

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 304; T & H 9:00 – 10:15 M 201

Important Dates

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| Labor Day | Monday | Sep 04 |
| Friday Class Schedule | Thursday | Oct 19 |
| Fall Break | Friday | Oct 20 |
| Thanksgiving Holiday | Wednesday - Friday | Nov 22 - 24 |
| No-Test Week | Monday - Friday | Dec 04 - 08 |
| Classes End | Friday | Dec 08 |
| Final Examinations | Monday - Friday | Dec 11 - 15 |

Required materials: 1) Textbook: *Introduction to Academic Writing 4th Edition* by Oshima and Hogue. **The textbook must be new or a used one without more than 4 pages which have the activities done** 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 Goals: 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, etc.)
- **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, etc.), 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.

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| • Writing 1 - paragraph x 1 grade | – Description -- Person |
| • Writing 2 - paragraph x 1 grade | – Description -- Person |
| • Writing 3 - paragraphs x 2 grades | – Description -- Place |
| • Writing 4 - paragraphs x 2 grades | – Description -- Event |
| • Writing 5 - paragraphs x 2 grades | – Assertion/Substantiation/Logical Division |
| • Writing 6 - paragraphs x 2 grades | -- Process/Evaluation |
| • Writing 7 - paragraphs x 2 grades | – Compare/Contrast/Evaluation |
| • Writing 8 - paragraphs x 2 grades | -- Analysis by division/Evaluation |

Photo Description Assignment will be 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, 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 a) be penalized 30% for the first 6 hours and b) not accepted later.

Evaluation:

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| Enabling activities/quizzes | 20% |
| Photo Descriptions | 20% |
| Formal writing assignments | 60% |

Final grades will be based on your percentage in each of the categories above.

The following grading scale will be used:

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

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| A | = 93 – 1000 | C+ | = 78 – 89 |
| A- | = 90 – 92 | C | = 73 – 77 |
| B+ | = 88 – 89 | C- | = 70 – 72 |
| B | = 83 – 87 | D+ | = 68 – 69; D = 60 – 67; F = 59 - 0 |
| B- | = 80 – 82 | | |

Class Policies

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.

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.

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 (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 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.