

## Syllabus

IELI 2410 (001) • **Comprehending Lecture Discourse**  
MWF 9:30–10:20 Library 405

Spring 2017

<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 1 (M) 9:30-11:20

**Instructor:** Ann Roemer, PhD  
Office: Main 075  
Office hours: T W Th 12:30-1:15 (and by appointment)

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**Materials:** You will need access to a computer in order to view the online lectures. I will be giving you a lot of handouts, so I recommend that you purchase a three-ring binder. We will be using Canvas (an online learning management system) throughout the semester. Please be sure that your personal information (email, telephone number, etc.) is current in Banner. I summarize each class session and post the homework every week in the "Pages" section of the Canvas course website, so please log into Canvas regularly to keep up with what is happening.

**Course Description:** This course develops techniques for understanding the planned and spontaneous academic discourse of university classrooms. It focuses on listening to learn from academic lectures. Students learn about language features and organization of academic lectures, note-taking strategies and techniques, and getting important information from university lectures.

**Course Goals:** The purpose of this course is to help students . . .

- learn how academic lectures are typically structured and how lecturers signal structure
- listen to lectures and use knowledge of structure to take notes on content
- understand lecture content

### Learner Outcomes

After listening to a videotaped recording of a university lecture, students will demonstrate . . .

- 1) recognition of various organizational features and discourse structures of the lecture including:
  - a) discourse markers (e.g., topic & subtopic announcements, examples, supporting information, returns to topic after digression)
  - b) organizational sequences (e.g., definition, classification, concept explanation, problem/solution)
  - c) discourse features to be ignored (e.g., digressions, postponements)
- 2) the ability to take notes that reflect organization and content of the lecture. Notes may employ . . .

- a) key word outlines
  - b) bulleted lists
  - c) visual representations
  - d) other self-developed systems
- 3) an understanding of lecture content by completing tasks such as . . .
- a) filling in concept maps
  - b) answering questions
  - c) applying the content to your life and personal experience
  - d) summarizing the content

IDEA Center course evaluations are based on the following objectives:

1. Developing skill in expressing oneself orally or in writing
2. Learning to apply course material
3. Gaining factual knowledge (terminology, classifications, methods, trends)

### Course Activities

#### 1. Watching videotaped and live lectures in order to identify and show your understanding of . . .

- topic announcements
- rhetorical development (cause/effect, comparison/contrast, problem/solution, etc.)
- language used to indicate examples, sequence, and definition
- expressions used to check for understanding
- reduced forms of speech
- idioms and phrasal verbs
- changing the topic/transgressing
- rhetorical and interactive questions
- sentence stress

#### 2. Topics: Per the tally of your votes, we will spend two-three weeks on each of the following topics:

- health: growth & development, medical conditions, consumer health, public health, nutrition, physical fitness, and emotional health
- thinking and learning: attention & engagement, memory, critical thinking, problem solving, creativity, collaboration, information literacy, and organization & time management
- science & technology: earth & space science, life sciences, physical science, environmental science, and the nature of science

**3. USU lecture observation:** There will be at least two required class visitations in regular USU classes. If you are taking an undergraduate class outside of IELI, you may substitute it for one of the class visitations with my approval. These should be mostly lecture classes focusing on the content of the course, e.g., no videos, no guest speakers, no student presentations, and no labs. These are due **March 20 and April 3.**

**4. Summary/reaction papers:** These homework assignments will be done for certain assigned video clips that you do for class and for class visits. You should write about the following: 1) the content of the lecture (a short summary), 2) your feelings/opinions about the professor's delivery, i.e., how s/he performs in class, 3) how professors teach differently from those in your native country (or how they are the same) or how the information is different or not different in your view, 4) difficulties you have with understanding the information in the lecture, 5) how you would improve the professor's delivery, and 6) any other information you would like to share. In addition, please hand in the notes that you took during the lecture. **Paper #1 is due Monday, February 13. Paper #2 is due Monday, March 27.**

**5. Tests and quizzes:** There will be short quizzes throughout the semester, as well as tests, e.g., listening to a lecture on a topic we have studied and taking notes using abbreviations and symbols.

**Grades:** Your final grade will be calculated as follows:

Classwork (participation & homework)	10%
Summary/reaction papers (with notes)	20%
Quizzes & tests	50%
USU lecture observations	20%

<b>University Grading Scale</b>	A	93-100%	C+	77-79%
	A-	90-92%	C	73-76%
	B+	87-89%	C-	70-72%
	B	83-86%	D	60-69%
	B-	80-82%	F	59% and below

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

### **Class Policies**

1. Late assignments and make-up work. If your absence is excusable (you are sick or have an emergency), you need to talk with me. Homework is due at the beginning of class the day specified for each assignment.
2. Illness and emergencies. If you are sick for more than a day or two, 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, etc.), please let me know. You can ask a friend to give me a message, leave a note on my office door, or use voice mail or email.
3. Reporting to SEVIS. SEVIS regulations state that international students who do not make normal progress in their classes will be reported to SEVIS. Please note that attendance is very, VERY important to the government, and too many absences can result in your being deported.
4. Electronic devices. Please turn off all electronic devices, i.e., cell phones, computers, Blackberries, and iPhones. If a phone rings during class time, points will be deducted from your most recent test.
5. Tardiness will result in lowering of in-class grades for that day. Every three times you are late will be counted as an absence, so please be on time to class. For every three 50-minute class hours you are absent, your participation grade will drop a full letter grade (A to B, B to C, etc.).
6. Your participation grade will be based on your involvement in class discussions and activities. If you are paying attention and fully participating (both speaking and listening), you will receive a high grade. If you are not fully participating, you will receive a lower grade. This in-class work is crucial. More than 3 hours of unexcused absences will lower your grade by one letter (i.e., A to B, B to C, etc.).

### **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.

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## **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.

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## **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.

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### **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).

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### **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.

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### **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."

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### **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.

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