

IEI 116 – Vocabulary and Literacy
River Lin
email: ralin@bsu.edu
Spring, 2014 – Session 3

Office: **RB 316**

Office hours: **MTRF 12:00 – 12:50 PM**

[**Class website:** <http://theriversidewriter.com/>]

By the end of the course, you are expected to be able to: (See “**outcomes check sheet**” for more details)

1	Identify the phonemes of the vowel sounds of spoken words using IPA
2	Produce distinct (and accurate, although not necessarily native sounding) vowel sounds in minimal pairs and similar pairs
3	Correctly pronounce words by reading them in IPA
4	Identify how many syllables there are in a word
5	Identify the stressed syllable in a multi-syllable word
6	Recognize consonant clusters in spoken words
7	Correctly spell words on the Level 1 word list
8	Demonstrate mastery (receptive/productive) of the meaning of the words on the Level 1 word list
9	Correctly name/read each word on the Level 1 word list
10	Write legibly 20 words per minute

Materials Requirements:

1. There is no textbook for this course.
2. Maintain an organized and separate folder for this class to keep all of your papers, notes, and other information in one location.
3. Notebook paper (8 1/2 X 11)
4. Pen/pencil/eraser
5. Technology that has access to the internet.

Required Behavior:

1. Turn in all homework, projects, and presentations on the day they are due. If you are absent, you have 24 hours to turn in the assignment without losing points for it being late. You will receive NO CREDIT if you miss an exam, project, or in-class graded assignment, unless you talk with the teacher BEFORE you miss the class. There is NO acceptable reason for not being prepared on the day of a graded activity!
 - a. **Late Work Policy:** If you do not turn in your work at the time it is due, you may turn it in within 24 hours, but 10% will be subtracted from your score. **It is *your* responsibility to remember to give me your late work! You may NOT do work due in class during class time (unless I plan in-class time to do it). If you do your homework during class, you are missing other class activities and you will receive a 0 on the assignment. Please note, you will also be missing the other in-class activities!**

2. All papers you give to your teacher must have the following:
 - a. Your name at the TOP of the paper
 - b. The title of the assignment at the TOP of the paper
 - c. A clean edge from tearing the paper out of the notebook.
3. Keep all graded assignments and instructor feedback in a folder.
4. Check our class website every day. All homework assignments, required printed materials, and extra resource materials will be posted on the class website. Students are responsible for any information or assignments emailed or posted on the website.
5. Come to class on time every day. If you arrive up to 10 minutes late to class, you will be marked tardy. More than 10 minutes late is the same as an absence. Stay in class for the whole period. Do not go outside to talk with friends, and do not do work for another class during our class time. If you are not focused on our class and present the whole time, you will be marked absent.
6. Turn cell phones and other electronic devices on silent and do not use them during class (unless instructed to do so).
7. If you miss class for **any reason**, it is **your** responsibility to find out what you missed. First ask another student in the class. Follow up by asking me. You can ask me before 5:00 p.m. on the day of your absence (either by email or during office hours). **You are expected to be ready to participate in class and turn in any work assigned when you return.** In other words, "I wasn't here," is *never* an acceptable excuse for not being prepared!
8. Keep track of your grades. It is very important that you keep all instructor feedback forms and graded work in case you want your grade reviewed at the end of the session. If you ever have a question or concern regarding your grade, email or make an appointment to see me so the issue can be discussed.
9. **Class time is for learning only!** If you have an individual issue or question about your grade, you must come to me during office hours or make an appointment. **I will *not* discuss your grade with you except during office hours or an appointment time!**
10. **If you have a question/problem with a grade, you MUST talk to me about it within 1 week of when you received the grade! I will not discuss any individual grades after this time.**
11. **Behavior during quizzes and tests:** when taking a quiz/test, you may not have anything on your desk except a writing utensil. If you are caught with using a dictionary or looking at someone else's quiz/test, you will receive a 0 for that quiz/test. You are not allowed to speak to your classmates during a test/quiz. If you speak to your classmates in any language during a test/quiz, you will receive a 0 for that test/quiz. You may *not* make up a test/quiz if you are absent, unless it is an excused absence. If you have an excused absence on the day of a test/quiz, you must email me by 5:00 p.m. on the day of the quiz/test in order to schedule a time to make it up. If I do not receive an email from you by 5:00 p.m., you will receive a 0 for that test/quiz.

Evaluation: Final IEI Departmental grades are Credit/No Credit. Credit is earned when the final course and departmental final exam score combined equal the value of a "C" grade, a minimum of 73% out of a 100% scale.

Course Evaluation:
30% Classwork and Homework
20% Project
50% Quizzes and Exams

Ball State University Class Attendance policy: (*published in undergraduate catalogue-“Class Attendance”*)

A student’s official course program is regarded as a contract with the university. Since full performance requires, in part, regular and punctual class attendance, students are expected to attend all classes for which they are registered. Faculty will establish attendance policies for their courses and communicate those policies through course syllabi or outlines.

Students who know they must be absent from a class should notify the instructor or departmental office. Courtesy requires that students speak to the instructor and preferably present a signed and dated memo briefly stating the reasons for absence.

Faculty members are responsible for keeping records of attendance of all students registered in each class. **Students are responsible for completing any work they have missed. The faculty member is not required to do extra teaching to help students “catch up.”**

IEI Departmental Definition of an Absence:

- not being present for an entire class period
- missing 10 minutes or more of a class period
- sleeping in class is considered not being in class (e.g. sleeping 10 minutes means the student is marked absent)
- two tardies

IEI Departmental Definition of Tardy:

- arriving up to 10 minutes late to class
- missing up to 10 minutes of instruction time at *any* point during the class (this includes leaving early, leaving during class to use the bathroom, and leaving class to take phone calls)

In all cases, it is the **STUDENT’S RESPONSIBILITY** to communicate with his/her instructors regarding absence and tardy situations.

Course Absence Policy:

Attendance is very important to your success in this class. If you are absent, it is **your** responsibility to find out what you missed. If you miss class when homework is assigned, you are expected to turn in the homework on the due date with the rest of the class. For example, if you are absent Monday and homework is assigned that is due Tuesday, you need to turn in the assignment Tuesday with the rest of the class. If you are absent on a day homework is due, you need to send it with a friend or email it to me before class; if you do not, it will be marked late. If you have an excused absence, you may turn the homework in 24 hours late without losing points.

If you are absent and the class does a graded activity or quiz, you will receive 0 points for that activity. However, you will receive one card to use to make up an activity or quiz on a day you missed. You can only do this ONE time during the session. Students who do not use their card during the session will receive a reward at the end of the session.

There are two main reasons for an excused absence:

1. Medical—student must bring a doctor’s note stating that the student was told *not* to attend classes. (A note stating that you were at the Medical Center is **not** enough to have an absence excused. A doctor or dentist appointment is NOT an excused absence. You should not schedule appointments during class time.)
2. Child care—student must bring a doctor’s note stating that his/her child had to be kept home from daycare; a note from the daycare stating that the child must be taken home will also be accepted
3. Extenuating circumstances, such as death of an immediate family member, will be considered on a case-by-case basis.

Academic Honesty: Academic dishonesty includes using unauthorized aids during tests and other assignment and submitting someone else's work as your own. It also includes plagiarism, which is using another's word or ideas without proper citation. Plagiarism is not permitted in this class or **any** class at Ball State University. You cannot use material written by someone else, or written by you for another class without documenting this. Academic dishonesty may result in No Credit, and may result in being expelled from the university. This topic will be addressed more thoroughly in class throughout the semester.

Holiday Observances: The IEI Department follows and observes all holidays and break periods identified by the University throughout the academic year. These dates can be found on the Ball State website calendar link.

Other observances: Religious holiday observances not identified by Ball State, such as those holidays and observances based on cultural customs, are not considered by the IEI department and the University as excused absences when students choose to remain absent from class at such times. Students must follow absence policies as they are described in the "Course Absence Policy" in this syllabus.

Note: *these policies may vary among courses.*

Accommodation: If you need course adaptations or accommodations because of a disability, if you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible. My office location and hours are listed at the top of the syllabus.