**Instructor Information**

Instructors: Beatrice Smith  
Office Location: Walker Hall 310  
Telephone: Office-487 3229  
E-mail: bbsmith@mtu.edu  
Office Hours: T, R 12:30 - 1:30 pm and by appointment

**Course Identification**

Course Number: ESL 0490  
Course Name: Academic Support Special Topics  
Course Location: Walker 138?  
Class Times: 5:05-5:55 pm M,T,W,R

**Course Description/ Overview**

This course is designed for students of English as a second language, not native speakers of English. Emphasis is on studying a specific area of ESL in greater depth than in other courses.

**Course Resources**

**Course Website(s)**

- Canvas: https://mtu.instructure.com/login

**Required Course Texts**


Michigan Corpus of Academic English, http://quod.lib.umich.edu/m/micase/

**Course Learning Objectives**

By the end of this Academic Support Special Topics 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. Appropriately use active listening strategies in and out of classrooms
3. Understand and participate in various academic interactions (appropriate email etiquette,
meetings with professors, class participation, small group discussion, collaborative projects etc.).

4. Integrate into the MTU community, both socially and academically.

5. Connect the foundation they have received in the IESL program with their current academic courses.

6. Prepare for academic exams/presentations, etc.

7. Use various listening, speaking, reading and writing strategies practiced in IESL in their academic courses.

Grading Scheme

More information will be given for each assignment individually.

1. (30%) Bi-weekly Journals (Every two weeks you will submit an online journal. I 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 your foundation in IESL classes, this course, and your academic courses.)

2. (30%) In-class Participation/Attendance/Professionalism—See below for details.

3. (20%) Out-of-class Participation (Homework assignments)

4. (20%) Exit Reflection and Interview (At the end of the course you will give a presentation on the connections or lack of thereof that you have discovered between the IESL program and your academic classes. You will also have an exit interview where you will discuss these findings in greater detail. You are required to set goals for yourself for the future by demonstrating how you intend to use all support resources on campus in order to succeed.)

| Grading Scale: | Exit from IESL | |
|---------------|------------------|
| 80-100%       | Pass             | Course |
| 0-79 %        | Fail             | Pass all academic courses |

Course Expectations:

1. Arrive on time or early to class.

2. Bring paper and pen/pencil to write with.
3. Turn off all IPods (MP3 players), cell phones, and laptop computers. There should be **NO** phone conversations, texting (1M), emailing, or web-surfing in class unless it is directly related to what we are doing in class.
4. Be ready to learn. Do the practice exercises and homework before class.
5. Respect the rights of others to learn.
6. Read this syllabus and refer to it throughout the semester. Bring it to class. It is also on Canvas.
7. Use English any time Dr. Smith 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 teachers and other students if you come in late. After 2 late arrivals or absences I will notify the Department Chair. 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/](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/aoa/](http://www.admin.mtu.edu/aoa/)*

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


**Tentative Calendar**

This syllabus may be changed during the term to accommodate the needs of either the students or the professor.
<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
<th>Homework Due/ Comments</th>
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<tbody>
<tr>
<td>Week 1 (8/31-9/3)</td>
<td>Syllabus, Introductions</td>
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<tr>
<td>Week 2 (9/7-9/10)</td>
<td>Unit 1</td>
<td>Labor Day 9/7 (no class) Journal 1</td>
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<tr>
<td>Week 3 (9/14-9/17)</td>
<td>Unit 1</td>
<td>Course syllabi due</td>
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<td>Week 4 (9/21-9/24)</td>
<td>Unit 2</td>
<td>Journal 2</td>
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<tr>
<td>Week 5 (9/28-10/1)</td>
<td>Unit 2</td>
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<td>Week 6 (10/5-10/8)</td>
<td>Unit 3</td>
<td>Journal 3</td>
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<tr>
<td>Week 7 (10/12-10/15)</td>
<td>Unit 3</td>
<td>Draft email to professors due in class</td>
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<td>Week 8 (10/19-10/22)</td>
<td>Unit 3</td>
<td>Journal 4</td>
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<tr>
<td>Week 9 (10/26-10/29)</td>
<td>Unit 4</td>
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<td>Week 10 (11/2-11/5)</td>
<td>Unit 4</td>
<td>Journal 5</td>
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<td>Week 11 (11/9-11/12)</td>
<td>Unit 4</td>
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<tr>
<td>Week 12 (11/16-11/19)</td>
<td>Unit 4</td>
<td>Journal 6</td>
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<td>November 20-29 Thanksgiving Break—No classes</td>
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<td>Week 13 (11/23-11/26)</td>
<td>Unit 5</td>
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<td>Week 14 (11/30-12/3)</td>
<td>Unit 5</td>
<td>Exit Interview</td>
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<td>Week 15 (12/7-12/11)</td>
<td>Unit 5</td>
<td>Last week of teaching</td>
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<td>Week 16 (12/14-12/17)</td>
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<td>Faculty/Student Conferences</td>
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NOTE: "Student work products (exams, essays, projects, etc.) may be used for purposes of university, program, or course assessment. All work used for assessment purposes will not include any individual student identification."