**INTEGRATED SKILLS**

Spring 2014, Section B T/TH 9:30-10:45am Memorial 341

Instructor: Hannah Murphy Email: HK-Murphy@wiu.edu Office: Tilman 301D

Office Hours: 1:00-3:00, Tuesday & Thursday; 12:00pm – 2:00pm, Wednesday; or by appointment

UP website: <http://wesl14sp.weebly.com/>

**No textbook required**

**Other materials:**

* Standard size lined notebook paper for taking notes and completing assignments
* A standard size folder to hold class work and handouts, etc.

**\*\*Cell phones are strictly forbidden in class unless used for a dictionary function\*\***

**Course Description**

The primary course goal for Integrated Skills is to integrate student learning with core classes through practice and discussion using vocabulary, grammar, and topics taught previously in the core classes; to integrate the four skills of reading, writing, listening and speaking; and to integrate the student to the university.

**Student Learning Outcomes**:

Students will:

* use previously taught target vocabulary and grammar orally and in writing.
* discuss, orally and in writing, the topics and issues that have been taught in the core classes.
* demonstrate proficiency by using level-appropriate functional language in class role-plays and out of class assignments, i.e. discussing ethical choices and personal values, discussing controversial issues politely.
* demonstrate understanding of the advising process and the academic registration process, including reading and understanding course catalogs.
* demonstrate understanding of campus resources including the university writing center and library resources related to research.
* demonstrate understanding of their role as students in the university, including appropriate telephone and email etiquette, and face-to-face meetings.

**EVALUATION & GRADING**

In order to meet these goals, this class will focus not only on the theme of stereotyping & disabilities, but will also help to get you integrated into the university and prepared to be a university student. The focus of this class is on what we do **during** class, so attendance and participation are extremely important. Because of this, your grade will be based on *continuous assessment*. Every project, discussion, activity, reflection, or presentation will count towards your overall grade. You will also be required to attend 4 Coffee, Culture & Conversation sessions.

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| WESL Institute grading scale:A = 90%-100%B = 80%-89% C = 79%-75%\*U = Less than 75%  | Grade Percentages:Participation & in-class work 40%Presentations/Projects 20%Coffee, Culture & Conversation 10%Midterm 15%Final 15% |

**IMPORTANT POLICIES & PROCEDURES**

**Attendance:**

Daily class attendance is **required.** Attend each class and complete all class activities and homework on time.If you do miss class, students should talk to or email me **before the class you will miss.** If you are excused, you *usually* will be able to make up the work you missed. However, missing class because you overslept or had a headache is *not* excusable*.* To be excused from class, you need to show me a paper that proves you saw a doctor, or had an appointment. If you don't tell me why you missed class, then the absence will be marked as "unexcused.” *I will determine if your absence should be excused or not.* You are expected to take the Midterm Exam and Final Exam on their scheduled dates.

**Late** **Work**:

No late work will be accepted. Most if not all class work will be completed during class time, and students are responsible for submitting it in a timely fashion. **I will not accept major assignments late**.

**Tardiness:**

You areexpected to be on time. Four (4) times late will count as an**unexcused absence.** If you have a reason for being late that you think may be excusable, please talk to me AFTER that class hour, not when you arrive late.

**WESL Attendance Policy**
If a student’s unexcused absences reach 8 hours in a class (4 hours for summer term), s/he will receive a written notice from the instructor. If a student’s unexcused absences reach 16 hours in a class (8 for summer term), the instructor will send a notice to the WIU Immigration Advisor and the WESL Director.  The student s/he will be out of status as a full-time ESL student according to U.S. immigration requirements and be placed on Academic Probation.

After 16 hours (8 for summer term) of unexcused absences in a class, a student will be informed that s/he is on academic probation for the remainder of the semester. While on probation, the student must attend classes regularly and make progress. If the Director and the student’s instructors determine that the student is not seriously interested in studying English at WESL Institute, he/she may be refused further enrollment in WESL.

**Plagiarism & Academic Honesty:**

No form of academic dishonesty will be accepted at WIU. Students may not either give or take answers from anyone during any test or assessment. Cheating and plagiarism are UNACCEPTABLE and have serious consequences.

What is plagiarism? Plagiarism is presenting the work of another as one’s own. Plagiarism occurs whenever:

1. one quotes another person's actual words or replicates all or part of another's product without acknowledgment. This includes all information gleaned from any source, including the Internet.
2. one uses another person's ideas, opinions, work, data, or theories, even if they are completely paraphrased in one's own words without acknowledgment.
3. one uses facts, statistics, or other illustrative materials without acknowledgment.
4. one fails to acknowledge with a citation any close and/or extended paraphrasing of another.
5. one fails to use quotation marks when quoting directly from another, whether it is a few words, a sentence, or a paragraph.

Typical Examples include: Submitting, as one's own, the work of another writer or commercial writing service; knowingly buying or otherwise acquiring and submitting, as one's own work, any research paper or other writing assignment; submitting, as one's own, work in which portions were produced by someone acting as tutor or editor; collaborating with others on papers or projects without authorization of the instructor.

In addition to oral or written work, plagiarism may also involve using, without permission and/or acknowledgment, computer programs or files, research designs, ideas and images, charts and graphs, photographs, creative works, and other types of information that belong to another.

**Cheating:**

Cheating will not be tolerated in this class. If you are caught cheating, you will receive a zero for the assignment or exam. This can greatly affect your grade and, depending on the assignment or exam, a zero may keep you from passing the class.

What is cheating? Cheating is using or attempting to use materials, information, notes, study aids, or other devices in any academic exercise, test, or quiz that are not allowed by the instructor. This includes talking during exams or exercises when you are supposed to be working alone. Cheating includes:

Typical examples include: Copying from another student's paper during a quiz, test or examination; using books & notes when these are not allowed; and copying from other students.

**Students with Special Needs:**

*"In accordance with University policy and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. For the instructor to provide the proper accommodation(s) you must obtain documentation of the need for an accommodation through Disability Resource Center (DRC) and provide it to the instructor. It is imperative that you take the initiative to bring such needs to the instructor's attention, as he/she is not legally permitted to inquire about such particular needs of students. Students who may require special assistance in emergency evacuations (i.e. fire, tornado, etc.) should contact the instructor as to the most appropriate procedures to follow in such an emergency. Contact Disability Resource Center (DRC) at 298-2512 for additional services."*

In addition, there areweb pages you need to know about:

* Student rights and responsibilities (<http://www.wiu.edu/provost/students.php>)
* Academic Integrity Policy (<http://www.wiu.edu/policies/acinteqrity.php>

**CLASSROOM EXPECTATIONS**

It is important that every student has the best opportunity to learn and be successful in class. The environment of the classroom depends a lot on the students in the class. Therefore, I have several classroom rules that all students are expected to follow every day.

**Be Respectful**

* Treat every member of this class with respect
* Don’t talk when your teacher or other students are talking
* Listen attentively to what others are saying and respect that sometimes our opinions differ

**Be Responsible**

* Be on time
* Bring everything with you each day
* Do your homework & be prepared for class
* Check your WIU email, WesternOnline & our class website often
* Cell phones may be used for English dictionary apps or other related activities while in the

 classroom. Please limit translating while in class. **Always** look up the word first, and if you have

 questions, please ask.

**Be Productive**

* Participate in all classroom activities & discussions
* If you ever have a question, ask! This will not only help you understand your questions, but is

 good practice for asking questions at the university level.

* Use **English** in this classroom (and outside of the classroom!). This means all

 discussions/conversations should be in English. All note taking should be in English as well.

* Try your best & keep your attitude positive

If you do not follow the rules…

You will receive, at most, two warnings about poor behavior. After one or two warnings, I may ask you to leave the classroom. You may ***receive a 0*** for the assignment that day, and you will need to talk to a classmate to get the homework information and class notes. You also may be counted ***absent*** that day.

**Study hard, do your best, let’s have some fun!**