Syllabus – IELI 1120
Writing I

Time: Tuesday/Thursdays 1:30-2:45, Wednesdays 11:30-12:20
Location: Tuesdays/Thursdays Engineering 206, Wednesdays Old Main 206
Teacher: Sharon Lyman
Email: sharon.lyman@usu.edu
Office: Old Main 202A (Wednesday after class or by appointment)
Textbook: Not required, materials provided by teacher

Course Description:
This course is the first in a series that is designed to help you learn to write in English. The course focuses on description, narration, grammar, and appropriate sentence word order at sentence and paragraph levels.

Course Outcomes:
Students communicate clearly in writing in a level-1 appropriate way by using
- well-formed simple, compound and complex sentences
- basic narrative and descriptive paragraphs

Important Dates
January 7th, Tuesday: First day of class
March 2nd – 6th, Spring Break (no class)
April 21st: Last day of class

Assignments and Grading:
Weekly Journals (15%)
You are required to write in a weekly journal. Sometimes this will be done in class for a set amount of time, other times it will be done at home.

In-class Assignments (25%)
There will be many daily writing assignments and activities. Your score on any given assignment will be based on the quality of your work.

Homework (10%)
You will have assignments that will be completed outside of class. Some will be formal and will have to be properly formatted and produced by word-processor and submitted to me by e-mail. Others can be handwritten. Assignments may range in value depending on content and length.

Writing -- drafts (15%)
During the semester you will write between 7-10 paragraphs on different topics. Learning to write well is a process, involving brainstorming, outlining, receiving feedback, drafting, receiving feedback, and revising. I will comment on all first drafts in ways designed to inform you of strengths and weaknesses. You will then have one or more opportunities to revise your work before I assign a final score to the writing.

Tests (10%)
You will have two writing tests. One will be done in the middle of the semester and the other will be done at the end of the class. The tests will include writing and assess your understanding of what you have learned in class.
Writing – Final drafts (25%)
For this class you will write 7-10 paragraphs. Using the feedback, I give you on your first drafts, you will refine your writing. Your grade for your final drafts will include a final paper that will be the last paragraph you write at the end of this class.

Grading Scale:
According to IELI grading policy, you must earn a C- or better to pass the course.

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<th>Percentage</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>Below 60%</td>
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Class Policies
1. **Electronic devices:** Please turn off all electronic devices in class, i.e. cell phones, computers, tablets.
2. **Attendance and being late:** Skill based courses require that you are present and on time, to improve. Thus, being absent and/or being late will affect your participation grade. If you are not able to participate, you cannot receive a grade. Being late is disruptive to other students and your group.
3. **Illness and emergencies:** If you are sick or have an emergency, notify me of the reason as soon as possible. You can ask a friend to give me a message, leave a note on my office door, or use email.
4. **Late assignments and make-up work:** If you miss class, it is your responsibility to find out what you missed and to be prepared for the following class. If your absence is excusable (you are sick or have an emergency), notify me immediately for possible make-up. All make-up work must be completed within 1 day of absence. In-class discussion, activities and evaluations cannot be made up.
5. **Reporting to SEVIS:** International students who do not make normal progress in their classes will be reported to SEVIS. Attendance is VERY important to the government, and too many absences can result in your being deported.

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 class hours 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 email 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.

Utah State University Policies and Procedures

Academic Freedom and Professional Responsibilities: Academic freedom is the right to teach, study, discuss, investigate, discover, create, and publish freely. Academic freedom protects the rights of faculty members in teaching and of students in learning. Freedom in research is fundamental to the advancement of truth. Faculty members are
entitled to full freedom in teaching, research, and creative activities, subject to the
limitations imposed by professional responsibility. Faculty Code Policy #403 further
defines academic freedom and professional responsibilities:

**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.

**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 used 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.

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

**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.