Utah State University
College of Humanities & Social Sciences
Department of Languages, Philosophy, & Communication Studies
Intensive English Language Institute

IELI 2440 — Academic Discourse
Spring 2021 Syllabus

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Office Hours: MW 11:00-12:15 or by appointment (via Zoom)
Class Times: T Th 1:30-2:45 via Zoom (See link on Canvas) + Main 343

<table>
<thead>
<tr>
<th>Important Dates</th>
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<tbody>
<tr>
<td>Classes begin</td>
<td>January 19 (T)</td>
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<tr>
<td>Holiday (Presidents' Day)</td>
<td>February 15 (M)</td>
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<tr>
<td>No classes (USU)</td>
<td>March 12 (F)</td>
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<tr>
<td>No class (Follow the USU Friday schedule)</td>
<td>April 8 (Th)</td>
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<tr>
<td>Classes end</td>
<td>April 27 (T)</td>
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<tr>
<td>Final Exam (this class)</td>
<td>May 4 (T) 1:30-3:20</td>
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About the Course: The purpose of this course is to enable you to speak more effectively in an academic setting such as a university classroom. Class activities are designed around the planning and delivery of brief (5-10 minute) oral presentations on academic topics. You will be video-recorded using GoReact and you will use the recordings to review your performance and write self-critiques. You will also receive feedback from your peers and your instructor.


Grades: Presentations
  • Introduction (50 points)
  • Describing an Object (100 points)
  • Explaining a Process (150 points)
  • Defining a Concept (200 points)
  • Presenting Graphic Information (optional)
  • Problem-Solution (300 points)
  **In-class participation as an audience member, quizzes, & homework** 10%
  Speaking journals 10%

10%
The following grading scale will be used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
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<tbody>
<tr>
<td>A+</td>
<td>96-100</td>
</tr>
<tr>
<td>A</td>
<td>93 - 95</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 92</td>
</tr>
<tr>
<td>B+</td>
<td>87 - 89</td>
</tr>
<tr>
<td>B</td>
<td>83 - 86</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 82</td>
</tr>
<tr>
<td>C+</td>
<td>77 - 79</td>
</tr>
<tr>
<td>C</td>
<td>73 - 76</td>
</tr>
<tr>
<td>C-</td>
<td>70 - 72</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69</td>
</tr>
<tr>
<td>F</td>
<td>≤ 59</td>
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</table>

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

**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 (in the summer, that is 2 days) 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.

**Pop quizzes:** There will be a number of “pop quizzes” (quizzes without warning) over the semester — always given at the beginning of class. Students who are late or miss class will get a 0 for the quiz. The quizzes will always be based on information in the text or from lectures/class discussions. If you pay attention in class and keep up with the work, you will do fine on these quizzes.

**Late assignments and make-up work.** All presentations must be given on the scheduled day. A student will not be permitted to make up missed assignments unless the absence is excusable (i.e., the student was ill or had an emergency) or unless the student has gotten the instructor’s permission **before** the due date for the assignment. Written assignments are expected no later than the announced due date. The instructor reserves the right not to accept late assignments unless the student has
obtained prior permission to submit an assignment after the due date.

**Homework**
Homework assignments are due at the beginning of the class period. Late homework will be accepted, but no more than 1 day after due date and no more than 3 times per term.

At the end of the term, all homework points will be added up and a homework grade will be determined according to a curve.

We will also be using USU's online learning management system, Canvas, where you can view videos. Classes will be held on the Zoom app, which can be found on Canvas. Other material will be provided by the instructor in the form of handouts and Internet links. These will be uploaded to Canvas under "Files" or "Pages."

**Speaking Journals**
Some of your assignments will be speaking journals, which will give you a chance to reflect on your performance as a presenter / public speaker, as well as your ability to speak English. These will be a few minutes long, video-recorded on Canvas (using GoReact), and shared only with me, the teacher. Other times you will practice some aspect of speech such as sentence stress, pausing, or intonation. I will listen to your recording and give you feedback about your performance.

**Students' Responsibility**
You are responsible for studying each chapter, completing the homework assignments, handing them in on time, and being prepared to make meaningful contributions to each class discussion. Students are expected to take an active role in learning and improving their language skills through study and participation in and out of class. You will get what you put into this class. Be a proactive learner!

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

Technology

It is critical that you have a strong internet connection and a reliable device for online engagement. You may be also be asked to bring your device to class. Chromebooks are not recommended due to known incompatibilities with Zoom. Students should also have a pair of headphones available.
If you are using Zoom and begin to have difficulties, it is possible to join the conversation from your phone by clicking the microphone in the bottom left corner and selecting “Switch to Phone Audio.” However, this is not a long-term solution, given that video is required. This is for emergencies only. The instructor may require documentation of the tech problem or limit the number of times you may use this option.

The following resources are available if you experience any difficulties with technology:

- The IT Service Desk, located in the Janet Quinney Lawson building. Technicians can inspect your devices and help you troubleshoot problems. You can also call them at 435.797HELP (4357) or chat with them on their website: https://it.usu.edu/service-desk.
- IT will also have a limited number of laptops to loan to students on a first-come, first-served basis.
- Students are encouraged to use their personal equipment and space (at home) to increase social distancing. However, if students do not have sufficient bandwidth in their own space (at home), they can come to campus but are still encouraged to use their personal equipment (where possible) and practice social distancing. Students are required to follow best practices such as social distancing and sanitizing while utilizing shared lab spaces.
- There are funds available to help students pay for appropriate technology through the CARES grant. Student need is determined by the 2020-2021 FAFSA. To apply for a CARES grant, visit https://www.usu.edu/covid-19/cares/index

COVID-19 Classroom Protocols

In order to continue to provide various forms of face-to-face instruction at USU, and to limit the spread of COVID-19 during the pandemic, students are asked to follow certain classroom protocols during the fall 2020 semester. These protocols are based on CDC, state, and local health department guidelines and requirements are in place not only for your safety but also the safety of the entire campus community.

- Face coverings are required in all classrooms and teaching laboratories. Students will not be permitted to remain in class without a face covering, per University Policy 20T.3. Students that do not adhere to the face covering policy will be referred to the Office of Vice President for Student Affairs for a possible violation of the Student Code of Conduct. There may be individual medical circumstances that prevent some students from using face coverings. If you require this exemption, contact the Disability Resource Center prior to the start of classes to investigate alternative instruction. These circumstances will be rare, but if they do exist, we ask that everyone be respectful.
- Follow faculty instructions regarding social distancing and entering/exiting classrooms.
- Stay home when you are sick, however mild your symptoms.
- Wash your hands frequently with soap and water.
- Face masks are required in campus buildings.

For more information and updates regarding COVID-19 policies, visit usu.edu/covid-19

Depending on last-minute occurrences, availability of resources, and other unforeseen
circumstances, the instructor may make changes to the original syllabus. If possible, she will consult with the students beforehand; if not, students will be informed in as timely a manner as possible and given the reasons for the change(s).