

Intensive English Language Institute  
 Department of Languages, Philosophy, and Communication Studies  
 College of Humanities and Social Sciences, Utah State University

**IELI 2310: Comprehending Authentic Discourse  
 Spring 2017  
 Course Syllabus**

**Instructor: Elena Shvidko**

Office: Main 069D

Email: [elena.shvidko@usu.edu](mailto:elena.shvidko@usu.edu)

Office Hours: W 12:30-2:30 pm

**Course Information**

Class Days and Times: M, W, F, 9:30-10.20

Location: ENG 206

Course website: Canvas

**Important Dates**

Classes Begin	Monday	January 9
Martin Luther King Jr. Day (No Classes)	Monday	January 16
President's Day (No Classes)	Monday	February 20
Monday Class Schedule	Tuesday	February 21
Spring Break (No Classes)	Monday-Friday	March 6-10
Classes End	Friday	April 28
Final Exams	Monday-Friday	May 1-5

**Course Description**

IELI 2310 focuses on listening and notetaking of authentic passages, such as interviews, news reports, university lectures, and documentaries to help students develop strategies for comprehension and organization of information.

**Course Goals**

- To comprehend authentic listening passages from various sources
- To develop note-taking skills which reflect an understanding of the organization of the listening passages

**Learner Outcomes**

You will demonstrate listening comprehension by:

- Identifying main ideas;
- Answering questions about the passages;
- Summarizing passages;
- Restating information;
- Filling out graphic organizers.

You will demonstrate note-taking skills by:

- Taking notes that reflect the organization of passages;
- Taking notes that capture the important content;
- Organizing important information in a visually comprehensible manner.

### Textbook

Kozyrev, J. R. (2002). *Talk it Over 3: Listening, speaking, and pronunciation*. Boston, MA: Houghton Mifflin Company.

### Grading

Course grades will be calculated on the following scale:

Letter Grade	Percentage	Grade Point Value
A	94-100%	4.00
A-	90-93%	3.67
B+	88-89%	3.33
B	84-87%	3.00
B-	80-83%	2.67
C+	78-79%	2.33
C	74-77%	2.00
C-	70-73%	1.67
D+	67-69%	1.33
D	63-66%	1.00
D-	60-62%	0.67
F	Less than 60%	0

Grades will be awarded in the following amounts:

- Homework Assignments – 20%
- Project 1: Campus Event – 15%
- Project 2: Campus Interview – 15%
- Chapter Quizzes – 20%
- Classroom Activities & Conduct – 10%
- Final Exam – 20%

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

#### ***Homework Assignments – 20%***

The completion of homework assignments will affect your final grade for the course. The assignments need to be turned in at the beginning of the class, unless other instructions are provided.

#### ***Projects – 30%***

In addition to homework assignments, you will also complete two out-of-class projects: attending a campus event and interviewing a person on campus. More information on these projects will be given later.

**Chapter Quizzes – 20%**

After each chapter, you will complete an in-class listening comprehension quiz. The quizzes will be based on the listening passages included in the chapter. Therefore, your active participation in class will help you successfully complete the comprehension quiz.

**Classroom Activities & Conduct – 10%**

Appropriate classroom conduct is an important part of being a college student. You are expected to participate in each class to the best of your ability. Merely being present does not constitute participation. Just like in the workplace, it is not enough to just show up. Organizations don't need warm bodies; they need productive members. It is expected that you come to class **prepared** and **on time**. Coming to class prepared means bringing your textbook, bringing completed homework, and being ready to contribute to class discussion. It is also expected that you conduct yourself in a respectful manner.

At the beginning of the semester, each of you will have 100 points for classroom activities & conduct. For each of the following kinds of behavior, you will lose **5 points**:

- You miss a class;
- You are late for class (2 late arrivals are allowed for the entire semester);
- You don't bring the textbook with you;
- You sleep in class;
- You do not turn off your cell phone;
- You do homework for other classes;
- You do any other work not related to class activities;
- You use your laptop for non-class related purposes (e.g., surf on the Internet);
- Your behavior is disruptive\*.

\* Examples of disruptive behavior:

- Leaving class without permission;
- Making noise and repeatedly interrupting;
- Reading newspapers/magazines or other non-lesson related materials in class;
- Eating in class without permission;
- Being verbally abusive to or insulting the instructor or other students;
- Persistent and unreasonable demands for time and attention;
- Refusing to comply with the directions of the instructor.

**Final Exam – 20%**

The final exam will allow you to demonstrate your listening comprehension and note-taking skills (see *Learner Outcomes* above). The exam will be given during the final exams week.

## **Class Policies**

### ***Late/Missed Assignments***

Late homework will not be accepted. Even if you miss a class, you are expected to attend the following class prepared and with your homework assignment completed. You will not be allowed to take a missed quiz, unless your absence was caused by an illness or an emergency (see below).

### ***Illness and Emergencies***

If you are sick for more than a day, or if there is an emergency (please note that for the university, emergencies include a death or serious illness in the family, warfare, jail or legal problems, accidents), please let the instructor know.

### ***Technology***

NO laptops in class! The instructor will let you know in advance if you need to bring your laptop for class activities.

NO cell phones! Using cell phones/texting in class is disrespectful to your classmates and to the instructor. Cell phones should be turned off and put out of sight until class is over. (If you are expecting an emergency call, please let the instructor know.)

### ***Professional Behavior Statement***

This class is a safe place for us to engage with a variety of topics, some of which may be more comfortable topics than others. To that end you will be respectful of the instructor and of your classmates. Should you behave in a way that is disrespectful, you will be asked to leave. A behavior that is threatening to anyone in this class will have administrative consequences.

## **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.

**IELI Policies*****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 instructor 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 instructor will meet with you to discuss what you will need to do to pass the class.

## **USU 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.

### ***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 special 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.

### ***Grievance Process***

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).

***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.

***Emergencies***

In the event of a major campus emergency, course requirements, deadlines, and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor's control.

## Course Calendar

Week	Textbook Chapter	Assignments
Week 1	Introduction, Chapter 1: Family	
Week 2	Chapter 1: Family	Quiz 1 (Friday)
Week 3	Chapter 2: World Entertainment	
Week 4		Quiz 2 (Friday)
Week 5	Chapter 3: Environmental Activism	
Week 6		Quiz 3 (Friday)
Week 7	Chapter 4: The Sounds of Language	
Week 8		Quiz 4 (Friday)
Week 9	<b>Spring Break</b>	
Week 10	Chapter 5: Biotechnology	Quiz 5 (Friday)
Week 11		Conduct interviews/Attend a campus event
Week 12	Chapter 6: Living in Two Cultures	
Week 13		Quiz 6 (Friday)
Week 14	Chapter 7: Making It Work	
Week 15		Quiz 7 (Friday)
Week 16	Presentations, Wrap-Up	