

Syllabus- IELI 2330 (2)

Spoken Discourse & Cross-Cultural Communication

Course Overview

This is an oral skills class which emphasizes interpersonal communication and academic tasks with American undergraduate classroom assistants. It focuses on the dynamics of small-group interactions.

<p>Instructor Stacy Thomson</p> <p>Email stacythomson@gmail.com</p> <p>Office Location Old Main 076</p> <p>Office Hours Monday & Wednesday 11:45am – 12:45pm (or by appointment)</p> <p>Class Time M, W, F 10:30am – 11:20am</p>	<p style="text-align: center;">Required Text</p> <p style="text-align: center;">College Oral Communication 2, 2nd Edition, <i>Ann Roemer</i> ISBN 9781428203013 (bundle: book and audio CD)</p> <p style="text-align: center;">Course Materials</p> <ul style="list-style-type: none"> • Computer access with a microphone and webcam – for talking journals • A notebook or paper (in a binder)- for note taking. • A three-ring binder for course handouts (recommended) <p style="text-align: center;">Resources</p> <p style="text-align: center;">CANVAS will be used for grades, class communication, assignments and quizzes. Please be sure that your personal information (email, phone number, etc.) is current in Banner and that you receive announcements.</p> <p style="text-align: center;">IDEA Course Objectives</p> <ol style="list-style-type: none"> 1. Developing skill in expressing oneself orally or in writing. 2. Acquiring skills in working with others as a member of a team. 3. Gaining factual knowledge (terminology, classifications, methods, trends).
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Course Goals

Goals	Expected Learner Outcomes <i>Students will be able to:</i>
<i>Learn skills and strategies for successful communication with English speaking Americans on a variety of topics.</i>	<ul style="list-style-type: none"> • <i>Use appropriate verbal and non-verbal communication in social and academic situations.</i> • <i>Interact successfully in formal and informal university settings.</i> • <i>Give successful group presentations.</i>
<i>Develop group work skills for academic settings.</i>	<ul style="list-style-type: none"> • <i>Accomplish assigned tasks such as leading or contributing to a small-group discussion or presentation.</i>
<i>Increase intermediate level vocabulary.</i>	<ul style="list-style-type: none"> • <i>Participate successfully in intermediate speaking and listening activities.</i>

* Above competencies are assessed by means of teacher observations of student performance, documented in writing and based on teacher rubrics.

Spring 2017 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.....	Monday – Friday, Mar 06 - 10
No-Test Week.....	Monday – Friday, Apr 24 - 28
Classes End.....	Friday, Apr 28
Final Examinations.....	Monday – Friday, May 1 - 5

Course Activities:

1. **In-class discussions & roleplays:** You will be working in groups. Your participation grade will be based on your ACTIVE involvement in conversations and roleplays. *Not fully participating equals a lower grade.
2. **Homework and Quizzes:** Homework is due at the beginning of class, on the due date, for credit. Preparation quizzes are due before class on CANVAS. These assignments are designed to help you be more successful in class and to help raise your grade. Vocabulary quizzes will be given weekly in class.
3. **Talking journals:** These are 3 – 5 minute video recordings of you speaking naturally. Topics will be related to a class discussion and/or activity. You may use brief notes (on a notecard) but may NOT read or recite them from memory. If you seem to read and not speak naturally, you will not receive a passing grade.
4. **Weekly speaking logs:** You will have weekly speaking activities, outside of class, to help you practice the skills and strategies learned in class. You will turn in a weekly log to verify completion of this assignment.
5. **Leading a discussion:** Discussion groups will have jobs: group leader, note-taker, and time-keeper. You will be evaluated as a group leader. This will require practice all semester. In addition to preparing questions for the group, you will direct the discussion, listen to your classmates, ask follow-up questions, include everyone in the discussion, and make sure that no one dominates.
6. **Small-group/panel presentation:** You will be responsible for participating in a panel presentation or giving a small-group presentation on a cultural topic related to those we discuss in class.

Evaluation: Your final grade will be calculated as follows:

Classwork (participation & homework)	10%
Talking journals & Weekly logs	25%
Quizzes	35%
Leading a small group discussion	15%
Small-group/panel presentation	15%

University Grading Scale

A 93-100%	B+ 87-89%	C+ 77-79%	D+ 67-69%	
A- 90-92%	B 83-86%	C 73-76%	D 63-67%	
	B- 80-82%	C- 70-72%	D- 60-62%	F 59% & below

*According to IELI policy, you must earn a C- or better to pass the course.

Class Policies

1. **Electronic devices.** Please turn off all electronic devices in class, i.e., cell phones, computers and tablets. If you do not follow this policy, points will be deducted from your participation.
2. **Attendance and being late.** Skill based courses require that you are present and on time, to improve. Thus, being absent and/or being late will affect your participation grade. If you are not able to participate, you cannot receive a grade. Being late is disruptive to other students and your group.
3. **Illness and emergencies.** If you are sick or have an emergency, notify me of the reason as soon as possible. You can ask a friend to give me a message, leave a note on my office door, or use email.
4. **Late assignments and make-up work.** If you miss class, it is your responsibility to find out what you missed and to be prepared for the following class. If your absence is excusable (you are sick or have an emergency), notify me immediately for possible make-up. All make-up work must be completed within 1 day of absence. In-class discussion, activities and evaluations cannot be made up.
5. **Reporting to SEVIS.** International students who do not make normal progress in their classes will be reported to SEVIS. Attendance is VERY important to the government, and too many absences can result in your being deported.

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.

Utah State University Policies and Procedures

Academic Freedom and Professional Responsibilities - Academic freedom is the right to teach, study, discuss, investigate, discover, create, and publish freely. Academic freedom protects the rights of faculty members in teaching and of students in learning. Freedom in research is fundamental to the advancement of truth. Faculty members are entitled to full freedom in teaching, research, and creative activities, subject to the limitations imposed by professional responsibility. Faculty Code Policy #403 further defines academic freedom and professional responsibilities: <http://personnel.usu.edu/policies/403.htm>.

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 used 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.

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 (Article VII. Grievances, pages 25-30).

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.
