

IELI 2440.001 Academic Discourse

Instructor: Jim Bame
Office: Main 77
Office Phone: 797- 3908
Office Hours: MTWH 12:30 – 1:00 and by appointment
E-Mail: jim.bame@usu.edu
Class times/place: M 1:20 – 2:50 T W H 1:20 – 3:30 Main 201
Required Materials: 1, 3-ring binder for homework, handouts, etc.

Semester Calendar: Important Dates for Summer 2017 Semester

May 29	Holiday (no class)
June 9	End of 1 st Session/Midterm grade
June 12-16	Break
July 4	Holiday (no class)
July 21	End of Summer Program

Course Goals: Students learn to research, prepare, and deliver different types of academic presentations.

Expected Learner Outcomes

- 1) In their presentations, students show university-level research and preparation by . . .
 - using relevant sources
 - organizing information that shows a clear introduction, body, and conclusion
 - developing the presentation topic for the intended audience adequately

- 2) In their presentations, students show they can deliver an academic presentation by
 - creating and using appropriate visual support
 - using language that is clear and comprehensible
 - interacting with the audience successfully
 - using appropriate body language (eye contact, gestures, and posture)

Formal presentations	% of total Grade
1. Describing a place	10%
2. Defining and explaining a concept	15%
3. Describing an physical object	15%
4. Process	15%
5. Problem/Solution (final presentation)	15%

- Self-evaluation of presentations are written four to five times. These are formal reflective analysis papers for presentations. They are done individually.
- Peer evaluations are done in class of “live” student presentations with evaluation sheets.
- Students must display a presentation style and comprehensibility compatible with a university classroom with non-native and native speakers as their audience

EVALUATION -- In-class sub-products’ quality in this class depends on completion of enabling sub-products (e.g., quality of: locating appropriate topics, researching and outlining, preparing visuals, being ready to practice, sending a practice video to the professor, written assignments, etc.). Therefore, out of class and in-class enabling activities’ product assignments are crucial in learning how to prepare and present the products of this course – organizing and presenting formal presentations.

In-class enabling activities’ sub-products’ quality	20%
Formal Written personal analyses of presentations	10%
In-class formal presentations’ quality	70%

All presentations **must** be given on the day assigned in the order assigned. **Any lateness** in presenting will result in a 30% grade deduction for each class time the presentation is late.

Since written products for homework and in-class activities are graded on their quality. If a student is absent, she or he will receive a 0 for any product for or done in class that day.

If the student sends the product for class to me at my usu.edu e-mail address before class time, no deduction will take place. If the product is sent late there will be a 25% deduction of the earned grade.

Final grades will be based on an average of the above according to the following...

93%-100% A	90%-92% A-	88%-89% B+
83%-87% B	80%-82% B-	77-79% C+
73%-77% C	70-72% C-	

~~69%—0 D+, D or F~~ **According to IELI policy a C- or higher is required for all classes in order to pass the course.**

Typical Classroom Topics / Activities

- Organizing information for presentations
- Credibility of sources and how to cite in a presentation
- Synthesizing/paraphrasing information
- How to be comprehensible to an audience
- How not to distract an audience
- How to be a good, involved audience
- Analyzing a topic so it is not too general
- Analyzing PPT/s for quality and university appropriateness
- Linking phrases for formal presentations
- Using visuals with a pointer during presentations
- Acceptable non-verbal behaviors while giving presentations

- Managing visuals effectively
- Pronunciation of difficult vocabulary
- Dealing with time limitations
- Practicing presentations
- Evaluating supporting visuals,

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.

University Policies:

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

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 (Article VII. Grievances, pages 25-30) http://studentlife.tsc.usu.edu/stuserv/pdf/student_code.pdf

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 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.