IELI 1240-001 & 002 – Integrated Skills 1 & 2
Fall 2018

Class time & place:  Monday, Wednesday, and Friday 10:30-11:20 BNR 113

Instructor: Kim Andrus
Email: kim.a.andrus@usu.edu
Office: Old Main 076
Office hours: Tues & Thurs 12:00-1:00 or by appointment

Required Materials  There is no textbook. You will need a class folder or binder for your papers.

Important Fall 2018 Dates
IELI Classes Begin Tuesday, Aug 28
Labor Day  Monday, Sep 03
Fall Break  Friday, Oct 19
Thanksgiving Holiday Wednesday – Friday, Nov 21 - 23
No-Test Week Monday – Friday, Dec 03 - 07
Classes End Friday, Dec 07

Course Description
This is a multilevel speaking, reading, writing, and listening course, with an emphasis on listening, designed to develop high-beginning (001) or low-intermediate (002) language skills through content-based instruction. It is repeatable for credit for students who place at Level 1 on the IELI placement exam.

Course Goals
Students will...
• Understand English in media environments (or educational environments generally) that require sustained listening
• Report and discuss (orally and/or in writing) aurally-comprehended language

Expected Learner Outcomes
Level 1  students demonstrate the ability to listen for topic and main ideas in media or “live” English by...
• reporting on the information via brief responses (e.g., single words, short phrases, simple sentences)
• discussing the information orally or in writing

Level 2  students demonstrate the ability to listen for topic, main idea and supporting information from media or “live” English by...
• taking notes that capture main ideas and multiple details
• discuss the information orally or in writing simple and complex sentences with some elaboration

Grades
Presentations  150
Vocabulary Tests  350
Listening Tests  500
TOTAL  1000 Points
Final Grade: Your final grade for the class is the percentage of points you have at the end of the semester. You need a grade of at least C- to pass IELI courses.

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<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>93%-100%</td>
<td>A</td>
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<tr>
<td>92%-90%</td>
<td>A-</td>
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<tr>
<td>88%-89%</td>
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<td>83%-87%</td>
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<td>67%-63%</td>
<td>D</td>
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<td>Below 60%</td>
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Attendance & Make-Up Work

You should always come to class and arrive on time. But if you miss a class, you can check the class outline link on Canvas or send the teacher an email to find out the homework.

If you don’t come to class and miss tests or presentations because of a very serious problem (for example, a serious health problem), and you show proof (such as a doctor’s note), the teacher will let you do it later. But if you miss tests or presentations for other reasons (for example, you wanted to do something else, or you slept late), your teacher will NOT let you do it later.

Participation

Active Involvement: During class you often have to talk with other students. You should also be ready to listen and answer questions when the teacher leads class discussions. Be ready to ask questions and share opinions. You can’t only sit and be quiet in this class!

English Environment: Try to use English during class. You can speak to classmates in your native language only when you need to quickly ask or give help.

ICDs: ICDs (Internet / Communication Devices) such as smartphones, tablets, and laptops can be used in class but only for class work like using a dictionary or in an online activity. Your phones should 1) always be visible (above the desk) and 2) have English somewhere on the screen. Don’t use your phones during partner and group activities unless you are sharing the information with classmates.

Your teacher may ask you to put phones away during tests or if you don’t follow the rules above.

Tips for Success

In the classroom
- Attend class every day. Don’t be late. Bring the class materials.
- Pay attention. Take notes. Have a positive attitude.
- Ask your teacher if you need help or have a question.
- Try hard. Participate in class and group discussions.

Outside the classroom
- Take care of yourself. Make healthy habits and get enough sleep.
- Look for chances to use and practice what you are learning.
- Always do the homework and complete assignments early. Don’t wait until the last minute.
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 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.
USU Policies and Practices

Grievance Process
Students who feel they have been unfairly treated [in matters other than discipline, 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: Article VII Grievances

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 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 (435) 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 (435) 797-2444, preferably during the first week of the course. Any request for special consideration related 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 will be provided in alternative format (e.g. large print, audio, diskette, or Braille) upon request.

 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 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.