

Syllabus (tentative and subject to change)**Lead Teacher:** Marta Halaczkiwicz**Email:** marta.hala@usu.edu**Office:** 069C Old Main**Phone:** 435-797-2059**Textbook:**21st Century Communication Skills: Listening, Speaking, and Critical Thinking 4

by Christien Lee

Catalog Description:

Develops techniques for understanding the planned and spontaneous academic discourse of university classrooms. Focuses on information processing.

Expected Learner Outcomes

After listening to a videotaped recording of a university lecture, students will . . .

1) demonstrate recognition of various organizational features and discourse structures of the lecture including:

- a) discourse markers (e.g., topic & subtopic announcements, examples, supporting information, returns to topic after digression)
- b) organizational sequences (e.g., definition, classification, concept explanation, problem/solution)
- c) discourse features to be ignored (e.g., digressions, postponements)

2) demonstrate ability to take notes that reflect organization and content of the lecture. Notes may employ . . .

- a) key word outlines
- b) bulleted lists
- c) visual representations
- d) other self-developed systems

3) demonstrate understanding of lecture content by completing tasks such as . . .

- a) filling in concept maps
- b) answering questions
- c) applying the content to situations
- d) summarizing the content

Assignments:Listening Logs (25% of your grade)

Each week you will go to npr.org and choose a program to listen. It can be a short (2 or 5 minute) news clip or a full-length (1 hour) talk show. Your job is to listen as many times as you need so that you can summarize what it is about. Once you are ready write a 1-2 paragraph summary that included key ideas from the program and add your opinion about it including how difficult/easy you found the listening and why.

Vocabulary (25% of your grade)

With each unit you will learn a set of new words. You will take a vocabulary quiz with the new words for each of the units.

Listening tests (50% of your grade)

After each unit (5 units) we study and practice in class, we will have a listening test that will focus on skills practiced in class.

Canvas Instructure:

During this course, we will use Canvas Instructure as our on-line class component. Canvas is Utah State University's Learning Management System (LMS) that helps us deliver class content online. You will be able to access additional information and materials (like this syllabus). We will have an in-class instruction on how to use Canvas. You will need your A# and password set up to access this service.

Participation:

Your participation in class is crucial (extremely important) for your learning. Simply, if you don't participate, you don't learn. Such is the nature of language learning and my classes are designed with that in mind. Each day you are in class, you are expected to participate. There are several ways you can participate. Here are some examples:

- ask and answer questions to the teacher
- ask and answer questions to your classmates
- share your view and opinions in class, group, and pair activities
- engage in the activities assigned by the teacher

In addition, there are several activities that may prevent you from learning and disrupt others in class:

- coming to class (even for a good reason - you're not there, you're not learning)
- sleeping in class
- sitting quietly or not contributing much during class, group, and pair activities
- daydreaming for too long (I allow some daydreaming in my class, we all need a mental break from time to time)
- engaging in activities other than those assigned in class, e.g. checking your social media (like Facebook or Instagram), checking sport event scores, reading news in your own language (even in English), texting, etc.
- distracting other students repetitively by off-topic conversation, inappropriate behavior, jokes, etc.

Make up work and assignments:

- Assignments are due on the posted due date (see Canvas).
- The teacher reserves the right to refuse accepting late assignments.
- Ask your classmates and/or the teacher about the material that was covered in class. I post an announcement in Canvas summarizing our class activities for that day.
- Show your made up work to your teacher within one day of your absence.
- If you miss a presentation, quiz, or a test, talk to me to schedule a make up within two days of your absence. This option is open ONLY to those who informed the teacher of their absence in advance. In case of NO CALL – NO SHOW situation, the student will NOT BE ALLOWED TO MAKE UP the missed test or presentation.

Important dates this semester:

September 4, Monday – Labor Day – No classes
October 19, Thursday – Friday Class Schedule
October 20, Friday – Fall Break - No classes
November 22-24 – Thanksgiving Break – No classes
December 8, Friday – Last day of classes
December 11 – 15, Monday – Friday – Final's Week

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.

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.

Academic Honesty/Integrity:

You are expected to follow USU Academic Honesty/Integrity Policy, which forbids cheating, falsification, and plagiarism. To learn about the Policy go to <http://catalog.usu.edu/content.php?catoid=4&navoid=547>. If you are caught committing any of the described violations, you will first receive a warning from your teacher and a record of it will be put in your file. You will also be asked to complete additional assignments for the class. If you violate this policy for the second time, you will be subject to the disciplinary actions described in Section 3 of the Academic Honesty/Integrity.

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."