



# Intensive English Language Institute

## Course Syllabus: IELI 2320: Academic Writing [CRN 41316]

Instructor: Dr. Franklin I. Bacheller  
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Office: Main 079  
Office hours: 1:20 PM, Monday or email for an appointment  
Class: 12:30 to 1:20 Monday and 10:30 to 11:45 Tuesday and Thursday  
Room: Main 343  
Textbook: *Blueprints 2* by Folse, Mahnke, Soloman, & Williams  
Class website: <https://online.uen.org/webct/entryPage.dowebct>

## How to Pass this Class

To pass this class you must

1. meet all course objectives and
2. obtain a final grade of C- or higher. (See "Grading: Assignments & Participation" below.)

## Course Objectives

Students need

1. to display in their writing use of conventions of academic writing such as paragraph indentation, double line spacing, titles, and subtitles
2. to be able to write several types of paragraphs and short academic essays
3. to produce writings that are well organized
4. to write short essays as in response to essay exam questions
5. to display in their writing the ability to summarize and paraphrase information
6. to write from and acknowledge sources (textbook, news, popular genres, discussions, Internet investigations)
7. to write following a process of prewriting, composing, revising, editing, and publishing
8. to display in their writing forms and functions of grammatical features appropriate to the writing task
9. to use technology relevant to course goals

## Class Activities & Papers

All class activities and papers are intended to help you meet course objectives. You will write paragraphs and short essays that focus on process, description, explanation, evaluation, reaction and argumentation.

### Partial List of Topics

What is academic writing?  
Writing as a process of prewriting, composing, revising, editing, and publishing  
Sentence types  
Clear writing  
Formatting papers: Margins, line spacing, title, subheadings

### Sources of Information

Paraphrasing  
Summarizing  
Building general and academic paragraphs  
Supporting information  
Drawing conclusions  
Stating opinions

## Grading: Assignments & Participation

Activity / Writing	% of Final Grade
Paragraph	5
Classification	10
Process	11
Comparison / contrast	12
Cause / effect	13
Reaction	14
Paraphrasing, summarizing, and synthesizing	15
Participation (In-class activities, group work, peer review, application of writing process, on-line activities, etc.)	20

## Grading Scale

Each assignment will receive a letter grade with a corresponding numerical grade as follows:

Letter Grade	Numerical Grade	Letter Grade	Numerical Grade
A	4	C+	2.33
A-	3.67	C	2
B+	3.33	C-	1.67
B	3	D+	1.33
B-	2.67	D	1
		F	0

Examples: If you receive a B+, your numerical grade will be 3.33.

Note: A grade of D+, D, or F is a failing grade. You must have a C- or higher final grade in order to pass the course.

## Late Work

- ➔ On-time or early — Full grade (e.g., A = A, B = B, etc.)
- ➔ 1 to 3 days late — 1 grade lower (e.g. A becomes B, B becomes C, etc.)
- ➔ More than 3 days late — Grade = F (even if you have an excellent paper or assignment).

**Important:** The only way to receive full credit for your work is to turn it in early or exactly on time. This policy does not apply when the absence is excused (i.e., you were ill or had an emergency and have a doctor's signed excuse).

## Important Dates

Event	Date
IELI classes begin	Monday, August 24
Labor Day (no classes)	Monday, September 7
Follow Friday schedule (no writing class this day)	Thursday, October 15
Fall Break	Friday, October 16
Thanksgiving Holiday (no classes)	Wednesday, November 25 — Sunday, November 29
Classes end	Friday, December 4
Final examinations	Monday, December 7 through Friday, December 11
IELI 2320 Final Examination	Tuesday, December 8, 11:30 AM to 1:20 AM

## Class Policies

### Attendance

Immigration rules require that international students be full-time (18-credits) while at IELI and attend classes everyday. Professors must report excessive absences to the Office of International Students and Scholars. If you must miss class, be sure that your teacher and the IELI office know why you are absent.

### Cell Phones, Text Messaging, Laptops, iPods and other MP3 Players

Students are not allowed make or receive cell phone calls or send or receive text messages during class. Please turn your cell phone off before entering the classroom. Do not turn your cell phone on until after class ends.

Students may not use iPods or other MP3 players during class time.

Students may use laptops for note-taking. However, web surfing, reading and responding to emails, etc. during class time is not permitted.

### Copying and Cheating

If you copy from a classmate, or otherwise cheat on an assignment, including out-of-class work, both you and your classmate will receive failing grades on the assignment.

### USU Plagiarism Policy

Plagiarism is 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" (Code of Policies and Procedures for Students, Article V, Section 3A.1). The penalties for plagiarism are severe. They include: "#1) warning or reprimand and #2) grade adjustment" (see Article VI, Section 1A): Other penalties may also be imposed at the Dean's discretion. These include probation, suspension, expulsion, withholding of transcripts, denial or revocation of degrees, referral to psychological counseling, and other appropriate disciplinary actions.

### 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 special 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.

### 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.