IELI 2420 - Fall 2019
Writing from Academic Sources

Instructor: Nolan Weil
Office: Main 079
Phone: 797-2052
Office Hours: MW 12:30-1:30; and by appointment
E-mail: nolan.weil@usu.edu
Class Times: M 11:30-12:20; T-Th 9:00-10:15
Location: Main 343

Important Dates:
August 27 First Day of IELI classes
September 2 Labor Day Holiday —No Classes
October 18 Fall Break—No Classes
November 27-29 Thanksgiving Holiday —No Classes
December 6 Last Day of Classes

About this course: IELI 2420 provides instruction and practice in the writing skills necessary for success in university level studies. You will gather information from various sources; analyze and summarize the information; and write in various genres.

Text: Instructor will provide instructional materials

Course Goals. You will learn:
- Rhetorical skills
- Academic research skills needed in university-level coursework
- Academic writing skills within the process approach to writing

Learner Outcomes
You will display the mastery of rhetorical skills by producing writing that:
- Has a clear purpose
- Is written for a particular audience
- Has a stance/tone that fulfills the target purpose and is appropriate for the chosen audience
- Is done in the medium that is appropriate for the target purpose and audience

You will display the mastery of academic research skills by showing in your writing that you can:
- Evaluate sources
- Gather relevant information
- Use electronic library databases and the Internet for information gathering
You will display the mastery of academic writing skills by producing writing that:

- Has gone through several stages, including planning, drafting, revising, and editing
- Has a clear focus and overall organization typical of various academic genres
- Contains information that has been paraphrased/summarized from multiple sources
- Integrates ideas of other people through in-text citations and reference lists
- Uses language (syntax/grammar/vocabulary) that does not interfere with comprehensibility

**Assignments (tentative)**

- 3-4 major projects
- Shorter pieces of writing according to student needs and interests

This course requires a lot of writing, much of which will be done in class, but some of which may also require additional work outside of class. Although not every assignment will carry a letter grade, each one will be evaluated in some way and each one will contribute to your overall grade for the class.

**Evaluation**

| Non-graded Writing Assignments | 25% |
| Graded Writing Assignments | 75% |

Final grades will be based on the following percentages of total points:

| 93-100% A | 88-89% B+ | 78-79% C+ | 68-69% D+ | < 60% F |
| 90-92% A- | 83-87% B | 73-77% C | 63-67% D |
| 80-82% B- | 70-72% C- | 60-62% D- |

Students must earn a C- or higher to pass to the next level in IELI.

**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.

**IELI Grading Policy.** 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 in IELI.** 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 the ir 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**

**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 (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."