Intensive English Language Institute  
College of Humanities and Social Sciences  
Utah State University

**IELI 2420-001 Writing from Academic Sources**  
**Fall 2018**

Class time & place:  
Mon 11:30-12:20, Old Main 343  
Tues & Thurs 9:00-10:15, Old Main 343

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**  
*College Writing 4* by Li-Lee Tunceren and Sharon L. Cavusgil

**Important Fall 2018 Dates**
- 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
- Final Examination: NA

**Course Description**
This course introduces students to academic writing demands. Students gather information from various sources, such as interviews, surveys, and academic texts; analyze and summarize the information; and write documented essays and reports.

**Course Goals**
Students learn...
- academic research skills needed in university-level coursework
- academic writing skills
- the computer skills necessary to participate in a writing class

**Expected Learner Outcomes**
Students display academic research skills by showing in their writing that they...
- evaluate sources
- gather relevant information
- use electronic library databases and the Internet for information gathering

Students display academic writing skills by showing in their writing...
- a clear focus and overall organization typical of various academic genres
- information that has been paraphrased/summarized from multiple sources
- acknowledgement of others' ideas through in-text citations and reference lists
- use of language (syntax, grammar, vocabulary) that does not interfere with comprehensibility
Evaluation

**Assessments:** Four major papers will be assessed, and you will receive several graded assignments which are opportunities to demonstrate how well you meet the learner outcomes, above.

<table>
<thead>
<tr>
<th></th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper 1</td>
<td>200</td>
</tr>
<tr>
<td>Paper 2</td>
<td>200</td>
</tr>
<tr>
<td>Paper 3</td>
<td>200</td>
</tr>
<tr>
<td>Paper 4</td>
<td>200</td>
</tr>
<tr>
<td>Other</td>
<td>200</td>
</tr>
</tbody>
</table>

**TOTAL** 1000 points

**Final Grade:** Your final grade for the class will be assigned as follows, based on the percentage of points earned throughout the semester. Note that a grade of at least C- is required to pass IELI courses.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>93%-100%</td>
<td>A</td>
</tr>
<tr>
<td>92%-90%</td>
<td>A-</td>
</tr>
<tr>
<td>88%-89%</td>
<td>B+</td>
</tr>
<tr>
<td>83%-87%</td>
<td>B</td>
</tr>
<tr>
<td>80%-82%</td>
<td>B-</td>
</tr>
<tr>
<td>79%-78%</td>
<td>C+</td>
</tr>
<tr>
<td>77%-73%</td>
<td>C</td>
</tr>
<tr>
<td>72%-70%</td>
<td>C-</td>
</tr>
<tr>
<td>69%-67%</td>
<td>D+</td>
</tr>
<tr>
<td>62%-60%</td>
<td>D-</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
</tr>
</tbody>
</table>

Attendance & Make-Up Work

It is important to come to class and arrive on time. If you cannot attend a class, remember that you are the one responsible for finding out what you’ve missed. Please inform your instructor by email, so you can receive any homework or other instructions.

If you miss any announced exams, quizzes, or other graded activities or due dates, because of a situation **beyond your control** (for example, a serious medical emergency), and you can provide evidence that this is the case (such as a doctor’s note) the instructor will allow you to make up the work. However, if you miss a graded assignment or fail to complete classwork for other reasons, the instructor generally will NOT allow you to make up missed work. The instructor will decide in each case, based on the above and IELI / USU policies.

Participation

**Active Involvement:** During class you are expected to actively participate in partner and group discussions and activities, as well as general class discussions and activities. You must be attentive and should be prepared to share ideas, ask questions, and be involved.

**English Environment:** You should use English to communicate during class. If necessary, your native language can be used (very briefly) to ask a classmate for help or to give help to a classmate, but this must be infrequent.

**ICDs:** ICDs (Internet / Communication Devices) such as smartphones, tablets, and laptops may generally be used, but only for class and study purposes such as using a dictionary service, researching a topic or participating in an online class activity. When used individually, ICDs must 1) always be visible (above the desk) and 2) have English somewhere on the screen. ICDs should NOT be used during partner and group activities unless you are sharing the information with classmates.

Your instructor may restrict use of ICDs during quizzes, tests, and certain activities, or when the above guidelines are not being followed.
**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.