



Dixie State University

Syllabus: Advanced Academic Communication (3.0 credits) CRN 26694
ESL 0600-01 Spring 2015

This course does not count toward overall credits earned for graduation, nor does it fill general education requirements; however, this course counts for financial aid and activity eligibility purposes, and the final grade contributes to the student’s cumulative GPA.

Instructor:	Jamie Cluff	Office:	UPlaza B, room 118
Phone:	(832) 544-3813	Email:	jcluff@dixie.edu
Office hours:	MW 11am-12:00pm T 12-1:00 pm	Course fees:	(Compass and/or CPT test at end)
Course time:	MW 3-4:15 pm	Course place:	UPlaza B, room 104

Texts (required): 1) Kisslinger, E. (2009). *Contemporary Topics 2: Academic Listening and Note-Taking Skills, 3rd Edition, Level 2*. Pearson Longman. Textbook Price: ~\$45.00

Materials: Notebook for lecture notes

PROGRAM OBJECTIVES:

When English Language Learners finish our program, they should be able to function communicatively as members of the Dixie State University community.

1. In reading, students will be able to comprehend most standard written English and have strategies for comprehending what is not immediately understood.
2. In listening comprehension, students will understand standard English spoken in and out of the classroom and have strategies for effective note-taking for specific academic material.
3. In speaking, students will be able to appropriately respond orally to the demands of university life and university-level classes, including giving classroom responses, speeches and presentations.
4. In writing, students will be able to produce appropriately clear, grammatically correct and coherent responses to in-class or extended assignments.
5. In academic awareness, students will understand the importance of and methods for supporting ideas with a variety of sources and referencing those sources accurately.

COURSE DESCRIPTION:

This course is designed to help ESL students develop basic skills in English usage, correct speech and writing forms and patterns, basic verb tenses and their related structures, and simple use of parts of speech. The course will focus on Standard American English usage and conventions.

PREREQUISITES:

Compass Listening Test Placement Test score 76-88, or ESL 0400 (Grade B or higher).

TEACHING and COURSE OBJECTIVES:

By completing this course, students will:

1. Develop the skills and strategies needed to successfully participate in academic lectures.
2. Learn strategies for listening actively and taking clear notes.
3. Develop a style of note-taking that works best in any formal or informal setting.
4. Develop speaking skills as lecture notes are reviewed with a partner, as well as in other discussion activities where they can share ideas, reactions, and personal interests with classmates and peers.
5. Build and learn vocabulary that will be useful regardless of the academic major that is decided upon in the future.
6. Cite sources more effectively, which involves paraphrasing information through understanding and having a sense of purpose for writing or speaking.

FACULTY AND STUDENT RESPONSIBILITIES

Faculty and student code:

All students and faculty members are expected to maintain professional behavior in the classroom setting, according to the rights and responsibilities listed in the *Dixie State University of Utah Policies and Procedures Manual*. Students should read the Code carefully and know they are responsible for the content. (Go to <http://www.dixie.edu/humanres/pol.html> and click on the sections on the left-hand side.)

English only in an ESL class:

Students are expected to speak only English in class. Students must get permission to speak any language other than English.

Course attendance policy:

1. Make every effort to attend all classes. Missing up to two classes will not change your grade until you go over two absences.
2. Three late arrivals of 5 minutes or less result in one absence. Every three late arrivals equal another absence.
3. Your final grade will be reduced by one percent for each absence beyond two.

Noteworthy responsibilities:

Faculty:	Students:
-Be on time* and prepared -Maintain an environment that is safe and helpful for learning -Be fair, honest and diligent in instruction and assessment	-Be on time* and prepared** -Help to maintain an environment that is safe and helpful for learning -Be honest*** and diligent in studies and assignments -Be careful and respectful**** with all technology used. -Speak English at all times.

***Absence:** If the instructor must be absent, the instructor will work diligently to find an appropriate substitute teacher or substitute method of instruction. If the student must be absent, the student has the responsibility of turning in work on time. Students can find out about homework by asking the teacher or another student about missed assignments and instruction.

****Late work:** Homework is due at the beginning of class. If you do not have your homework completed on time, you have one extra day to complete it. Late work will not be accepted after that

one class day from the original due date. Some work will not be accepted late at all, even if the student is absent, so check with your instructor if you want to turn in any late assignments.

*****Cheating:** Please note that any form of cheating is not acceptable. A zero will automatically be given to any assignment if cheating is involved. If two or more people are involved in the act of cheating (one giving answers and the other receiving), a zero will be given to all students involved regardless of which part each student played. Depending on the extent of the cheating, a student could be asked to leave the class and will receive an 'F' grade. Also, students must either buy a new workbook and textbook or erase all answers in a used workbook or textbook. Otherwise, the student is considered cheating if she or he turns in work that is not his or her own.

*****Responsible use of technology:** If students are found abusing the technology in any way, (including physically abusing or using the technology to access inappropriate material), students will no longer have access to the technology. Please silence your cell phone and put it away during class.

Academic Honesty/Integrity Policy, as stated in the DSC Policies and Procedures Manual:

Academic dishonesty in any form will not be tolerated at Dixie State University, including but not limited to plagiarism on written assignments, submitting other person's work as one's own, and cheating on exams or quizzes. Teachers at Dixie State University may discipline students proven guilty of academic dishonesty by:

- a. Giving a failing grade on the specific assignment where dishonesty occurred;
- b. Failing the student in the entire course;
- c. Immediately dismissing and removing the student from the course; and/or
- d. Referring the student to the student affairs committee, which may reprimand, place on probation, suspend, and/or expel the student.

Disruptive Behavior Policy, as stated in the DSU Policies and Procedures Manual:

Teachers at Dixie State University have the right to manage the classroom environment to ensure a good learning climate. Toward this end, teachers (or University security) may dismiss and remove disruptive students from individual class activities. If a student's behavior continues to disrupt class activities, the teacher may dismiss and cause the removal of disruptive students from their course. Student Appeals: Students who believe themselves wrongfully disciplined may appeal those disciplinary actions through the standard grievance procedure. (Policy 5-35)

Policy for Absences Related to University Functions

<http://www.dixie.edu/humanres/policy/sec5/523.html>

Disability Statement:

If you suspect or are aware that you have a disability that may affect your success in the course, you are strongly encouraged to contact the Disability Resource Center (DRC), located in the North Plaza Building. The disability will be evaluated and eligible students will receive assistance in obtaining reasonable accommodations. Phone # 435-652-7516. Link:

<http://dixie.edu/drcenter/>.

Dmail account:

You are required to frequently check your Dmail account. Important class and University information will be sent to your Dmail account, including DSU bills, financial aid/scholarship notices, notices of cancelled classes, reminders of important dates and deadlines, and other information critical to your success at DSU and in your courses. To access your Dmail account, visit go.dixie.edu/dmail. If you do not know your Dmail username or you have forgotten your PIN, visit go.dixie.edu/mydixie and follow the respective instructions.

IMPORTANT CAMPUS RESOURCE LINKS:

Disability Resource Center - dixie.edu/drcenter
 Library - library.dixie.edu
 Tutoring Center – dsc.dixie.edu/tutoring
 Writing Center: <http://dixiewritingcenter.com/>

IT Student Help Desk - dixie.edu/helpdesk
 Testing Center – new.dixie.edu/testing
 Computer Lab - http://www.dixie.edu/helpdesk/lab_hours.php
 Purdue OWL - <https://owl.english.purdue.edu/>

Canvas login: Use your Campus Username and Password to log in to the Canvas system. If you have forgotten your login information and/or your courses aren't displaying, please go to the Helpdesk or the website www.dixie.edu/helpdesk/. The Helpdesks are located in the Holland Bld. 2nd floor, Udvar-Hazy Bld. 1st floor, and the Smith Computer Center main computer lab.

IMPORTANT DATES

Jan 12	Classwork Starts
Jan 15	Last Day for Waitlist
Jan 16	Last Day to Add Without Signature
Jan 19	Martin Luther King Jr. Day (Holiday)
Jan 22	Drop/Audit Fee Begins (\$10 per class)
Jan 22	Residency Application Deadline
Jan 27	\$50 Late Registration/Payment Fee
Feb 2	Spring 2015 Associate's degree Graduation Application Deadline
Feb 2	Pell Grant Census
Feb 2	Last Day for Refund
Feb 2	Last Day to drop without receiving a "W" grade
Feb 4	Courses dropped for non-payment
Feb 6	Last Day to Add/Audit
Feb 16	President's Day
Mar 2	Summer 2015 Bachelor's degree Graduation Application Deadline
Mar 2	Mid-Term Grades Due
Mar 6	Last Day to Drop Individual Class
Mar 9-13	Spring Break
Mar 23	Fall Class schedule available online
Mar 23	Summer Registration open to Seniors (90+ credits)
Mar 24	Summer Registration open to Juniors (60+ credits)
Mar 25	Summer Registration open to Sophomores (30+ credits)
Mar 26	Summer Registration open to all students
Apr 1	Fall 2015 Bachelor's degree Graduation Application Deadline
Apr 10	Last Day for Complete Withdrawal
Apr 13	Fall Registration open to Seniors (90+ credits)
Apr 14	Fall Registration open to Juniors (60+ credits)
Apr 15	Fall Registration open to Sophomores (30+ credits)
Apr 16	Fall Registration open to all students
Apr 29	Classwork Ends
Apr 30	Reading Day
May 1	Final Exams
May 1	Associate's degree Graduation Deadline - Summer 2015
May 4-7	Final Exams
May 8	Commencement

Spring 2015 Final Exam Schedule

The final for this class will be given on Wednesday, May 6, from 3:00 – 5:00 pm.

More syllabus information and links:

For more information on scheduled holidays, important campus dates, and course expectations, visit the following link: <http://dixie.edu/reg/?page=spring2015>

Changes:

While changes to the syllabus and schedule are not expected, the instructor reserves the right to make changes for pedagogical reasons. Changes will be announced as soon as possible.

Class topic schedule:

Week	Unit and Topic
Week 1, January 12-16	Unit 1 – Sociology
Week 2, January 19-23	
Week 3, January 26-31	Unit 2 – Linguistics
Week 4, February 2-6	
Week 5, February 9-13	Unit 3 – Phobias
Week 6, February 16-20	
Week 7, February 23-27	Unit 4 – Culinary Arts
Week 8, March 2-6	
Week 9, March 9-13	Unit 5 - Education
Week 10, March 16-20	
Week 11, March 23-27	Unit 6 – History
Week 12, March 30-April 3	
Week 13, April 6-10	Unit 7 – Business
Week 14, April 13-17	
Week 15, April 20-24	Unit 8 - Architecture
Week 16, April 27-May 1	

COURSE EVALUATION: Required course activities and assignments

Assignments and grades:

Students must receive a minimum of 83%* (B) in order to successfully continue to the next level. Conditional students who receive less than 83% must repeat this class. Grading will be weighted based on the following categories and assignments (activities and assignments will vary):

Grading Categories:

Participation – 10%
Unit tests and quizzes – 25%
Homework – 25%
Research and Presentation – 20%
Speeches – 20%

Percent needed for a specific grade:

A = 93-100%	C = 72-76%
A- = 90-92%	C- = 69-71%
B+ = 87-89%	D+ = 64-68%
B = 83-86% *	D = 60-63%
B- = 80-82%	D- = 55-59%
C+ = 77-79%	F = below 55%

Speeches

You will give two speeches this semester, one near the midterm, and one near the final. Each speech will be three to five minutes long and relate to one of the topics covered in class. More information will be provided as we get closer to the speech date.

Unit Requirements – There are several things required for you to successfully complete each unit:

Unit Tests

A unit test will be given at the end of each unit. These tests will cover the vocabulary and phrases learned in the unit as well as content from the lectures and discussions.

Research and Presentations

After two units are completed, students will choose a research project from one of the two units and look up the required information. Students will then prepare and deliver a one-minute informal oral presentation on the information they found, with an outline of the information and citations for any sources used. All three of these things must be prepared to receive full points for the research and presentation.

Homework

For each unit, you will be assigned work from the textbook, along with vocabulary that relates to the unit topic. For each vocabulary word, you must look up and write the definition (as it relates to the unit topic). You will also be asked to write a sentence that correctly uses the vocabulary word or phrase—each sentence must have at least five words in it.

Honor Policy and Pledge

As a student in the ESL Program at Dixie State University, I understand that it is against school policy to use others' work as my own or to cheat on tests. If I violate this policy, I know I will receive a zero grade on the assignment. This could result in failure in the class. I promise not to cheat nor plagiarize in any work turn in – either for myself or another's credit.

In addition, I promise to treat others with respect, listen politely when they are speaking, and avoiding actions which would make them feel unwelcome in our community of learners.

Printed Name: _____ Course: _____

Signed (legal) name: _____

Date: _____

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