**Syllabus (tentative and subject to change)**

**Instructor:** Marta Halaczkiewicz  
**Email:** marta.hala@usu.edu  
**Office Hours:** Thursdays, 10:15am – 12:00pm, join here  
**Class time:** Thursdays, 9:00am – 10:15am, on Zoom (access through Canvas)  
**Phone:** 435-797-2059  
**Materials Required:** All materials will be provided by the instructor.

**Catalog Description:**
This course emphasizes interpersonal communication and academic tasks with American undergraduate classroom assistants. It focuses on the dynamics of small-group interactions.

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<th>Course Goals</th>
<th>Expected Learner Outcomes</th>
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| Students will successfully communicate with Americans on variety of topics. | • Using appropriate verbal and non-verbal communication in social and academic situations  
• Interacting informally and formally in university settings  
• Giving group presentations |
| Students will develop vocabulary at an intermediate level. | • Participating successfully in speaking and listening activities |
| Students will develop skills for group work in an academic setting. | • Accomplishing assigned tasks such as leading a discussion |

**Canvas:** Due to COVID 19, this course will be held online. Canvas is Utah State University’s Learning Management System (LMS) that helps us deliver class content online. You will be able to access additional information and materials (like this syllabus). You will need your A# and password set up to access this service.

**Quizlet:** To study and practice vocabulary, we will use Quizlet, a free app and website. You will find a join link in Canvas (Welcome module) that will guide you in opening your free account and joining our IELI 2450 Fall 2020 course.

**Zoom:** All classes will be delivered using Zoom. You will access it via Canvas. I will record each meeting so that you can go back and watch it again if you need to.

**Assignments:**

**Zoom discussion/assignments (50%):** Due to COVID 19, this course will be held online. I will post videos and questions in Canvas for you to familiarize with on Canvas. Once a week, we will meet on Zoom to discuss material that you reviewed at home. The class focuses on your practice of speaking in small groups. Each week we will have assignments that you will complete based on your small group discussion.

**Vocabulary (25%):** Each week we will also cover a number of new words (slang, idioms, phrasal verbs, etc.) that you will have to study and take a quiz on.
Final Presentation (25%): At the end of the semester you will have a final presentation. You will choose one of the topics covered this semester and design a presentation I will give you details of the assignment when we get closer to the end of the semester.

Grading Scale:
According to IELI grading policy any grade below C- is a failing grade
100 – 93 % = A  82 - 80% = B-  69 – 67% = D+
92 - 90% = A-  79 – 78% = C+  66 – 60% = D
89 - 88% = B+  77 – 73% = C  Below 60% = F
87 – 83% = B  72 – 70% = C-

Participation: You are required to participate. You show participation by completing your assignments and submitting them on time. You also show participation by attending weekly class meetings on Zoom.

Make up work and assignments:
• Assignments are due on the posted due date (see Canvas).
• I reserve the right to refuse accepting late assignments.
• Contact me as soon as possible to arrange a make up

Important Dates:
September 1, Tuesday – course begins
September 7, Monday – Labor Day
November 26, Thursday – Thanksgiving
December 10, Thursday – Last day of classes, final assignment due

IELI Policies and Practices (adjusted due to the COVID-19 pandemic)
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.

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. Let me know early if you cannot attend the online meeting.

Attendance Policy practice for this course: In this online course, you will show attendance by completing your assignments on Canvas. Three weeks-worth of missed assignments makes 20% of the course. If you do not contact me within that time and provide a reasonable excuse, you may fail the course. You will also show attendance by participating in weekly class meetings on Zoom.

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 activities as they will be graded on how
well you complete them. 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.

**Course Recordings and Instructional Material:** Any instructional material available on Canvas is for students’ personal use ONLY. Please, do not share with people outside of the class or post on publicly available venues any of the material (this syllabus, uploaded videos, rubrics, classmates’ videos) without permission of the instructor and your classmates.

**Course Submissions:** The instructor reserves the right to use any submitted assignments (documents, images, videos) for educational and professional purposes such as instructional material in future classes, training for colleagues, or professional presentations. Please, let me know if you would like to know more about this or would like to opt out of it.

**Academic Honesty/Integrity:** You are expected to follow USU Academic Honesty/Integrity Policy, which forbids cheating, falsification, and plagiarism. To learn about the Policy go to [http://catalog.usu.edu/content.php?catoid=4&navoid=547](http://catalog.usu.edu/content.php?catoid=4&navoid=547). If you are caught committing any of the described violations, you will first receive a warning from your teacher and a record of it will be put in your file. You will also be asked to compete additional assignments for the class. If you violate this policy for the second time, you will be subject to the disciplinary actions described in Section 3 of the Academic Honesty/Integrity.

**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."