Syllabus (tentative and subject to change)

Instructor: Marta Halaczkiewicz marta.hala@usu.edu
Course materials: Provided by instructor via Canvas
Class meeting: no class meetings, materials and instructions available on Canvas
Office hours: via Zoom (link provided in Canvas) Thursdays, 10:15am-12:00pm or by appointment

Catalog Description: 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
1) 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
2) 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

Assignments: This online course is divided into 15 modules. Each module is a week-long unit. During each week you will have activities such as readings, language practice exercises, short video recordings, presentations, and writing assignments. You will show how you completed them by uploading your responses as text entries, document files, picture files, or video recording in Canvas. Each assignment has a grading rubric attached in which I will mark how well you completed the assignment and how many points you received. Each week (module) is worth 5% or 10% of your grade equaling 100% at the end of this fifteen-week course (see detailed schedule in Canvas).

Canvas: This course will be entirely online made available via Canvas. Canvas is Utah State University’s Learning Management System (LMS) that helps us deliver class content online. You will be able to submit your assignments in there as well as access additional information (like your grades, classmates’ contact information, assignment due dates, etc.) and materials (like this syllabus or handouts). The home page of this Canvas course has training material on how to use this tool. You will need your A# and password set up to access this service.
Grading Scale:
According to IELI grading policy any grade below C- is a failing grade

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<tr>
<th>Percentage</th>
<th>Grade</th>
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<tr>
<td>100 – 93%</td>
<td>A</td>
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<tr>
<td>92 - 90%</td>
<td>A-</td>
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<td>89 - 88%</td>
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<td>87 – 83%</td>
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<td>66 – 60%</td>
<td>D</td>
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<td>Below 60%</td>
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**Participation**: You are required to participate. You show participation by completing your assignments and submitting them on time.

**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.

**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.

**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.

Diversity and Respect: Our course is wonderfully diverse. We all represent different languages, cultures, races, genders and orientations, abilities, and opinions. I ask that you keep your mind open and listen rather than judge and respectful. Be patient while you help others understand your experiences. Be curious and respectful while others are sharing their stories. I will be beside you with guidance and language to facilitate your discussions. For more resources on diversity, equity, and inclusion refer to this website: http://www.usu.edu/provost/diversity/

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: https://studentconduct.usu.edu/studentcode/article6
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."