**Syllabus:** IELI 2310  
**Comprehending Authentic Discourse**  
Summer 2019 (June 4-July 6)

**Schedule and room:**  
M 1:20-2:50  Main 343  
TWR 1:20-3:30  

**Important Dates**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Classes begin</td>
<td>June 5 (T)</td>
</tr>
<tr>
<td>Independence Day Holiday</td>
<td>July 4 (R)</td>
</tr>
<tr>
<td>Classes end</td>
<td>July 5 (F)</td>
</tr>
<tr>
<td>Final exam</td>
<td>July 3 (W)</td>
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</tbody>
</table>

**Instructor:** Ann Roemer  
Office: Main 075  
Office hours: T Th 12:30-1:15 (and by appointment)  
Phone: 435-797-2051  
E-mail: ann.roemer@usu.edu

**Textbook:** We will be using Canvas (an online learning management system) to communicate during the semester. Please be sure that your personal information (email, phone number, etc.) is current in Banner. The textbook is *College Oral Communication 2*, by Ann Roemer. ISBN 9781428203013 (book and audio CD).

**Course Goals:**  
- to comprehend authentic listening passages from various sources  
- to develop note-taking skills which reflect an understanding of the organization of listening passages

**Expected Learner Outcomes:**

1. Students demonstrate listening comprehension by . . .  
   a) identifying main ideas  
   b) answering questions about the passages  
   c) summarizing passages  
   d) restating information  
   e) filling out graphic organizers

2. Students demonstrate note-taking skills by . . .  
   a) taking notes that reflect the organization of passages  
   b) taking notes that capture the important content  
   c) organizing important information in a visually comprehensible manner

**Grades:**  
Your final grade will be calculated as follows:  
Classwork 10%  
Chapter quizzes 50%  
Midterm & final exams 40%
**Homework, Classwork & Attendance:** 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. If you are not in class, you will receive 0 for classwork that day if the absence is unexcused. If you fall asleep in class, you will receive a 0. If you come late, please remind me at the end of class. Excused absences require a note from a doctor.

This is my system for evaluating homework/classwork:

1. Look for a check mark (✓) at the top of your paper. This means you received full credit (3 points) for the assignment. ✓+ = Excellent (4 points) and ✓- = acceptable (2 points).

2. No check mark (✓)? There's nothing at the top of your paper? This means you have some mistakes that you need to correct on the same piece of paper. Just erase and make the corrections inside or above my red marks, or use a different-colored pen to make the corrections. Then hand it in again, no later than the next class period. Do **not** rewrite the assignment unless . . .

3. You see **Rewrite** at the top of your paper. This means you need to rewrite the paragraph, correcting the mistakes marked in red ink. You can use the same piece of paper as the original. Please hand in both copies together, no later than the next class period.

At the end of the term, all homework points will be added up and a homework grade will be determined according to a curve. The student with the highest number of points will receive an A, and the other students' homework grades will be calculated accordingly.

**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 assistant 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
University Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100%</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% and below</td>
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According to IELI policy, you must earn a C- or better to pass the course.

Class Policies

1. Illness and emergencies. If you are sick for more than a day or two, or if there is an emergency (please note that for the university, emergencies include a death or serious illness in the family, warfare, jail or legal problems, accidents, etc.), please let me know. You can ask a friend to give me a message, leave a note on my office door, or use voice mail or email.

2. Reporting to SEVIS. SEVIS regulations state that international students who do not make normal progress in their classes will be reported to SEVIS. Please note that attendance is very, VERY important to the government, and too many absences can result in your being sent home.

3. Electronic devices. Please turn off all electronic devices, i.e., cell phones, computers, Blackberries, and iPhones. If a phone rings during class time, points will be deducted from your most recent test.

4. Tardiness will result in lowering of in-class grades for that day. Every three times you are late will be counted as an absence, so please be on time to class. For every three 50-minute class hours you are absent, your classwork grade will drop a full letter grade (A to B, B to C, etc.).

IELI 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. International students on an F-1 or J-1 visa need to maintain their legal immigration status. IELI will report students to the office of Global Engagement if they regularly miss class. If an IELI student misses seven consecutive classes for any one course 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 seven 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's Attendance Policy

A student may not miss more than 20% of any class, even if the absence is excused. This means that you cannot miss more than nine classes of any one course, even if some of the absences are excused. If your total number of absences for any class exceeds nine, your immigration status will be terminated and you will be sent home.

If any changes need to be made to this syllabus, students will be advised beforehand.
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. **USU Policy 403** further defines academic freedom and professional responsibilities.

Academic Integrity - "The Honor System"

The University expects that students and faculty alike maintain the highest standards of academic honesty. The Code of Policies and Procedures for Students at Utah State University (Student Conduct) addresses academic integrity and honesty and notes the following:

**Academic Integrity**: Students have a responsibility to promote academic integrity at the University by not participating in or facilitating others' participation in any act of academic dishonesty and by reporting all violations or suspected violations of the Academic Integrity Standard to their instructors.

**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". Violations of the Academic Integrity Standard (academic violations) include, but are not limited to cheating, falsification, and plagiarism.

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.

Course Fees

Instructors that utilize course fees should identify the amount and explain the purpose of the course fee on the syllabus. Course fees are listed in the catalog.

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

Sexual Harassment

Utah State University is committed to creating and maintaining an environment free from acts of sexual misconduct and discrimination and to fostering respect and dignity for all members of the USU community. Title IX and **USU Policy 339** address sexual harassment in the workplace and academic setting. The university responds promptly upon learning of any form of possible discrimination or sexual misconduct. Any individual may contact **USU's Affirmative Action/Equal Opportunity (AA/EO) Office** for available options and resources or clarification. The university has established a complaint procedure to handle all types of discrimination complaints, including sexual harassment (**USU Policy 305**), and has designated the AA/EO Director/Title IX Coordinator as the official responsible for receiving and investigating complaints of sexual harassment.

Students with Disabilities
USU welcomes students with disabilities. If you have, or suspect you may have, a physical, mental health, or learning disability that may require accommodations in this course, please contact the Disability Resource Center (DRC) as early in the semester as possible (University Inn # 101, 435-797-2444, drc@usu.edu). All disability related accommodations must be approved by the DRC. Once approved, the DRC will coordinate with faculty to provide accommodations.

Withdrawal Policy, "I" Grade Policy and Dropping Courses
If a student does not attend a class during the first week of the term or by the second class meeting, whichever comes first, the instructor may submit a request to have the student dropped from the course. (This does not remove responsibility from the student to drop courses which they do not plan to attend.) Students who are dropped from courses will be notified by the Registrar’s Office through their preferred e-mail account. Students may drop courses without notation on the permanent record through the first 20 percent of the class. If a student drops a course following the first 20 percent of the class, a W will be permanently affixed to the student’s record (check General Catalog for exact dates).

Students with extenuating circumstances should refer to the policy regarding Complete Withdrawal from the University and the Incomplete (I) Grade policy in the General Catalog.

No-Test Days Policy
For classes that meet for a full semester, a five-day period designated as "no-test" days precedes final examinations. During this time, no major examinations, including final examinations will be given in order that students may concentrate on classwork, the completion of special assignments, writing projects, and other preparation for duly scheduled final examinations. Approved exceptions include final papers, weekly chapter quizzes, quizzes, projects, and examinations associated with a lab that does not meet during final examinations. This policy does not apply to classes that meet only during the second 7-week session of the semester or to classes offered during the summer term. Complete information related to Final Examination Policies can be reviewed in the General Catalog.

Assumption of Risk
All classes, programs, and extracurricular activities within the University involve some risk, and some involve travel. The University provides opportunities to participate in these programs on a voluntary basis. Therefore, students should not participate in them if they do not care to assume the risks. Students can ask the respective program leaders/sponsors about the possible risks a program may generate, and if students are not willing to assume the risks, they should not select that program. By voluntarily participating in classes, programs, and extracurricular activities, students do so at their own risk. General information about University Risk Management policies, insurance coverage, vehicle use policies, and risk management forms can be found at http://www.usu.edu/riskmgt/.

Mental Health
Mental health is critically important for the success of USU students. As a student, you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce your ability to participate in daily activities. Utah State University provides free services for students to assist them with addressing these and other concerns. You can learn more about the broad range of confidential mental health services available on campus at Counseling and Psychological Services (CAPS).

Students are also encouraged to download the “SafeUT App” to their smartphones. The SafeUT application is a 24/7 statewide crisis text and tip service that provides real-time crisis intervention to students through texting and a confidential tip program that can help anyone with emotional crises, bullying, relationship problems, mental health, or suicide related issues.