

**College of Humanities,  
Arts, and Social Science  
Intensive English Language Institute  
Utah State University  
Fall Semester 2016**

**IELI 1220**

**Writing from Sources**

**Instructor:** Jim Bame  
**Office:** Main 077  
**Office hours:** MTWH 8:00 – 9:00 or by appointment (or e-mail)  
**Email:** jim.bame@usu.edu  
**Class times:** M 11:30 – 12:20 M 343; T & H 10:30 – 11:45 M 343

**Important Dates**

Classes Begin	Monday	Aug 29
Labor Day	Monday	Sep 05
Friday Class Schedule	Thursday	Oct 20
Fall Break	Friday	Oct 21
Thanksgiving Holiday	Wednesday - Friday	Nov 23 - 25
No-Test Week	Monday - Friday	Dec 05 - 09
Classes End	Friday	Dec 09
Final Examinations	Monday - Friday	Dec 12 - 16

**Required materials:** 1) **Textbook:** *Introduction to Academic Writing 3<sup>rd</sup> Edition* by Oshima and Hogue. **The textbook must be new.** 2) **A three-ring binder** for handouts and storing writing assignments, homework, etc. Occasionally, your three-ring binder will be graded for organization and will count as one homework and in-class grade.

You will use email and the internet for some class assignments, so everyone needs an email account. (All USU students can have free email accounts.)

**Course Purpose:** This course focuses on sentence and paragraph writing. You will learn how to construct a good paragraph and how to write different kinds of paragraphs through a process approach to writing. You will also need to paraphrase information from the Internet, report using email and a website, and use an English word processor.

**Course Content:**

Information Packaging in writing

- **the elements of an effective academic paragraph and at the end of the term, essays (including topic sentence, support sentences, logical conclusions**
- **adding and combining information** (including relative clauses, coordinating & subordinating conjunctions, participial phrases, transition words & phrases)
- **challenges of writing in a second language** (including error correction for types such as fragments, run-ons, and comma splices), American cultural rhetorical

patterns (including, generalization, reasons, description, comparison and contrast, exemplification, analysis, etc.)

The process of writing for an academic situation

- brainstorming and narrowing topic
- using visual representations to plan writing
- writing a first draft in-class and/or out-of-class
- writing (keyboarding) a first draft to hand in for a grade
- editing and recasting/reformulating writing
- writing a second draft (and if needed a third draft)
- getting feedback (your own, peer, and instructor)

### Graded Activities:

**Formal Writing Assignments** -- All paragraphs must be of appropriate length to fully explain the assignment in order not to be penalized for length and all must be keyboarded on a computer. These will be done separately from all other writing assignments.

- |                                    |   |
|------------------------------------|---|
| • Writing 1 - paragraph x1 grade   | – Description of a classmate                |
| • Writing 2 - paragraph x1 grade   | – Description of an influential person      |
| • Writing 3 - paragraphs x2 grades | – Description of a place                    |
| • Writing 4 - paragraphs x2 grades | – Description of events                     |
| • Writing 5 - paragraphs x2 grades | – Assertion/Substantiation/Logical Division |
| • Writing 6 - paragraphs x2 grades | -- Process/Evaluation                       |
| • Writing 7 - paragraphs x3 grades | – Compare/Contrast/Evaluation               |
| • Writing 8 - paragraphs x3 grades | -- Analysis by division/Evaluation          |

**Photo Description Assignment** will be five writings which will be started in-class, **handwritten**, double-spaced, properly formatted assignments. These will focus on accuracy and practice in writing structures and writing grammar. They will be re-written focusing on the errors indicated in the paragraphs. These are done separately from other writing assignments.

**In-class Writing activities** will be focused on grammatical fluency, vocabulary expansion and idea explanation. They will be written on paper provided. These will be graded according to accuracy, interesting ideas, the ideas' explanation, and thoughtfulness of writing. These are separate from other writing assignments.

**Out-of-class writing assignments** will be graded by percentage grades or by completion, depending upon the assignment. These will mainly be assignments from the textbook or from handouts which support writing issues.

**Quizzes** – Take home or in-class and will be will be about writing organization, discourse connectors, and functional grammar.

**All Assignments must be finished and handed in on time or they will be penalized 30% for the first 6 hours and not accepted later.**

### Evaluation:

Enabling activities	15%
In-class/Out-of-class writing	15%

Photo Descriptions	15%
Formal writing assignments	55%

Final grades will be based on your percentage in each of the categories above. The following grading scale will be used:

<b>A</b>	= 93 – 100	D+	= 68 - 69
<b>A-</b>	= 90 – 92	D	= 60 - 67
<b>B+</b>	= 88 – 89		
<b>B</b>	= 83 – 87	F	= 59 - 0
<b>B-</b>	= 80 – 82	According to IELI policy, you must earn a C- or better to pass a course.	
<b>C+</b>	= 78 – 89		
<b>C</b>	= 73 – 77		
<b>C-</b>	= 70 – 72		

## Class Policies

**IELI 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. For students studying on a visa, if you miss more than a week of class we are obligated to contact the Office of Global Engagement to report your absence. Missing multiple classes and/or failing multiple courses can have serious consequences for some students as it can be grounds for revoking their visa and requiring the students to immediately return to their country.

**Grading** -- The grades you get for each class are based on the evaluation of the quality of the products 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 out-of-class activities as they will be graded on the quality of the completed reporting activity. Successful completion of these activities will enable you gain the knowledge and skills you need to meet learner outcomes for this 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.

**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.

**Illness and emergencies.** You may miss up to If you are sick, or if there is an emergency (please note that for the university, emergencies include a death or serious illness in the family, warfare, jail or legal problems, accidents, etc.), please inform me before class time.

**Reporting to SEVIS.** SEVIS regulations state that international students who do not make normal progress in their classes will be reported to SEVIS. Please note that attendance is very, VERY important to the government, and too many absences can result in your being deported.

**Electronic devices.** Please turn off all electronic devices, i.e., cell phones, computers, and iPhones. Unless we use them in an activity, they must remain off. If you have a question about the meaning of a word, ask me and it will be added to the enabling activity vocabulary lists.

**Lateness to class** – In order to facilitate a successful academic environment, if you late to class, the activity the class is working on will reflect the % of time you miss for the activity. Other policies regarding lateness will be instituted in class depending on circumstances

**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: [http://studentlife.tsc.usu.edu/stuserv/pdf/student\\_code.pdf](http://studentlife.tsc.usu.edu/stuserv/pdf/student_code.pdf) (Article VII. Grievances, pages 25-30).

**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 used 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.

### **Steps In Registration for L2 Writing from Sources at <http://www.nicenet.org>**

1. Type in <http://www.nicenet.org> in the location line of an Internet Browser (Explorer, Mozilla, etc.)
2. Click on Join a class
3. Type in the Class Key -- SZ389Z6Q6Z
4. In the User Name space, type in your name
5. In the Password space, type in a password you will not forget.
6. In the Email space, type in your email address.
7. In the Email Confirmation space, type in your email address again.
8. In the First Name space, type in your first name
9. In the Last Name space, type in your last name.
10. Click Join the class!