IELI 2420: Writing from Academic Sources
Fall 2021
Syllabus
Instructor: Elena Taylor

Instructor: Elena Taylor
Office: Main 069D
Email: elena.taylor@usu.edu
Office Hours: M, W 11:30-12:20

Course Information
Class Days and Times: M, W 12:30-2:20 pm
Course website: Canvas

Important Dates
Classes Begin: Monday, August 30
Labor Day (No Classes): Monday, September 6
Fall break (No Classes): Friday, October 15
Thanksgiving Break (No Classes): Wednesday-Friday, November 24-26
Classes End: Friday, December 10
Final Exams: Monday-Friday, December 13-17

Course Description
IELI 2420 introduces you to academic writing demands. You will gather information from various sources, analyze and summarize the information, and write in various genres.

Course Goals
You will learn:
• Rhetorical skills;
• Academic research skills needed in university-level coursework;
• Academic writing skills within the process approach to writing.

Learner Outcomes
You will display the mastery of rhetorical skills by producing writing that:
• Has a clear purpose;
• Is written for a particular audience;
• Has a stance/tone that fulfills the target purpose and is appropriate for the chosen audience;
• Is done in the medium that is appropriate for the target purpose and audience;

You will display the mastery of academic research skills by showing in your writing that you can:
• Evaluate sources;
• Gather relevant information;
• Use electronic library databases and the Internet for information gathering.

You will display the mastery of academic writing skills by producing writing that:
• Has gone through several stages in the writing process, including planning, drafting, revising, and editing;
• Has a clear focus and overall organization typical of various academic genres;
• Contains information that has been paraphrased/summarized from multiple sources;
• Integrates ideas of other people through in-text citations and reference lists;
• Uses language (syntax/grammar/vocabulary) that does not interfere with comprehensibility.
Syllabus Approach
The syllabus in this class is based on the principle of sequenced writing projects, which grows from the belief that students develop their writing skills best when each writing project they do can build quite directly on the experience and knowledge gained from completing the previous projects.

Required Texts and Materials
- Course Packet. The electronic copy is provided by the instructor. You must print the packet and have it with you each class. This is your textbook.
- Additional readings and handouts provided by the instructor.

Additional Resources
- Academic Phrase Bank: [http://www.phrasebank.manchester.ac.uk/](http://www.phrasebank.manchester.ac.uk/)
- Purdue Online Writing Lab (OWL): [http://owl.english.purdue.edu/](http://owl.english.purdue.edu/)

Grading
Course grades will be calculated on the following scale:

- A=93-100%
- A-=90-92%
- B+=87-89%
- B=83-86%
- B-=80-82%
- C+=77-79%
- C=73-76%
- C-=70-72%
- D+=67-69%
- D=63-66%
- D-=60-62%
- F=below 60

Grades will be awarded in the following amounts:
- Project #1 – 15% (Research Proposal)
- Project #2 – 15% (Annotated Bibliography)
- Project #3 – 15% (Interview Report)
- Project #4 – 15% (Argumentative Essay)
- Project #5 – 10% (Oral Presentation)
- Homework Assignments & Reading Quizzes – 15%
- Attendance, Participation, & In-Class Journal – 15%

Projects – 70%
Your writing will be graded on the basis of rhetorical appropriateness, content, organization, vocabulary, grammar, formatting conventions, as well as your ability to provide peer feedback and to revise your writing based on feedback from your instructor and peers. Project sheets and rubrics with additional details are included in this packet. You will also be given specific formatting requirements, which you must follow in each draft you submit. Drafts will be returned if not appropriately formatted.

Homework Assignments & Reading Quizzes – 15%
All homework assignments need to be turned in at the beginning of the class, unless other instructions are provided. Even if you miss a class, you need to come to the following class prepared and with your homework assignment completed. Late homework assignments are accepted but not graded. In other words, you can still receive feedback on a late homework assignment, but you won’t receive credit for it. Readings are an important part of this course. You are expected to read all assigned material. For each assigned reading, you will complete a quiz on Canvas before the class.

Attendance, Participation, & In-Class Journal – 15%
Classroom participation is an important part of being a college student. You are expected to participate in each class to the best of your ability. Merely being present does not constitute participation. Just like in
the workplace, it is not enough to just show up. It is expected that you come to class and writing conferences prepared and on time. Coming prepared means bringing your course packet, completed homework or conference preparation notes, and being ready to contribute to class discussion and the conference. It is also expected that you conduct yourself in a respectful manner.

For each class/conference session, you are granted 10 points: 5 for attendance and 5 for participation. If you are absent, you lose those 10 points automatically. If you are late/leave class for more than 10 minutes, you are marked absent. As far as participation goes, you will lose 5 points for the following kinds of behavior:

- You are late for class--less than 10 minutes (2 late arrivals are allowed for the entire semester);
- You use your cell phone. For the first two times that you use your cell phone you will lose 5 participation points, after that--you will be marked absent each time you use your phone.
- You use your laptop for non-class related purposes (e.g., surf on the Internet). For the first two times that you use your laptop you will lose 5 participation points, after that--you will be marked absent each time you use your laptop.
- You didn't bring the materials required for the lesson or conference;
- You sleep in class;
- You do homework for other classes;
- You do any other work not related to class activities;
- Your behavior is disruptive*.

* Examples of disruptive behavior:
  - Leaving class without permission;
  - Making noise and repeatedly interrupting;
  - Being verbally abusive to or insulting the instructor or other students;
  - Persistent and unreasonable demands for time and attention;
  - Refusing to comply with the directions of the instructor.

**In-Class Journals:** Each week, you will write an in-class journal, responding to a question/prompt. These journals aim at helping you develop writing fluency as well as give you the opportunity to think in English.

**Conferences Preparation:** Conferences are your opportunity to receive immediate feedback on your writing, clarify my comments on your drafts, and ask any questions related to your writing. You must come prepared for your conference by having a list of questions you would like to discuss with me. The success of the conference depends on your preparation. For each conference, you will have to fill out a conference preparation sheet (provided by the instructor) and bring it with you to the conference.

**Class Policies**

**Submission of Drafts.** You will submit all your drafts on Canvas. The drafts must be submitted by Sunday 10:00 pm (please see the calendar). If you submit your draft even one minute late, your draft will be marked “late” and 5 points will be automatically subtracted from the final grade for that project. Your final grade for the project will be lowered by 5 points for each late day any draft is turned in. Final drafts will only be accepted if the previous two drafts have already been turned in.

**Illness and Emergencies.** If you are sick for more than a day, 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), please let the instructor know. Remember that an excused absence for illness
purposes will only be granted if a valid proof of absence (e.g., a medical excuse from a doctor) is provided.

**Technology.** Please NO cell phones and laptops in class! (See Attendance, Participation, & In-Class Journal above). I will let you know in advance if you need to bring your laptop for class activities. Using cell phones/texting in class is disrespectful to your classmates and to the teacher. Cell phones should be turned off and put out of sight until class is over. If you are expecting an emergency call, please let me know.

**Public Work.** You should treat all work completed in this class as public work. This means that you can expect most, if not all, of your work to be shared with your classmates. To that end, you should not write about something that you wouldn’t feel comfortable sharing with your classmates.

**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.

**IELI Policies**

**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 midterm 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:

• 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.

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
A student must contact the instructor and document the disability through the Disability Resource Center (797-2444), preferably during the first week of the course.”

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.

Course Calendar
This calendar reflects the general overview of the course; therefore, it doesn’t indicate specific topics and homework assignments. For the details on daily topics and homework due dates, please go to Canvas.

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<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Classwork</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Aug 30-Sept 5</td>
<td>Introduction (syllabus, policies, writing conferences, peer review, Canvas), Sequenced Projects Overview; Plagiarism</td>
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**Project 1: Research Proposal**

| Week 2 | Sept 6-12 | Project Planning |
| Week 3 | Sept 13-19 | Project Planning |
|        |           | **DUE: Sept 19, Sunday, 10:00 pm: Project 1, Draft 1** |
| Week 4 | Sept 20-26 | Project Planning |
|        |           | **DUE: Sept 26, Sunday, 10:00 pm: Project 1, Draft 2** |
| Week 5 | Sep 27-Oct 3 | Monday: Peer Review/Conferencing  
|        |             | Conferences: Bring two copies of your second draft, and  
|        |             | Conference Preparation notes (filled out)  
|        |             | Wednesday: Google Search, Focus on Language  
|        |             | **DUE: Oct 3, Sunday, 10:00 pm: Project 1, Draft 3** |

**Project 2: Annotated Bibliography**

| Week 6 | Oct 4-10 | Project Planning |
|        |          | **DUE: Oct 10, Sunday, 10:00 pm: Project 2, Draft 1** |
| Week 7 | Oct 11-17 | Project Planning |
|        |          | **DUE: Oct 17, Sunday, 10:00 pm: Project 2, Draft 2** |
| Week 8 | Oct 18-24 | Monday: Peer Review/Conferencing  
|        |           | Conferences: Bring two copies of your second draft, and  
|        |           | Conference Preparation notes (filled out)  
|        |           | Wednesday: Focus on Language  
|        |           | **DUE: Oct 24, Sunday, 10:00 pm: Project 2, Draft 3** |

**Project 3: Interview Report**

| Week 9 | Oct 25-31 | Project Planning |
|        |          | **DUE: Oct 31, Sunday, 10:00 pm: Project 3, Draft 1** |
| Week 10 | Nov 1-7 | Project Planning |
|        |          | **DUE: Nov 7, Sunday, 10:00 pm: Project 3, Draft 2** |
| Week 11 | Nov 8-14 | Monday: Peer Review/Conferencing  
|        |           | Conferences: Bring two copies of your second draft, and  
|        |           | Conference Preparation notes (filled out)  
|        |           | Wednesday: Focus on Language  
|        |           | **DUE: Nov 14, Sunday, 10:00 pm: Project 3, Draft 3** |

**Project 4: Argumentative Essay**

<p>| Week 12 | Nov 15-21 | Project Planning |
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<tr>
<th>Week 13</th>
<th>Nov 22-28</th>
<th><strong>DUE: Nov 21, Sunday, 10:00 pm: Project 4, Draft 1</strong></th>
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<tr>
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<td>Project Planning, Thanksgiving</td>
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<td><strong>DUE: Nov 28, Sunday, 10:00 pm: Project 4, Draft 2</strong></td>
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<tr>
<td>Week 14</td>
<td>Nov 29-Dec 5</td>
<td>Monday: Peer Review/Conferencing</td>
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<td>Conferences: Bring two copies of your second draft, and Conference Preparation notes (filled out)</td>
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<td>Wednesday: Focus on Language</td>
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<td><strong>DUE: Dec 5, Sunday, 10:00 pm: Project 4, Draft 3</strong></td>
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**Project 5: Oral Presentation**

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<tr>
<th>Week 15</th>
<th>Dec 6-12</th>
<th>Project Planning; Presentations; Wrap-up</th>
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<tr>
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<td></td>
<td><strong>DUE: Dec 12, Sunday, 10:00 pm: Project 5, PPP slides</strong></td>
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