

Intensive English Language Institute  
Languages, Philosophy, & Communication Studies  
College of Humanities & Social Studies

**Syllabus**  
Spring 2017

IELI 2330 • Spoken Discourse & Cross-Cultural Communication  
MWF 10:30–11:20 Technology 108

Important Dates	
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 group presentations	May 3 (W) 11:30-1:20

**Instructor:** Ann Roemer

Office: Main 075

Office hours: T Th 12:00-1:15 (and by appointment)

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**Materials:** You will need access to a computer with a microphone and video-cam (if possible) for the talking journals. 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) to communicate during the semester. Please be sure that your personal information (email, telephone number, etc.) is current in Banner. The textbook is *College Oral Communication 2*, by Ann Roemer. ISBN 9781428203013 (bundle: book and audio CD).

**Course Description:** Spoken Discourse 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.

**General Course Goals:**

- learn skills and strategies for successful communication with Americans on a variety of topics
- develop skills for group work in an academic environment
- increase vocabulary

**Learner Outcomes:**

- 1) Students demonstrate the ability to communicate successfully by ...
  - a) using appropriate verbal & non-verbal communication in social & academic situations\*
  - b) interacting formally & informally in university settings
  - c) giving group presentations
- 2) Students demonstrate the ability to work in groups in an academic setting by accomplishing assigned tasks such as leading a small-group discussion
- 3) Students show they have learned vocabulary by participating successfully in speaking and listening activities\*
- 4) Students demonstrate the ability to give a group presentation by ...
  - a) collecting and organizing information
  - b) delivering a comprehensible presentation
- 5) Students demonstrate their participation in academic and/or community events by ...
  - a) attending and collecting information about the event
  - b) reporting on their event to the class

\* Students are expected to perform at an **intermediate** level.

IDEA Center course evaluations are based on the following objectives:

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)

**Course Activities:**     **1. In-class discussions & roleplays.** You will be working in groups with other IELI students and with classroom assistants, who are undergraduate students and native speakers of English. This in-class work is crucial. Homework is due at the beginning of class the day specified for each assignment.

**2. Talking journals.** These journals are 5-minute recordings of you speaking. In class we will decide on a topic for the journal. Generally topics will be related to a class discussion and/or activity. You may take a few notes before talking, but you may NOT read it or memorize something you've written. If you need to stop during the journal, simply push the PAUSE button, and continue after you have time to think. The goal is not to speak perfect English; the goal is to talk **naturally** for several minutes on one topic. If your journal sounds as though it is memorized, you will not receive a passing grade.

**Due dates** for talking journals: Wednesday, **March 15 & April 12.**

Each journal will be graded on the following criteria:	Overall comprehensibility	4	3	2	1	0
	Content	4	3	2	1	0
	Grammar*	4	3	2	1	0
	Naturalness of speech	4	3	2	1	0
	Pronunciation*	4	3	2	1	0
	Length (~5 minutes)	4	3	2	1	0

\* Grammar and pronunciation errors must not interfere with communication.

**3. Leading a discussion.** Throughout the semester, you will take on the role of group leader, note-taker, and time-keeper, as you discuss topics in small groups. At the end of the semester, you will be evaluated as a group leader. In addition to preparing questions for the group, you will have to direct the discussion, listen to your classmates, ask follow-up questions, include everyone in the discussion, and make sure that no one dominates.

**4. Small-group/panel presentation.** At the end of the semester, 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.

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

Talking journals	20%
Oral quizzes	50%
Leading a discussion	10%
Small-group/panel presentation	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. 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.

2. 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.

3. 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.

## **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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## **Utah State University Policies and Procedures**

### **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 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.

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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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