Western Illinois University Center for International Studies

WESL Institute

**Course Syllabus**

**University Preparation Reading**

**Section A/Spring 2014**

**Class Days, Times, and Locations:**

Reading Class: M W F 10:00-10:50; R 9:30-10:45 (location TBA)

**Instructor**: Dustin Tower

Office: Memorial Hall 19

Telephone: (309) 298-5150 or (309) 298-2485 (WESL Secretary)

**E-mail: d-tower@wiu.edu**

**Office Hours**:

Monday 12:00-2:00 p.m. Wednesday 1:00-2:00 p.m. Friday 1:00-2:00 p.m. (or by appointment)

**Course Textbooks:**

*Advanced Reading Power,* Beatrice S. Mikulecky and Linda Jeffries. ISBN:978-0-13-199027-6

*Real Reading 4*, Alice Savage and David Wiese. ISBN: 978-0-13-502771-4

*Helen Keller: From Tragedy to Tripumph*, Katharine E. Wilkie. ISBN: 978-0-02-041980-8

**Course Goals:**

* to develop critical reading skills and strategies: making inferences, paraphrasing, summarizing; and applying appropriate reading strategies to types of text;
* to develop structural analysis skills: identify patterns of text organization, identify the main idea and supporting details, recognize examples, and distinguish fact from opinion;
* to develop vocabulary : understand affixes and roots, understand multiple meanings for a word, recognize word categories, and develop skill in guessing words in context;
* to develop reading fluency: increase reading speed and accuracy, and read a variety of self-selected materials, including newspapers, textbooks, academic journals, and online materials;
* to develop dictionary skills: identify appropriate definitions and parts of speech.

**Student Learning Outcomes:**

Students will:

* study the definitions of high-frequency vocabulary on the Academic Word List (AWL); focus on word forms; guess the meaning of new words from their roots, affixes and the context in which they are found; and learn to use an English-English dictionary effectively;
* study sentence structure in order to understand complex sentences;
* learn rhetorical patterns to aid in understanding main ideas;
* write topic sentences by reading for the most general idea in each paragraph; looking for repetition of key words and phrases (or their synonyms) and how specific details support the main ideas;
* learn to look for implications and be taught how to make inferences;
* make applications and analyze theme-based reading passages through asking and answering questions in group discussions;
* find connections between two or more reading passages (synthesis).

**CLASS CONDUCT AND ATTENDANCE:**

All members of the class are expected to treat each other with respect and courtesy at all times. Use of foul or abusive language is never acceptable.

Attend each class and complete all class activities and homework on time. The only excused absences are illness documented by a doctor’s note or other extreme circumstance acceptable to the instructor. Please note the attendance policy below. Students are still responsible for any assignments due or assigned during the missed class.

A student **will not be given a makeup test if absent** from a class session in which a test was given unless one of the following 3 conditions is met:

1. he/she has told the teacher **before** the day of the test that he/she would be absent, or
2. he/she has called the teacher (or the WESL/ Center for International Studies secretary) on the morning of the day of the test to let the teacher know about the absence, or
3. he/she brings the teacher a signed note from a doctor or nurse at Beu Health Center after the test indicating illness on the day of the test.

If none of the above 3 conditions are met, the student will be able to take the test only at the discretion of the teacher. Please be sure to attend and not to come late when there is a test because a 0% score can greatly influence your final grade for the course.

LATENESS:

If you **arrive late** and a test is already in progress, you may take the test, but you must turn it in at the same time as the other students. In other words, you will not be allowed to continue the test beyond the time that the test ends for the students in the class as a whole.

Class starts on time, please come prepared. Students who arrive 1-15 minutes after class has started will be counted as late. Students who arrive 20+ minutes late will be counted absent.

1 absence = one missed class session

Late to class = 1-15 minutes after the class starts

20+ minutes late = 1 absence

3 lates = 1 absence

**\*Leaving class early is the same as coming late!**

MAKE-UP WORK

It is your responsibility to ask your teacher what class work or homework you missed as a result of being late or absent from class. Students are expected to make up all class work and homework assignments missed due to absence or lateness.

**Late Work:**  You may submit work **1 day late**, and it will be accepted for full credit. Work submitted

**2-3 days** after the due date, will be accepted, but the penalty will be **20% off your total grade on the assignment.** Any homework submitted **4 or more** **days** after the due date will not be accepted, and we receive a zero (0) score.

UNEXCUSED ABSENCES

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.

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.

**ACADEMIC HONESTY STATEMENT**

*Tests and Quizzes*

A student may not look at another student’s test or quiz paper. A student cannot look for answers in a textbook, on papers or in any other place unless the teacher gives permission. A student cannot give his/her answers to another student.

*Out of Class Work*

A student’s writing and answers must be his/her original writing. A student cannot copy sentences or paragraphs from books, from other printed material or from other students’ papers.

**ASSESSMENT:**

The final grade for the course will be based on the following:\*

1.) At least five Reading Progress Tests (including the Midterm Exam) to assess progress toward the above course objectives. The average score of the progress tests will be worth **50%** of the final course grade.

2.) Students will read **two non-fiction books** during the semester. The first book, *Helen Keller: From Tragedy to Triumph*, is an autobiography and will be read together as a class. The second non-fiction book will be selected by the student. Students will be formally and informally assessed on their extensive reading. The assessment for these **two non-fiction books** will be worth **10%** of the final course grade.

4.) Practice and preparation for class is very important. **Homework** assignments and **quizzes** will be worth **15%** of the final course grade.

5.) **The final exam** (given near the end of the semester) will assess progress toward the above course objectives. The final exam will be worth **25%** of the final course grade.

\*These percentages and other parts of this syllabus are subject to change.

WESL Grading Scale

A (90-100): Excellent

B (80-89): Above average.

C (75-79): Sufficient

**U (74 or less): Unsatisfactory**

To pass this class, you must attend and participate actively in class, complete all homework satisfactorily, and receive an **average of 75% or better** on tests and other graded assignments.

**University Disability Statement:**

“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.”