Instructor Information
Instructor: Clare Zuraw
Office Location: 314 Walker Arts and Humanities
E-mail: cjzuraw@mtu.edu
Office Hours: Thursday 2-3PM and by appointment

Course Identification
Course Number: UN 1012
Course Location: Fisher 127
Class Times: MWF 2:05-2:55PM

Course Description
This course is designed for speakers of English as a second language admitted into academic study, not native speakers of English. It assesses language ability and focuses on academic language and practices.

Course Resources
Course Website(s)
  • Canvas: https://mtu.instructure.com/login

Required Course Texts

Course Goals:

1. Confirm placement into academic studies on the basis of language performance in different contexts.
2. Guide incoming international students on navigating the MTU campus by using task designs that require students to know where to go for academic resources (academic support, research assistance, technology-related assistance etc.).
3. Offer scaffolding to teach understanding and participation in various academic interactions (appropriate email etiquette, meetings with professors, class participation, small group discussion, collaborative projects etc.).
4. Teach strategies for integration into the MTU community, both socially and academically.
5. Teach research practices and materials selection.
6. Teach time management, study skills and other study expectations.
7. Teach preparation and delivery expectations for academic exams/presentations, etc.
8. Teach important academic and cultural expectations of the MTU community: intellectual property related issues, collaboration, “cheating” to name a few.

**Student Learning Outcomes**

By the end of this course, students will be able to:

1. Navigate the MTU campus comfortably. Students will know where to go for academic resources (academic support, research assistance, technology-related assistance etc.).
2. Understand and participate in various academic interactions (appropriate email etiquette, meetings with professors, class participation, small group discussion, collaborative projects etc.).
3. Integrate into the MTU community, both socially and academically.
4. Select research materials.
5. Prepare for academic exams/presentations, etc.
6. Know how to manage their time and study.
7. Use various listening, speaking, reading and writing strategies in their academic courses. Appropriately use active listening strategies in and out of classrooms
8. Understand important academic and cultural expectations of the MTU community: intellectual property related issues, collaboration, “cheating” to name a few.

**Grading Scheme**

More information will be given for each assignment individually.

1. Bi-weekly Journals 20%

   Every two weeks you will submit an online journal on Canvas. The teacher will either give you a prompt for these journals and/or you will write a general entry. The intention and focus of these journals is to make connections between this, and your academic courses. You can ask questions about things you don't understand.

2. Discussion Participation/Attendance/Professionalism 20%

   You will be discussing language and other practices in your other classes in this class. Be conscious of how you are doing in your classes as well as your coping strategies.

3. Campus Event Reports 25%

   During the semester you will be required to attend and report on two academic and two social events on campus. You will write a brief report on these and post them on Canvas.

4. In-class listening/speaking/reading/writing assignments 25%

   We will use in-class time to listen to authentic material such as academic lectures and academic presentations. You will be asked to take notes, answer questions and discuss the content.

5. Final Reflections/Exit Interviews 10%

   Your academic professors will have input on how you are doing in your classes.
Grading Scale:
72-100%  Pass
0-71 %    Fail

Course Expectations:

1. Arrive on time or early to class.
2. Buy the textbook 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 (1M), emailing, or web-surfing in class.
5. Be ready to learn. Read ahead in the text books. Do the practice exercises and homework.
6. Respect the rights of others to learn.
7. Read this syllabus and refer to it throughout the semester. Bring it to class. It is also on Canvas.
8. Use English any time the teacher is in the room.

Course Policies:

I. Attendance: Excellent attendance (coming to class on time and being an active participant for the entire hour) will improve your English skills and your grade.

II. Participation is an important part of your grade. If you are late or skip classes, you are essentially choosing to NOT pass this class and to take it again. Be on time. It is disrespectful to the teacher and other students to come in late. After 5 late arrivals or absences, IPS will be notified.

III. Late work or making up work: In general, late work is not accepted. Turn in your assignments on time. (If you need help with any problem that causes you to miss class, please let me know!)

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/

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/aa0/

Disability Services:
http://www.admin.mtu.edu/urel/studenthandbook/student_services.html#disability

Equal Opportunity Statement:
**Course Schedule**

*This schedule is subject to change during the semester. Updates will be posted on Canvas.*

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<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Activities</th>
<th>Assignments</th>
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<tbody>
<tr>
<td>1</td>
<td>1/13-1/17</td>
<td><strong>Textbook Module 1: Foundations</strong></td>
<td>Self-evaluation</td>
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<td>Introductions and syllabus</td>
<td>Syllabus collection</td>
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<td>Proficiency diagnostics</td>
<td>Journal 1</td>
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<td>Classroom discussion</td>
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<td>1/20-1/24</td>
<td><strong>Module 2: Academic Culture</strong></td>
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<td>No class 1/20</td>
<td>Time management</td>
<td>Event Report 1</td>
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<td>MTU resources</td>
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<td>3</td>
<td>1/27-1/31</td>
<td><strong>Module 10: Research &amp; Referencing</strong></td>
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<td>Academic honesty/plagiarism</td>
<td>Journal 2</td>
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<td>2/3-2/7</td>
<td>MTU library resources</td>
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<td>Winter Carnival</td>
<td>No class 2/5-2/7</td>
<td>Event Report 2</td>
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<td>2/10-2/14</td>
<td><strong>Module 12: Exam Technique</strong></td>
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<td>Study skills</td>
<td>Journal 3</td>
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<td>Event Report 3</td>
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<td>2/17-2/21</td>
<td><strong>Module 11: Presentations</strong></td>
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<td>Event Report 4</td>
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<td>2/24-2/28</td>
<td>Presentations</td>
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<td>Conferences and recommendations for Track B</td>
<td>Journal 4</td>
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<td>Track A Reflection</td>
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