Instructor Information
Instructor: Michael Barton
Office Location: 315 Walker Arts and Humanities
E-mail: mabarton@mtu.edu
Office Hours: MW 3:00pm – 5:00pm

Course Identification
Course Number: ESL0490
Course Name: Academic Support
Course Location: Electrical Energy Resources 227
Class Times: MTWR 5:05 – 5:55

Course Description/Overview
For students of English as a second language, not for native speakers of English. Concentrated study in a specific area of ESL in greater depth than in other courses. Examples: academic writing, business English.

Course Learning Objectives
Practice interacting with peers, counselors, professors, and practice making full use of the resources at MTU in order to integrate into and succeed in academic classes.

Course Resources
Course Website
- Canvas <http://www.courses.mtu.edu>
- <http://dictionary.reference.com>
- <http://thesaurus.com>
Grading Scheme

Grading Policy
Decisions about promotion will be based on the following:

<table>
<thead>
<tr>
<th>Academic Support</th>
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<tr>
<td>• Weekly Journal (uploaded to Canvas)</td>
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<tr>
<td>• Attendance</td>
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<tr>
<td>• Academic Support Assignments</td>
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<td>• Academic Success</td>
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Grading System

All IESL courses are pass-fail courses. Credits will be given but the grade in this class will not be used to compute the University grade point average (GPA). See description below:

- **S** (satisfactory)—credit given, no grade points, and not included in student's GPA; given for courses taken under the Pass-Fail option. A grade of S is given for work equal to letter grades of A to C.

- **E** (effort unsatisfactory)—no credit, no grade points; given for courses taken under the Pass-Fail option. A grade of E is given for work equal to letter grades CD to F.

Ultimately you will pass this class if you pass all the academic classes you are taking and if your performance in Academic Support suggests that you are capable of succeeding in academic classes without additional support.

The purpose of this class is to help you transition into your academic classes.
Course Policies

Attendance: Come to all class sessions.
- Attendance is required in every class. Students need to be in class and be engaged in order to benefit from instruction. If you need to miss a class, email the instructor as soon as possible before class. If it is an excused absence, a proof of the reason in writing (i.e. a doctor's note) is required.

- A student with one unexcused absence will receive a warning from the instructor. A student with two unexcused absences will receive another warning and be required to meet with the Assistant Director. A student with three unexcused absences will be required to meet with the Program Director.

- If you have more than three unexcused absences, you will be reported to the International Programs and Services (IPS) office. The United States immigration rules require students to attend classes. Not attending classes regularly may result in the loss of your Michigan Tech student status.

- Make up assignments, tests, quizzes, and presentations will not be given unless arranged in advance. If you are absent, you are responsible for finding out what homework or classwork you missed.

Lateness: Come to class on time.
- If you arrive to class late you should quietly enter and take your seat without interrupting the class. If you arrive 10 minutes late or more, it will be counted as an unexcused absence.

Disruption: Participate in class and respect others.
- All students should participate actively in class and respect others. You should only use electronic devices (cell phones, tablets, laptops) when the instructor tells you to do so for a classroom activity. If you continue to be disruptive you will be required to meet with the Program Director.

Assignments: Hand in homework on time.
- Major assignments: 10% will be deducted from assignments turned in late on the due date. If turned in 1 day after the due date, 20% will be deducted. Late submissions will not be accepted.

- Minor assignments: Minor assignments will not be accepted late and will automatically receive a 0% if not turned in on the due date.
University Policies

Academic Integrity:
http://www.mtu.edu/dean/conduct/policy/academic-integrity

Use your own words. A plagiarized assignment will receive a 0. Plagiarism could result in expulsion or suspension from MTU. If you have questions about plagiarism, ask the instructor for help. Academic regulations and procedures are governed by University policy. Academic misconduct cases will be handled in accordance the University's policies.

Assessment:
http://www.admin.mtu.edu/usenate/policies/p312-1.htm

Student work products (exams, essays, projects, etc.) may be used for the purposes of university, program, or course assessment. All work used for assessment purposes will not include any individual student identification.

Disability Services:
http://www.mtu.edu/dean/disability/policies

If you have a disability that could affect your performance in any class or that requires an accommodation under the Americans with Disabilities Act, please contact your instructor or Disability Services at 487-1494 as soon as possible so that appropriate arrangements can be made.

The Office of Institutional Equity:
http://www.mtu.edu/equity

The Office of Institutional Equity has asked that you be made aware of the following:

Michigan Technological University complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act of 1990.

Michigan Tech has a policy of affording equal opportunity to all of its employees, students, applicants for employment, and applicants for admission without regard to race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, genetic information, or marital status, disabled veteran status, veteran status, or disability.

Equal Opportunity, Discrimination, or Harassment Statement:
http://www.admin.mtu.edu/admin/boc/policy/ch5/

For other concerns about discrimination, you may contact your advisor, Chair/Dean of your academic unit, Dean of Students Office at 487-2212 or The Office of Institutional Equity at 487-3310.