IELI 2440.003 Academic Discourse

Instructor: Stacy Thomson
Office: Old Main 76
Office Hours: M 11:30, TH 12:30 and by appointment
E-Mail: stacythomson@gmail.com
Class times: M W F 12:30 – 1:20 Old Main 343
Required Materials: One 3-ring binder for homework, handouts, etc.

Course Goals: Students learn to research, prepare, and deliver different types of academic presentations.

Expected Learner Outcomes

1) In their presentations, students show university-level research and preparation by
   • using relevant sources
   • organizing information that shows a clear introduction, body, and conclusion
   • developing the presentation topic for the intended audience adequately

2) In their presentations, students show they can deliver an academic presentation by
   • creating and using appropriate visual support
   • using language that is clear and comprehensible
   • interacting with the audience successfully
   • using appropriate body language (eye contact, gestures, and posture)

Formal presentations

<table>
<thead>
<tr>
<th></th>
<th>% of Grade</th>
</tr>
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<tbody>
<tr>
<td>1. Describing a place</td>
<td>7.5%</td>
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<tr>
<td>2. Defining and explaining a concept</td>
<td>7.5%</td>
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<tr>
<td>3. Describing a physical object</td>
<td>12.5%</td>
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<tr>
<td>4. Classification</td>
<td>12.5%</td>
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<tr>
<td>5. Process</td>
<td>15%</td>
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<tr>
<td>6. Problem/Solution (final presentation)</td>
<td>15%</td>
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</table>

- Self-evaluation of presentations are written four to five times. These are formal reflective analysis papers for presentations. They are done individually.
- Peer evaluations are done in class of “live” student presentations with evaluation sheets.
- Students must display a presentation style and comprehensibility compatible with a university classroom with non-native and native speakers as their audience

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>100 - 93 %  = A</td>
<td>82 - 80% = B-</td>
</tr>
<tr>
<td>92 - 90% = A-</td>
<td>79 - 78% = C+</td>
</tr>
<tr>
<td>89 - 88% = B+</td>
<td>77 - 73% = C</td>
</tr>
<tr>
<td>87 - 83% = B</td>
<td>Below 60% = F</td>
</tr>
</tbody>
</table>

According to IELI policy a C- or higher is required for all classes in order to pass the course.
EVALUATION – Enabling assignments and activities (e.g. locating appropriate topics, researching, outlining, preparing visuals, being ready to practice, sending practice videos to the professor, written assignments, etc.) are crucial in learning how to prepare and present the products of this course: organized formal presentations.

<table>
<thead>
<tr>
<th>Enabling activities and assignments</th>
<th>20%</th>
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<tbody>
<tr>
<td>Formal, written personal analyses of presentations</td>
<td>10%</td>
</tr>
<tr>
<td>Formal presentations</td>
<td>70%</td>
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</table>

All presentations must be given on the day assigned in the order assigned. Any lateness in presenting will result in a 30% grade deduction for each class time the presentation is late.

Since written products for homework and in-class activities are graded on their quality. If a student is absent, she or he will receive a 0 for any product for or done in class that day.

If the student sends the product by e-mail, before class time, no deduction will take place. If the product is sent late there will be a 25% deduction of the earned grade.

Typical Classroom Topics / Activities

- Organizing information for presentations
- Credibility of sources and how to cite in a presentation
- Synthesizing/paraphrasing information
- How to be comprehensible to an audience
- How to not distract an audience
- How to be a good, involved audience
- Analyzing a topic so it is not too general
- Analyzing PPT/s for quality and university appropriateness
- Linking phrases for formal presentations
- Using visuals with a pointer during presentations
- Acceptable non-verbal behaviors while giving presentations
- Managing visuals effectively
- Pronunciation of difficult vocabulary
- Dealing with time limitations
- Practicing presentations
- Evaluating supporting visuals

Important Dates

<table>
<thead>
<tr>
<th>Classes Begin</th>
<th>Monday</th>
<th>Aug 28</th>
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<tbody>
<tr>
<td>Labor Day</td>
<td>Monday</td>
<td>Sep 4</td>
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<tr>
<td>Friday Class Schedule</td>
<td>Thursday</td>
<td>Oct 19</td>
</tr>
<tr>
<td>Fall Break</td>
<td>Friday</td>
<td>Oct 20</td>
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<tr>
<td>Thanksgiving Holiday</td>
<td>Wednesday - Friday</td>
<td>Nov 22-24</td>
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<tr>
<td>Classes End</td>
<td>Friday</td>
<td>Dec 8</td>
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<tr>
<td>Final Examinations</td>
<td>Monday - Friday</td>
<td>Dec 11-15</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.

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.