Utah State University  
Intensive English Language Institute  
0715 Old Main Hill  
Logan, UT 84322-0715  

IELI 2440—Academic Discourse  
Summer 2019  

Instructor: Jim Rogers  
Office: Main 071  
Contact info: 797-3910; jim.rogers@usu.edu  
Office Hours: MW 12:15-1:15 or by appointment  
Class Times: M 1:20-2:50; TWR 1:20-3:30; M006  

Important Dates:  
July 8 Classes Begin  
July 24 Pioneer Day (no class)  
August 8 Final class, final presentation  

Required Materials  
Giving Academic Presentations, 2nd Edition by Susan M. Reinhart  

Course Description  
This course is designed to assist students in developing oral competency, with emphasis on comprehensibility in academic presentations.  

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  
   • adequately developing the presentation topic for the intended audience  
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  
   • successfully interacting with the audience  
   • using appropriate body language (eye contact, gestures, and posture)  

Assessments: Each Thursday students will give their presentation, in addition, you will video-record your presentation with your phone in order to review it and write an analysis. You will also receive points for homework, in class activities and your critiques.  

<table>
<thead>
<tr>
<th>Date</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 11</td>
<td>50</td>
<td>Giving an Introduction</td>
</tr>
<tr>
<td>July 18</td>
<td>75</td>
<td>Describing and Comparing Objects</td>
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<tr>
<td>July 25</td>
<td>75</td>
<td>Explaining a Process or Procedure</td>
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<tr>
<td>August 1</td>
<td>100</td>
<td>Defining a Concept</td>
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<tr>
<td>August 8</td>
<td>100</td>
<td>Explaining a Problem / Proposing a Solution</td>
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<td></td>
<td>100</td>
<td>Homework and other graded class activities</td>
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<td></td>
<td>100</td>
<td>Presentation Critiques</td>
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</tbody>
</table>

TOTAL 600
Final Grade: Your final grade for the class will be assigned as follows, based on the percentage of points earned throughout the semester. Note that a grade of at least C- is required to pass IELI courses.

- 93%-100% = A
- 90%-92% = A-
- 88%-89% = B+
- 83%-87% = B
- 80%-82% = B-
- 78%-79% = C+
- 73%-77% = C
- 70%-72% = C-
- 68%-69% = D+
- 63%-67% = D
- 60%-62% = D-
- Below 60% = F

A special note on summer session
Summer session is especially intense for IELI students. In this class missing one day is like missing one week! For each day of class you will get multiple grades- if you miss a class, you will get 0s for all the activities you miss. You cannot make up these grades.

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 and has a doctor’s note). 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.

USU and 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.

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. 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.

Grievance Process
Students who feel they have been unfairly treated [in matters other than discipline, 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

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 (435) 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 (435) 797-2444, preferably during the first week of the course. Any request for special consideration related 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 will be provided in alternative format (e.g. large print, audio, diskette, or Braille) upon request.

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 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.