IELI 2420-001 Writing from Academic Sources
Spring 2019

Class time & place: Wed 11:30-12:20, Geol 308
Tues & Thurs 1:30-2:45, BNR 278

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

Required Materials College Writing 4 by Li-Lee Tunceren and Sharon L. Cavusgil

Important Spring 2019 Dates
USU Classes Begin Monday, Jan 7
IELI Classes Begin Tuesday, Jan 8
Martin Luther King Day Monday, Jan 21
President's Day Monday, Feb 18
Spring Break Mon-Fri Mar 11-15
No-Test Week Wed-Tues Apr 17-23
Last Day of Classes Tues Apr 23
Final Exam Week Thurs Apr 24 – Wed May 1

Course Description
This course introduces students to academic writing demands. Students gather information from various sources, such as interviews, surveys, and academic texts; analyze and summarize the information; and write documented essays and reports.

Course Goals
Students learn...
• academic research skills needed in university-level coursework
• academic writing skills
• the computer skills necessary to participate in a writing class

Expected Learner Outcomes
Students display academic research skills by showing in their writing that they...
• evaluate sources
• gather relevant information
• use electronic library databases and the Internet for information gathering

Students display academic writing skills by showing in their writing...
• a clear focus and overall organization typical of various academic genres
• information that has been paraphrased/summarized from multiple sources
• acknowledgement of others’ ideas through in-text citations and reference lists
• use of language (syntax, grammar, vocabulary) that does not interfere with comprehensibility
**Evaluation**

**Assessments:** Four major papers will be assessed, and you will receive several graded assignments which are opportunities to demonstrate how well you meet the learner outcomes, above.

<table>
<thead>
<tr>
<th>Paper</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper 1</td>
<td>200</td>
<td>Papers are 50 points research &amp; prewriting, 50 1st draft, and 100 final draft</td>
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<tr>
<td>Paper 2</td>
<td>200</td>
<td></td>
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<tr>
<td>Paper 3</td>
<td>200</td>
<td></td>
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<tr>
<td>Paper 4</td>
<td>200</td>
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</tr>
<tr>
<td>Other</td>
<td>200</td>
<td>Other assignments may include quizzes, in-class writing work, and homework</td>
</tr>
</tbody>
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**TOTAL** 1000

**Final Grade:** Your final grade for the class will be assigned as follows, based on the percentage of points earned throughout the semester. Note that a grade of at least C- is required 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
- 60%-62% = D-
- Below 60% = F

**Attendance & Make-Up Work**

It is important to come to class and arrive on time. If you cannot attend a class, remember that you are the one responsible for finding out what you’ve missed. Please inform your instructor by email, so you can receive any homework or other instructions.

If you miss any announced exams, quizzes, or other graded activities or due dates, because of a situation beyond your control (for example, a serious medical emergency), and you can provide evidence that this is the case (such as a doctor’s note) the instructor will allow you to make up the work. However, if you miss a graded assignment or fail to complete classwork for other reasons, the instructor generally will NOT allow you to make up missed work. The instructor will decide in each case, based on the above and IELI / USU policies.

**Participation**

**Active Involvement:** During class you are expected to actively participate in partner and group discussions and activities, and continue to extend your practice and language use even after tasks are complete. Be prepared to participate as well in general class discussions and activities. You must be attentive and should be prepared to take notes, share ideas, ask questions, and be involved.

**English Environment:** Use English to communicate during class. If necessary, your native language can be used (very briefly) to ask a classmate for help or to give help to a classmate, but this must be infrequent.

**ICDs:** ICDs (Internet / Communication Devices) such as smartphones, tablets, and laptops may be used only for class purposes such as using a dictionary service (I recommend learnersdictionary.com). Your instructor may restrict use of ICDs during quizzes, tests, and certain activities, or when the class-only requirement has not been followed.
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.

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.

**USU Policies and Practices**

**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.