



**Grades:** Your final grade will be calculated as follows:

Chapter quizzes	60%
Labs	10%
Daily Enabling activities	30%

**Enabling Activities may be from assignments in- or out-of-class**

**Classwork & Attendance: Out-of-class** assignments are due at the beginning of the class period. Late work will be accepted, but no more than 6 hours after the beginning of the class on the due date and no more than 3 times per term. If you are inattentive in class, you will receive a 0. So focus. If you come late, please remind me at the end of class. Excused absences require a written excuse.

<b>University Grading Scale</b>	A	93-100%	C+	77-79%
	A-	90-92%	C	73-76%
	B+	87-89%	C-	70-72%
	B	83-86%	D	60-69%
	B-	80-82%	F	59% and below

According to IELI policy, you must earn a C- or better to pass the course.

**Class Policies**

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.

**IELI Policies and Practices**

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.

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.

## **Utah State University Policies and Procedures**

### **Academic Freedom and Professional Responsibilities**

Academic freedom is the right to teach, study, discuss, investigate, discover, create, and publish freely. Academic freedom protects the rights of faculty members in teaching and of students in learning. Freedom in research is fundamental to the advancement of truth. Faculty members are entitled to full freedom in teaching, research, and creative activities, subject to the limitations imposed by professional responsibility. Faculty Code Policy #403 further defines academic freedom and professional responsibilities: <http://personnel.usu.edu/policies/403.htm>.

### **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.

**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 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.

**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).

**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.

We will use Canvas as a medium for assignments.

This syllabus may be changed during the semester; students will be advised beforehand.