IELI 1240 Integrated Skills 1 & 2 - Fall 2021

Delivery Method, Time & Place

Delivery Method: web broadcast

| Tues - Thurs | **Zoom Link** [](https://usu-edu.zoom.us/j/82492480587?pwd=NHhYc0tsWENmUWdrRENSYWhNNHQ0dz09) | 10:30 - 11:45 |

A web broadcast class is a live online class. We will meet together online through Zoom each class period for lectures, discussion, and collaborative activities. Standard IELI/USU attendance policies apply.

IELI / USU Fall 2021 Dates

- Tuesday, August 31 – 1st day of IELI classes
- Monday, September 6 – Labor Day – No USU classes
- Friday, October 15 – Fall Break
- Wednesday-Friday, November 24 – 26 – Thanksgiving Break - No USU classes
- Monday- Friday, December 6-10 – USU No test week
- Thursday, December 9 – Last day of classes
- Monday – Friday, December 13-17 – Final Exam Week

**1240 FINAL EXAM:** Tues Dec 14 9:30-11:20

Instructor

Kim Andrus [](http://lpcs.usu.edu/directory/faculty/andrus-kim), Lecturer

- **Email:** kim.a.andrus@usu.edu
- **Zoom** [](https://usu-edu.zoom.us/j/5302703405?pwd=cjFvalBsUkV0R3VFQmNad3NjaW5Udz09) Office Hours: MW 11:30-12:30, Tues 12-1:00 or by appointment. Please email me if you plan to drop by. If you join the Zoom and I am AFK (away from the keyboard) please email me and I'll join you as soon as possible.
Course Description

This is a multilevel speaking, reading, writing, and listening course, with an emphasis on listening, designed to develop high-beginning (001) or low-intermediate (002) language skills through content-based instruction. It is repeatable for credit for students who place at Level 1 on the IELI placement exam.

Course Goals

Students will…

- Understand English in media environments (or educational environments generally) that require sustained listening
- Report and discuss (orally and/or in writing) aurally-comprehended language

Expected Learner Outcomes

**Level 1** students demonstrate the ability to listen for topic and main ideas in media or “live” English by…

- reporting on the information via brief responses (e.g., single words, short phrases, simple sentences)
- discussing the information orally or in writing

**Level 2** students demonstrate the ability to listen for topic, main idea and supporting information from media or “live” English by…

- taking notes that capture main ideas and multiple details
- discuss the information orally or in writing simple and complex sentences with some elaboration

Required Materials

You can get or order our textbook (the printed book or an "ebook" digital file) from the USU Campus Store in person at the Taggart Student Center, or from their website [online](https://usucampusstore.com/p-52109-world-english-2.aspx).

*World English 2, 3rd Edition*, by Rebecca Tarver Chase and Kristin L. Johannsen
Evaluation Methods and Criteria

<table>
<thead>
<tr>
<th>Course Weight</th>
<th>Assignment</th>
<th>Details</th>
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<tbody>
<tr>
<td>10%</td>
<td>Effective Engagement</td>
<td>Active, appropriate engagement in class discussions and activities; contributing effectively to partner and group efforts.</td>
</tr>
<tr>
<td>20%</td>
<td>Multi-skill Activities</td>
<td>Speaking, reading, and writing graded activities [<a href="http://reatheory.org/">http://reatheory.org/</a>]</td>
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<tr>
<td>50%</td>
<td>Listening Quizzes</td>
<td>Quizzes on Units 2, 4, 6 (and if time, 7 and 8)</td>
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<tr>
<td>20%</td>
<td>Final Exam (Listening)</td>
<td>Like the quizzes but with additional listening</td>
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Grade Scheme

The following grading standards will be used in this class:

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<thead>
<tr>
<th>Grade</th>
<th>Range</th>
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<tbody>
<tr>
<td>A</td>
<td>100 % to 93.0%</td>
</tr>
<tr>
<td>A-</td>
<td>&lt; 93.0 % to 90.0%</td>
</tr>
<tr>
<td>B+</td>
<td>&lt; 90.0 % to 87.0%</td>
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<tr>
<td>B</td>
<td>&lt; 87.0 % to 83.0%</td>
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<td>B-</td>
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<td>C+</td>
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<td>&lt; 73.0 % to 70.0%</td>
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<tr>
<td>D+</td>
<td>&lt; 70.0 % to 67.0%</td>
</tr>
<tr>
<td>D</td>
<td>&lt; 67.0 % to 60.0%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 59.0 % to 0.0%</td>
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Web Broadcast Notes

- **virtual classroom expectations**: Participants must treat this virtual participation in the same way as face-to-face participation:
  - be attentive and actively engaged
  - be seated at a private desk/table area with materials ready
  - be dressed appropriately
Zoom video and audio:
- **video** must always be enabled (on). Frequent or prolonged video-disabling will result in being marked absent for that class period.
- **audio** should be muted (off) unless you are asking a question, engaging in discussion, or you are in break-out room discussions

**technology issues:**
- It is critical that you have a strong internet connection and a reliable device for voice (microphone) and video (camera), for online engagement.
- If you have difficulties connecting, please let Kim know via email and then make use the following resources:
  - 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 435.797.HELP (4357) or chat with them on their website: [https://it.usu.edu/service-desk](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.
  - 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](https://www.usu.edu/covid-19/cares/index)

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**Make-Up Work Policy**

If you fail to complete graded items or graded in-class activities by the due date because of a situation beyond your control (such as a health emergency), then I will allow you to make up the work. Absences are still reported per the IELI & USU policies below.

If you experience multiple "situations beyond your control" I will request evidence to verify your situation (such as a doctor's note).

However, if you miss a graded assignment, in-class activity or fail to complete classwork for other reasons, I will generally NOT allow you to make up missed work.

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**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 classes 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 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.

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**USU - Important Information**

**Nonattendance Policy**

Students May Be Dropped For Nonattendance

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 he or she does not plan to attend.)* This option is typically used for classes that are full and the instructor is trying to make a seat available for another student, but may be considered for other courses. Requests must be made during the first 20 percent of the course and will be considered on an individual student basis. Students who are dropped from courses will be notified by the Registrar's Office through their preferred e-mail account (see 2018-2019 General Catalog [HERE](http://catalog.usu.edu/content.php?catoid=12&navoid=3955)).

**Assumption of Risk**

All classes, programs, and extracurricular activities within the University involve some risk, and certain ones 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, a student does so at his or her 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/risksmgf/](http://www.usu.edu/risksmgf/)
Library Services

All USU students attending classes in Logan, at our Regional Campuses, or online can access all databases, e-journals, and e-books regardless of location. Additionally, the library will mail printed books to students, at no charge to them. Students can also borrow books from any Utah academic library. Take advantage of all library services and learn more at libguides.usu.edu/rc.

Online Course Fee

A fee of $15 per credit is applied to all online courses to sustain current digital technologies and support services required for engaging and effective online learning.

Classroom Civility

Utah State University supports the principle of freedom of expression for both faculty and students. The University respects the rights of faculty to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede the learning process. Disruptive classroom behavior will not be tolerated. An individual engaging in such behavior may be subject to disciplinary action. Read Student Code Article V Section V-3 for more information.

University Policies & Procedures

COVID-19 Classroom Accommodations

To ensure that you receive the appropriate accommodation for COVID-19 related challenges, the University requires you to fill out the COVID-19 Questionnaire. Upon doing so, the University COVID CARE Team will contact you to determine your needs and how to support you. The CARE Team will also contact your instructors and provide important direction on how best to accommodate your needs. For additional reference, please see USU’s Attendance and Excused Absence policy and the COVID-19 Classroom Accommodations page.

Reducing COVID-19 Risk

You can help keep classes, events, and activities happening in person this semester by following these steps:
1. **Get vaccinated if you're able.** Vaccines are the best available tool to help stop the spread of COVID-19. They are safe, free, and easy to access.

2. **If you are vaccinated, let USU know.** Please [upload your proof of full vaccination](http://aggiehealth.usu.edu/) to AggieHealth. If you are exposed to COVID-19, USU’s case containment will not require you to quarantine if they know you are vaccinated and you do not have symptoms.

3. **Stay home if you're sick** and [get tested for COVID-19](https://www.usu.edu/covid-19/students/classroom-exposure) if you have symptoms or have been exposed. It’s important to not bring any illness to campus.

4. **Wear a mask indoors.** Public health experts recommend that even vaccinated people wear masks indoors in high COVID-19 transmission areas, which includes most of Utah.

If USU’s COVID Case Containment team identifies an uncontained situation in the classroom, you will be notified of any temporary changes to your course delivery method through a Canvas announcement. Please make sure you are receiving immediate notifications of new Canvas announcements. The situation will be handled according to protocols on the [COVID Classroom Exposure](https://www.usu.edu/covid-19/students/classroom-exposure) page.

**Class Seating Charts (For In-Person Classes)**

In classes with more than 10 students, a seating chart will be used to track where you are sitting. After the first week of classes, your instructor will tell you how to enter your seat number in Canvas. **You must sit in the same seat for the rest of the semester.** This is extremely important for tracking cases of COVID-19 and helping classes remain in person.

**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](http://www.usu.edu/hr/files/uploads/Policies/403.pdf) 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. 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.

Academic Dishonesty

The instructor of this course will take appropriate actions in response to Academic Dishonesty, as defined the University’s Student Code. Acts of academic dishonesty include but are not limited to:

• **Cheating**: using, attempting to use, or providing others with any unauthorized assistance in taking quizzes, tests, examinations, or in any other academic exercise or activity. Unauthorized assistance includes:
  - Working in a group when the instructor has designated that the quiz, test, examination, or any other academic exercise or activity be done “individually;”
  - Depending on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
  - Substituting for another student, or permitting another student to substitute for oneself, in taking an examination or preparing academic work;
  - Acquiring tests or other academic material belonging to a faculty member, staff member, or another student without express permission;
  - Continuing to write after time has been called on a quiz, test, examination, or any other academic exercise or activity;
  - Submitting substantially the same work for credit in more than one class, except with prior approval of the instructor; or engaging in any form of research fraud.

• **Falsification**: altering or fabricating any information or citation in an academic exercise or activity.

• **Plagiarism**: 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 using materials prepared by another person or by an agency engaged in the sale of term papers or other academic materials.

For additional information go to: [ARTICLE VI. University Regulations Regarding Academic Integrity](https://studentconduct.usu.edu/studentcode/article6)

Sexual Harassment/Title IX

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](http://www.usu.edu/policies/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 [Office of Equity](https://equity.usu.edu/) 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](http://www.usu.edu/policies/305)).
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.

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.

Students who are at a higher risk for complications from COVID-19 or who contract COVID-19 may also be eligible for accommodations.

Diversity Statement

Regardless of intent, careless or ill-informed remarks can be offensive and hurtful to others and detract from the learning climate. If you feel uncomfortable in a classroom due to offensive language or actions by an instructor or student(s) regarding ethnicity, gender, or sexual orientation, contact:

- Division of Student Affairs: https://studentaffairs.usu.edu, (435) 797-1712, studentservices@usu.edu
- Student Legal Services: https://ususa.usu.edu/student-association/student-advocacy/legal-services, (435) 797-2912
- Access and Diversity: http://accesscenter.usu.edu, (435) 797-1728
- Multicultural Programs: http://accesscenter.usu.edu/multiculture, (435) 797-1728
- LGBTQA Programs: http://accesscenter.usu.edu/lgbtqa, (435) 797-1728
- Provost’s Office Diversity Resources: https://www.usu.edu/provost/diversity, (435) 797-8176
You can learn about your student rights by visiting:
The Code of Policies and Procedures for Students at Utah State
University: https://studentconduct.usu.edu/studentcode
(https://studentconduct.usu.edu/studentcode/)

Grievance Process

Students who feel they have been unfairly treated may file a grievance through the channels and procedures described in the Student Code: Article VII
(https://studentconduct.usu.edu/studentcode/article7).

Full details for USU Academic Policies and Procedures can be found at:

- Student Conduct (http://www.usu.edu/studentconduct)
- Student Code (https://studentconduct.usu.edu/studentcode/)
- Academic Integrity (https://studentconduct.usu.edu/studentcode/article6)

Emergency Procedures

In the case of a drill or real emergency, classes will be notified to evacuate the building by the sound of the fire/emergency alarm system or by a building representative. In the event of a disaster that may interfere with either notification, evacuate as the situation dictates (i.e., in an earthquake when shaking ceases or immediately when a fire is discovered). Turn off computers and take any personal items with you. Elevators should not be used; instead, use the closest stairs.

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)
(https://counseling.usu.edu).

Students are also encouraged to download the “SafeUT App”
(https://healthcare.utah.edu/uni/programs/safe-ut-smartphone-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.