

Schedule and Rooms: TH 9:00 –10:15 Educ 132 M 11:30-12:20 Main 326
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Office hours: MTW 8:00 – 8:50 (and by appointment)

Important Dates

Classes Begin	Monday	Jan 09
Martin Luther King, Jr. Day	Monday	Jan 16
IELI curriculum Day	Friday	Feb 17
Presidents' Day	Monday	Feb 20
Monday Class Schedule	Tuesday	Feb 21
Spring Break	Mon - Fri	Mar 06 - 10
No-Test Week	Mon - Fri	Apr 24 - 28
Classes End	Friday	Apr 28
Final Examinations	Monday - Friday	May 01 - 05

Required Text: 1) *Quest 2: Reading and Writing, Second Edition*, Author: Pamela Hartman. It is required that the copy is clean (i.e. has no writing in it); 2) a 3-ring binder, 3) a spiral notebook exclusively for vocabulary journals...no loose papers for the journal will be accepted.

Course Goals: Students will improve their reading comprehension and vocabulary at a low-intermediate level of proficiency.

Course Objectives:

- Develop reading skills such as skimming, distinguishing general ideas from specific ideas, summarizing, and inferences.
- Develop vocabulary attack skills (e.g. affixes, word webs, roots, etc..)
- Vocabulary development through the study of idioms, conjunctions, synonyms, and antonyms.

Daily enabling activities

Daily enabling activities will be evaluated as to quality of the product (s). These will be activities such as: writing the main idea of a passage, identifying definitions in context, identifying sub-

topics in context, identifying important supporting information (advantages, examples, disadvantages, reasons, results and result chains, making and filling in visual representations from readings, vocabulary building through prefixes and suffixes, etc.

Exams:

An exam will be given at the end of each chapter covered in class. These exams may include parallel additional readings. We will have a review sheet before each exam so you know exactly what to expect on the exam (content/question type). There is no final exam, but instead the final chapter studied in class will be the content for the exam during the Universities final exam hours.

Evaluation:

Enabling activities' products	35%
Vocabulary Journal and quizzes	5%
Exams	60%

The following grading scale will be used for the final grade:

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

As per IELI policy, any grade below C- is failing

Class Policies:

Enabling activities products are due at the beginning of the class hour on the teacher's desk before class. If the papers are 10 minutes late the papers will be considered late assignments. Late assignments will lose 25% for the first 12 hours (the assignment's picture from a phone can be sent to my e-mail address above. After these times the grade for the assignment is a 0.

Cell Phones and laptops. Turn them off before class begins. Using a cell phone or laptop is only with the permission of or required by the professor. Vocabulary is best learned by the methods discussed in class. Not just finding a translation and then later having to look up the same word many, many times without learning it.

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

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.

Steps for joining Nicenet site

Type in <http://www.nicenet.org> in the location line of a browser

Click on Join a class

Type in the Class Key -- 4Z0767ZR85

In the User Name space, type in your name

In the Password space, type in a password you will not forget.

In the Email space, type in your email address.

In the Email Confirmation space, type in your email address again.

In the First Name space, type in your first name

In the Last Name space, type in your last name.

Click Join the class!

Example of Vocabulary journal

Word	Part of speech	Context the word was found in	Definition or synonyms	Other Word forms and parts of speech (other than -ing, -ed, -s, etc.)	Your examples
maintain	verb	...the pyramid ceremonies were maintained by religious men ...	To continue, to keep an action or object going or working	maintenance maintainable maintainability	1) I hope I can maintain high grades in all of the IELI classes. 2) My car requires maintenance every 4,000 miles.