IELI 2440 — Academic Discourse
Fall 2018

Instructor: Ann Roemer, PhD
Office: Main 075
Phone: 435-797-2051
E-mail: ann.roemer@usu.edu
Office Hours: T Th 12:15-1:00 or by appointment
Class Times: MWF 9:30-10:20 FL 109

Important Dates:
- Classes Begin: Tuesday, August 28
- Labor Day: Monday, September 4 Holiday (No classes)
- Fall Break: Friday, October 19
- Thanksgiving Holiday: Wed.-Friday, November 21-23
- Classes end: Friday, December 7
- Final Exam: Wednesday, December 12, 9:30-11:20

About the Course: The purpose of this course is to enable you to speak more effectively in an academic setting such as a university classroom. Class activities are designed around the planning and delivery of brief (5-10 minute) oral presentations on academic topics. You will be video-recorded while presenting, and you will use the recordings to review your performance and write self-critiques. You will also receive feedback from your peers and your instructor.


Grades:
- Presentations
  - Introduction (5%)
  - Describing an Object (10%)
  - Explaining a Process (20%)
  - Defining a Concept (25%) 90%
  - Presenting Graphic Information (optional)
  - Problem-Solution (30%)
In-class participation as an audience member, quizzes, & homework  
10%

The following grading scale will be used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A+</td>
<td>96-100</td>
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<tr>
<td>A</td>
<td>93 - 95</td>
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<tr>
<td>A-</td>
<td>90 - 92</td>
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<tr>
<td>B+</td>
<td>87 - 89</td>
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<tr>
<td>B</td>
<td>84 - 86</td>
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<tr>
<td>B-</td>
<td>82 - 83</td>
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<tr>
<td>C+</td>
<td>79 - 81</td>
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<tr>
<td>C</td>
<td>77 - 78</td>
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<tr>
<td>C-</td>
<td>75 - 76</td>
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<tr>
<td>D+</td>
<td>72 - 74</td>
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<tr>
<td>D</td>
<td>69 - 71</td>
</tr>
<tr>
<td>D-</td>
<td>66 - 68</td>
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<tr>
<td>F</td>
<td>&lt; 65</td>
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</tbody>
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According to IELI policy, you must earn a C- or better to pass the course.

**Class Policies**

**Attendance.** Immigration rules require that international students be full-time (i.e., take 18 credits) while at IELI and attend classes everyday. Professors must report excessive absences to the OISS (Office of International Student and Scholars). If you must miss class, be sure to let your teacher and the IELI office know why you are absent. An absence of more than one or two classes due to illness will require a note from a doctor indicating that your absence was for health reasons.

**Pop quizzes:** There will be a number of “pop quizzes” (quizzes without warning) over the semester — always given at the beginning of class. Students who are late or miss class will get a 0 for the quiz. The quizzes will always be based on information in the text or from lectures. If you pay attention in class and keep up with the work, you will do fine on these quizzes.

**Late assignments and make-up work.** All presentations must be given on the scheduled day. A student will not be permitted to make up missed assignments unless the absence is excusable (i.e., the student was ill or had an emergency) or unless the student has gotten the instructor’s permission before the due date for the assignment. Written assignments are expected no later than the announced due date. The instructor reserves the right not to accept late assignments unless the student has obtained prior permission to submit an assignment after the due date.

**Homework**

Homework assignments are due at the beginning of the class period. Late homework will be accepted, but no more than 1 day after due date and no more than 3 times per term.

Homework assignments will be evaluated using the following. To receive credit for homework:
1. Look for a check mark (✓) at the top of your paper. This means you received full credit (3 points) for the assignment, and your work is very good or good. ✓+ means your work is excellent (4 points) and ✓- = acceptable (2 points).

2. No check mark (✓)? There's nothing at the top of your paper? This means you have some mistakes that you need to correct on the same piece of paper. Just erase or cross out and make the corrections with a different color pen right by my marks in green, purple, or red. Then hand it in again, no later than the next class period. Do not rewrite the assignment unless . . .

3. You see Rewrite at the top of your paper. This means you need to rewrite the assignment, correcting the mistakes I marked. You can use the same piece of paper as the original. Please hand in both copies together, no later than the next class period.

At the end of the term, all homework points will be added up and a homework grade will be determined according to a curve.

We will also be using USU's online learning management system, Canvas, where you can view videos. Other material will be provided by the instructor in the form of handouts and Internet links.

**Students' Responsibility**
You are responsible for studying each chapter, completing the homework assignments, handing them in on time, and being prepared to make meaningful contributions to each class discussion. Students are expected to take an active role in learning and improving their language skills through study and participation in and out of class. You will get what you put into this class. Be a proactive learner!

**IELI Policies and Practices**

**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.

University Policies

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. 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.

Depending on last-minute occurrences, availability of resources, and other unforeseen circumstances, the instructor may make changes to the original syllabus. If possible, she will consult with the students beforehand; if not, students will be informed in as timely a manner as possible and given the reasons for the change(s).