IELI 2440-001 Academic Discourse
Fall 2019

Class time & place: MWF 9:30-10:20, Engr 201

Instructor: Kim Andrus
Email: kim.a.andrus@usu.edu
Office: Old Main 076
Office hours: Tues & Thurs 12:00-1:00, Wed 12:30-1:30 or by appointment

Required Materials

Giving Academic Presentations, 2nd Edition by Susan M. Reinhart

Important Fall 2019 Dates

IELI Classes Begin Tuesday, Aug 27
Labor Day Monday, Sep 2
Fall Break Friday, Oct 18
Thanksgiving Holiday Wed – Fri, Nov 27 – 29
No-Test Week Mon – Fri, Dec 2 – 6
Last Day of Classes Friday, Dec 6
Final Exam Week Mon – Fri, Dec 9 – 13

Course Description
This course is designed to assist students in developing oral competency, with emphasis on comprehensibility in academic presentations.

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
   - adequately developing the presentation topic for the intended audience
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
   - successfully interacting with the audience
   - using appropriate body language (eye contact, gestures, and posture)

Evaluation
Five formal presentations will be assessed. These may be video-recorded in class by the instructor, or by the student out-of-class (depending on class size and time constraints), in order to help with review and conferencing. Students’ preparations for class (homework) and participation as an active audience member for classmates’ presentations (taking notes, asking questions) will also be assessed. There will also be a regular graded “Speaking & Pronunciation Journal” assignment on Canvas which focuses on setting and working towards individual speaking goals.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation 1</td>
<td>50</td>
<td>Giving an Introduction</td>
</tr>
<tr>
<td>Presentation 2</td>
<td>75</td>
<td>Describing and Comparing Objects</td>
</tr>
<tr>
<td>Presentation 3</td>
<td>75</td>
<td>Explaining a Process or Procedure</td>
</tr>
<tr>
<td>Presentation 4</td>
<td>100</td>
<td>Defining a Concept</td>
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<tr>
<td>Presentation 5</td>
<td>100</td>
<td>Explaining a Problem / Proposing a Solution</td>
</tr>
<tr>
<td>Other</td>
<td>100</td>
<td>Homework, notes on classmate speeches, and other graded class activities</td>
</tr>
<tr>
<td>Speaking Journal</td>
<td>100</td>
<td>Canvas speaking and pronunciation journal assignments</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>600</strong></td>
<td></td>
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</tbody>
</table>

**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 Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>93%-100%</td>
<td>A</td>
</tr>
<tr>
<td>90%-92%</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>78%-79%</td>
<td>C+</td>
</tr>
<tr>
<td>73%-77%</td>
<td>C</td>
</tr>
<tr>
<td>70%-72%</td>
<td>C-</td>
</tr>
<tr>
<td>68%-69%</td>
<td>D+</td>
</tr>
<tr>
<td>60%-62%</td>
<td>D-</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
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</tbody>
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**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, and continue to extend your practice and language use even after tasks are complete. Be prepared to participate as well in general class discussions and activities. You must be attentive and should be prepared to take notes, share ideas, ask questions, and be involved.

**English Environment:** 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 be used only for class purposes such as using a dictionary service (I recommend learnersdictionary.com). Your instructor may restrict use of ICDs during quizzes, tests, and certain activities, or when the class-only requirement has not been 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.

USU & IELI Policies and Practices

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.

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.

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.