0390 ESL: Low/Intermediate Special Topics

Instructor Information
Instructor: Adam A. Gray, Graduate Teaching Instructor, Humanities
Office Location: 142 Walker
E-mail: aagray@mtu.edu
Office Hours: M 12:30-2, T 12:30-2 and by appointment

Course Information
Summer, 2011
Course Number: ESL 0390
Course Name: Low/Intermediate Special Topics
Course Location: Walker 120A
Class Times: M-R 9:30-10:55

Required Textbooks & Materials:
- American English File (pdf)
- Selected Handouts
- Grammar Troublespots

Course Expectations:
1. Arrive on time or early to class. After 2 late arrivals or absences I will notify Fran of your attendance. After 5 late arrivals or absences, IPS will be notified. Late means arriving 5+ minutes after the official start of class time.
2. Buy the textbooks and materials. Bring them to class.
3. Bring paper and pen/pencil to write with.
4. Turn off all iPods (MP3 players), cell phones, and laptop computers. There should be NO phone conversations, instant messaging (IM), emailing, or web-surfing in class.
5. Be ready to learn. Read ahead in the textbooks. Do the practice exercises and homework.
6. Respect the rights of others to learn.
7. Read this syllabus and look at it through the term. Bring it to class.
8. Use English any time Mr. Gray is in the room.
9. Reading assignments will be given out in class. It is important that you attend class in order to get reading homework. It is also important to be prepared to discuss the reading during the assigned period. Also, some of the quizzes will be unannounced and some will be announced with the reading assignment.

Laptop/Cell Phone Policy
You will not need a laptop for the majority of this class. If for any reason we will be using laptops in class, you will be notified in advance. If this policy is abused, you will be asked to leave the class for the day and will be given an absence.

Cell phones must be turned off before the start of class. If you are discovered to be texting, or if cell phone ringing becomes a distraction, you will be asked to leave class and will be marked absent.

**ESL Course Evaluation:**

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass/Satisfactory A</td>
<td>96-100%</td>
</tr>
<tr>
<td>Pass/Satisfactory A/B</td>
<td>91-95%</td>
</tr>
<tr>
<td>Pass/Satisfactory B</td>
<td>85-90%</td>
</tr>
<tr>
<td>Pass/Satisfactory B/C</td>
<td>79-84%</td>
</tr>
<tr>
<td>Pass/Satisfactory C</td>
<td>72-78%</td>
</tr>
<tr>
<td>Fail/Unsatisfactory C/D</td>
<td>66-71%</td>
</tr>
<tr>
<td>Fail/Unsatisfactory</td>
<td>60/65%</td>
</tr>
</tbody>
</table>

Below 59% F Fail/Unsatisfactory

**Grades will be based on:**

- Participation
- Homework
- Attendance

**Collaboration/Plagiarism Rules**

Academic regulations and procedures are governed by University policy. Academic dishonesty cases will be handled in accordance the University's policies. You are required to read the university’s Academic Integrity policy listed below. [http://www.sa.mtu.edu/dean/judicial/](http://www.sa.mtu.edu/dean/judicial/)

**University Policies:** If you have a disability that could affect your performance in this class or that requires an accommodation under the Americans with Disabilities Act, please see me as soon as possible so that we can make appropriate arrangements. The Affirmative Action Office has asked that you be made aware of the following:

*Michigan Tech complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act of 1990. If you have a disability and need a reasonable accommodation for equal access to education or services at Michigan Tech, please call the Dean of Students Office, at 487-2212. For other concerns about discrimination, you may contact your advisor, department head or the Affirmative Action Office, at 487-3310. Affirmative Action: [http://www.admin.mtu.edu/aaol](http://www.admin.mtu.edu/aaol)*
Disability Services: http://www.admin.mtu.edu/urel/studenthandbook/student_services.html#disability

Other important information:

1. The Walker Computer Lab (HDMZ) is available to you to use while you are an ESL student. HDMZ is in Room 143 Walker—Building 11. Log in with your email login and password. Please sign in at the desk.

2. The Walker Multiliteracies Center (Room 107 Walker—Building 11) is also available for you to use while you are a student at Tech. http://www.hu.mtu.edu/hu/deptlwelindex.htm. They are open for walk-in appointments M-F. Check with the Center for times.