

IELI 1120: Writing Level 1
Instructor: Holly Olsen
Office: Old Main 076
Office Hours: By appointment
E-mail/phone: janemoffitt@comcast.nethollybeth@gmail.com / 435.213.6087
Class times: Monday 12:30-1:20, Tuesday and Thursday 10:30-11:45
Classroom: Old Main 006, Family Life 301

Textbook: Hogue, Ann (2008). *First Steps in Academic Writing* (2nd ed.). White Plains, NY: Pearson Longman.

Required Materials: A notebook (to be used ONLY for this class)
A Bilingual Dictionary (bring EVERY day!)

Semester Calendar:

August 28.....Last Day to Add without Instructor’s Signature
September 7..... Labor Day Holiday (No Classes)
October 9.....Mid-Term Grades Due
October 15 Attend Friday Schedule
October 16Fall Break (No Classes)
November 25-27.....Thanksgiving Holiday (No Classes)
Nov. 30-Dec. 4No Test Week
December 7-11Final Examinations

Course Objectives:

- develop a vocabulary necessary for good writing
- learn to write clear, grammatically correct sentences
- learn to combine sentences in a variety of ways
- become familiar with and use the basic components of a paragraph
- learn to revise their own writing
- apply English writing skills in a variety of ways (emails, letters, etc.)

Major Course Activities:

•Attendance and Participation

Regular attendance with active participation is expected. There will be many in-class assignments and activities. If you are absent, you cannot makeup in-class tasks. Absences or chronic lateness to class without adequate excuse (i.e. illness, emergency) will result in the lowering of the attendance and participation portion of your grade. **If you must miss class for an emergency or illness, you need to e-mail me BEFORE class.**

•**Textbook Activities**

•**Journal/Writing Portfolio**

You will need to write journal entries both in class and at home for homework. They will include your drafts, revisions, and final paragraphs.

DUE EVERY MONDAY—A final draft of the paragraph that we started earlier in the week, including revisions.

•**E-mail/Letter Assignments**

Each week, you will have the opportunity to send e-mails or write letters so you can practice using written English in a variety of ways.

DUE EVERY THURSDAY—This assignment will be due at the end of each week, either through e-mail or as a letter, depending on the assignment that will be given to you each Monday.

•**Tests, Quizzes, and Final Project:**

No make-up tests will be given without appropriate documentation of absence (note from doctor) and without an e-mail sent to me before the missed class.

Evaluation:

Class Participation (including attendance)	10%
Assignments (Journal & Textbook Activities)	50%
Tests, Quizzes, and Final Project	40%

The following grading scale will be used for the final grade:

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

As per IELI policy, you must earn a C- or higher to progress to the next level.

Tentative Schedule:

Weeks 1-5:	Chapters 1-2
Weeks 6-10:	Chapters 3-4
Weeks 11-15:	Chapters 5-6

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 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.