IELI 1240-001 & 002 – Integrated Skills 1 & 2
Spring 2019

Class time & place:           Monday, Wednesday, and Friday, 9:30-10:20, Main 343
Instructor:                   Kim Andrus
Email:                       kim.a.andrus@usu.edu
Office:                      Old Main 076
Office hours:                Mon & Wed 12:30-1:30, Tues & Thurs 12:00-1:00


Important Spring 2019 Dates

<table>
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<tr>
<th>Event</th>
<th>Dates</th>
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<tr>
<td>USU Classes Begin</td>
<td>Monday, Jan 7</td>
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<td>IELI Classes Begin</td>
<td>Tuesday, Jan 8</td>
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<td>Martin Luther King Day</td>
<td>Monday, Jan 21</td>
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<td>President’s Day</td>
<td>Monday, Feb 18</td>
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<td>Spring Break</td>
<td>Mon-Fri Mar 11-15</td>
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<td>No-Test Week</td>
<td>Wed-Tues Apr 17-23</td>
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<td>Last Day of Classes</td>
<td>Tues Apr 23</td>
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<td>Final Exam Week</td>
<td>Thurs Apr 24 – Wed May 1</td>
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Course Description
This is a multilevel speaking, reading, writing, and listening course, with an emphasis on listening, designed to develop high-beginning (001) or low-intermediate (002) language skills through content-based instruction. It is repeatable for credit for students who place at Level 1 on the IELI placement exam.

Course Goals
Students will...
- Understand English in media environments (or educational environments generally) that require sustained listening
- Report and discuss (orally and/or in writing) aurally-comprehended language

Expected Learner Outcomes

**Level 1** students demonstrate the ability to listen for topic and main ideas in media or “live” English by...
- reporting on the information via brief responses (e.g., single words, short phrases, simple sentences)
- discussing the information orally or in writing

**Level 2** students demonstrate the ability to listen for topic, main idea and supporting information from media or “live” English by...
- taking notes that capture main ideas and multiple details
- discuss the information orally or in writing simple and complex sentences with some elaboration
Grades

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
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<tbody>
<tr>
<td>Writing/Reading Activities</td>
<td>100</td>
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<tr>
<td>Speaking/Listening Activities</td>
<td>100</td>
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<tr>
<td>Listening Quizzes &amp; Tests</td>
<td>400</td>
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<td><strong>TOTAL</strong></td>
<td><strong>600</strong></td>
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**Final Grade:** Your final grade for the class is the percentage of points you have at the end of the semester. You need a grade of at least C- to pass IELI courses.

- 93%-100% = A
- 90%-92% = A-
- 88%-89% = B+
- 83%-87% = B
- 80%-82% = B-
- 78%-79% = C+
- 73%-77% = C
- 70%-72% = C-
- 68%-69% = D+
- 63%-67% = D
- Below 60% = F

Attendance & Make-Up Work

You should always come to class and arrive on time. But if you miss a class, you can check the class outline link on Canvas or send the teacher an email to find out the homework.

If you don’t come to class and miss due dates, tests or presentations because of a very serious problem (for example, a serious health problem), and you show proof (such as a doctor’s note), the teacher will let you do it later. But if you miss due dates, tests or presentations for other reasons (for example, you wanted to do something else, or you slept late), your teacher will NOT let you do it later.

Participation

**Active Involvement:** During class you often have to talk with other students. Be ready to ask questions, share ideas, and continue practicing if you finish tasks early. You should also be ready to listen and answer questions when the teacher leads class discussions. You can’t only sit and be quiet in this class!

**English Environment:** Use English during class. You can speak to classmates in your native language only when you need to quickly ask or give help.

**ICDs:** In class, use ICDs (Internet/Communication Devices) such as smartphones, tablets, and laptops **only for class work.** Examples of class use include dictionary use (I recommend learnersdictionary.com) or class online activities. Your teacher may require you to put phones away during some activities, quizzes, and tests. If you have trouble following these rules, you will not be allowed to use ICDs in class.

Tips for Success

In the classroom
- Attend class every day. Don’t be late. Bring the class materials.
- Pay attention. Take notes. Have a positive attitude.
- Ask your teacher if you need help or have a question.
- Try hard. Participate in class and group discussions.

Outside the classroom
- Take care of yourself. Make healthy habits and get enough sleep.
- Look for chances to use and practice what you are learning.
- Always do the homework and complete assignments early. Don’t wait until the last minute.
**USU & IELI Policies and Practices**

**USU and IELI attendance policy**
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.

**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.

**Grievance Process**
Students who feel they have been unfairly treated [in matters other than discipline, 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](#)
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 (435) 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 (435) 797-2444, preferably during the first week of the course. Any request for special consideration related 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 will be provided in alternative format (e.g. large print, audio, diskette, or Braille) upon request.

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 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.