

**IELI 1220: Writing from Sources**  
Intensive English Language Institute  
Department of Languages, Philosophy, & Communication Studies  
College of Humanities and Social Sciences  
Spring 2017

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Office Hours: T W Th 12:30-1:15  
Class times: T Th 1:30-2:45 Eng 304  
W 11:30-12:20 BNR 278

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**About this course**

This class is the second in the series of classes designed to advance your writing. It is for developing writing skills with a focus on paragraphs of description, narration, opinion, comparison/contrast, process, and definition. You will gather information from various sources, organize it, and present it in written form. The grammar you will need to compose these paragraphs will be taught as the need arises. For example, in order to write sentences that are not "choppy" and redundant: subject + verb + object. Subject + verb + object. Subject + verb + object, we will learn about different ways to combine sentences with adjective clauses, coordinating conjunctions, and dependent clauses. At the end of the semester, you will begin writing multi-paragraph essays.

**Learner Outcomes**

Given a topic, students will write a well-constructed paragraph (at the low-intermediate level) with . . .

- a clear topic sentence
- supporting details
- appropriate features for the genre
- transitions
- a conclusion

There will also be quizzes based on the work that is to be prepared before each class period. They will usually be based on assignments from the textbook. You must be in class when the quiz begins to take the quiz. If you miss a class quiz for any reason, you cannot take it at any other time.

<b>Important Dates</b>	
Classes begin	Jan. 10 (T)
Martin Luther King Holiday	Jan. 16 (M)
IELI Curriculum Day	Feb. 17 (F)
Presidents' Day Holiday	Feb. 20 (M)
Follow Monday class schedule	Feb. 21 (T)
Spring Break	March 6-10 (M-F)
Classes end	April 28 (F)
Final Exam (this class)	May 4 (Th) 1:30-3:20

**Required Text and Materials:**

1. *Longman Academic Writing Series: Paragraphs to Essays* (Fourth edition), by Alice Oshima and Ann Hogue. **MUST BE NEW** (\$53.95 + tax) (or **USED with little or no writing in it:** \$35.25 + tax)

2. A blue book (\$ .50 for a small one; \$ .60 for a big one)
3. A dictionary (bring EVERY day!)
4. A three-ring binder for papers and handouts

We will also be using USU's online learning management system, Canvas, and the publisher's website for more writing practice. Other material will be provided by the instructor. More will be explained later in the semester.

### **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.

### **Grading**

Your grade will be based on the number of points earned out of the maximum points possible. Grade distribution will be as follows: Above 94% = A, 90-93% = A-, 86-89% = B+, 83-85% = B, 80-82% = B-, 76-79% = C+, 73-75% = C, 70-72% = C-, 60-69% = D, and below 60% = F. All of your grades will be entered in Canvas, the online learning management system used by USU.

In-class work	30%
Other written assignments	20%
Quizzes & tests	50%

*Per IELI policy, you must **earn** a C- or higher to progress to the next level.*

Homework is due at the beginning of class; otherwise it will be marked **Late**. All students will be permitted to hand in homework one day late, but they can do so only 3 times during the semester. The first time I will mark the paper *Late #1*; the second time, *Late #2*; and the last time, *Late #3*. Homework assignments will be evaluated using the following:

1. Look for a check mark (✓) at the top of your paper. This means you received full credit (3 points) for the assignment. ✓+ = Excellent (4 points) and ✓- = acceptable (2 points). Some of the written assignments are longer and more difficult, so the points you earn will be based on a total of 5-10 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 and make the corrections with a different color pen right by my green/purple/red marks. 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 paragraph, correcting the mistakes marked in colored ink. You can use the same piece of paper as the original. Please hand in both copies together, no later than the next class period.
4. On your first draft, I use green ink for my comments and marks showing you where there is a mistake. On the second draft, I use purple ink, and on the third, I use red. Please look at my comments and marks and make the changes indicated. Then hand in *all* drafts again. I will give you a handout with an explanation of the symbols I use to indicate certain types of errors.

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

### **USU Plagiarism Policy**

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 acknowledgement. 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” (Code of Policies and Procedures for Students, Article V, Section 3A.1). The penalties for plagiarism are severe. They include “#1) warning or reprimand and #2) grade adjustment” (see: Article VI, Section 1A): Other penalties may also be imposed at the Dean’s discretion. These include probation, suspension, expulsion, withholding of transcripts, denial or revocation of degrees.

### **USU Students with Disabilities Policy**

“Reasonable accommodations 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 accommodations 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).

### **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](http://studentlife.tsc.usu.edu/stuserv/pdf/student_code.pdf) (Article VII. Grievances, pages 25-30).