and people, recount events, define, classify, compare, contrast, and explain. You will write from your own experience, and you will learn how to write based on information you take from sources.

Expected Learner Outcomes:
Given a topic, students can write a well-constructed (level appropriate) paragraph with

- a clear topic sentence
- supporting details
- transitions
- appropriate features for the genre
• a conclusion

Assignments & Evaluation:

There will be 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 or posted online.

Assignments may range in value from about 10-20 points, 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 drafting, receiving feedback, and revising. Preliminary drafts may or may not be assigned a numerical score. I will generally comment on them in ways designed to inform you of strengths and weaknesses in your handling of the assignment. You will have one or more opportunities to revise your work before I assign a final score to the writing.

Your final grade will be calculated by adding up the total number of points you receive for all assignments and dividing by the total number of points possible. Grades will be calculated based on the following percentages.

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>93-100%</td>
<td>A</td>
</tr>
<tr>
<td>90-92%</td>
<td>A-</td>
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<tr>
<td>88-89%</td>
<td>B+</td>
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<td>83-87%</td>
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<td>80-82%</td>
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<td>78-79%</td>
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<td>73-77%</td>
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<td>68-69%</td>
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<tr>
<td>63-67%</td>
<td>D</td>
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<td>&lt;63%</td>
<td>F</td>
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USU and IELI attendance policy

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.

Missing consecutive classes

If a student misses 7 consecutive classes for any one class without contacting the instructor and providing valid proof of absence (e.g. a medical excuse from a doctor), their immigration status will be terminated and they will be sent home.

Total classes
If a student misses 7 total class hours for any one class or 22 total class hours in any one semester, their immigration status will be terminated and they will be sent home.

**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.

**IELI Grading Policy**

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 in IELI**

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

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 (435) 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."