

**CIEP II Low Intermediate English Syllabus**



**CIEP Mission Statement**: *The primary mission of the UNI Culture and Intensive English Program (CIEP) is to provide English language learners with high quality, intensive English instruction, as well as academic cultural orientation in preparation for study at the University of Northern Iowa or other institutions of higher learning.*

**CIEP Website: www.uni.edu/ciep**

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| **Class Information** |
| **Term:** Enter Term & Year (Click or tap here to enter text.)  **Classroom Location:** Enter Building, Room (Click or tap here to enter text.)  **Class Time:** Enter Class Time (Click or tap here to enter text.)  **Final Exam:** (Click to enter a date.)  **Instructor:** Enter Instructor Name (Click or tap here to enter text.)  **Instructor Email:** Enter Instructor Email (Click or tap here to enter text.)  **Office Hours & Location:** Enter Office Hours, Building, Room (Click or tap here to enter text.) |
| Course Goal: Students will comprehend and annotate basic elements of lectures and reading texts in modified academic contexts. Additionally, they will refine basic speaking skills, and develop writing skills that emphasize elements of simple paragraph development in different rhetorical styles.Course Objectives:  Students will utilize a variety of critical thinking and metacognitive skills to interact with course content through note-taking techniques, small group or class academic discussions, and short, unscripted academic presentations using notes. They will also engage in pronunciation activities, and appropriately utilize new vocabulary learned in class in speaking and in writing. Second, students will practice critical thinking of basic concepts and note important concepts. Third, students will apply the process approach to writing paragraphs while integrating proper mechanics and formatting organized around a topic sentence with a controlling idea and a simple conclusion as well as improve fluency through weekly journal assignments. |
| **Textbooks** |
| There are 3 options to purchase books:   1. **Online Retailer.** Use the information below about the textbook’s ISBN number, author, and title in order to search for the textbook online. 2. **The UNI Bookstore.** Go to the Bookstore at 1009 West 23rd Street and look for the CIEP section on the bottom floor. Find the textbooks in the CIEP IV High Intermediate section. 3. Online from Publisher. See link below each textbook.      |  |  |  | | --- | --- | --- | | ***Reflect: Listening/ Speaking 3***  ***tinyurl.com/2p8uumpj*** | ***Reflect: Reading/Writing 3***  ***tinyurl.com/yt878nzz*** | ***Grammar Explorer 2***  ***tinyurl.com/2s4z3ryu*** | |

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| **Grading System** |

Tests - 20%

Quizzes - 10%

Speaking - 10%

Compositions - 20%

Weekly Assignments (journals, organizers, etc.) -15%

Final Exams - 25%

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| **Grading Scale** | | |
| **Passing** | | |
| **A** | 93-100 | ***What is passing?*** *An average of 73% ( C ) or higher in a course indicates that the student has made satisfactory progress and has met most learning outcomes. The student passes to the next level of instruction.* |
| **A-** | 90-92 |
| **B+** | 87-89 |
| **B** | 83-86 |
| **B-** | 80-82 |
| **C+** | 77-79 |
| **C** | 73-76 |
| **Failing** | | |
| **C-** | 70-72 | ***What is failing?*** *An average of 72% ( C- ) or lower indicates that the student has neither made satisfactory progress nor met the learning outcomes. As a result, the student is not permitted to advance to the next level of instruction.* |
| **D+** | 67-69 |
| **D** | 63-66 |
| **D-** | 60-62 |
| **F** | 0-59 |

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| **Special Projects** |
| Every week you will have opportunities to practice your skills. You will take notes, write, and speak on a special topic. You will practice class lessons and complete logs several times a week outside of class. I will grade you on your ability to clearly communicate with me in your writing, note taking, and speaking skills. |

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| **Class Policies** |
| **Attendance Policy**:  Attendance is required at all CIEP classes. To successfully learn academic English, you must attend class, do your assignments, study every day and practice the language (reading, writing, listening, and speaking) outside of class at every opportunity you have. Students who miss too many classes will be placed on academic probation. **Please read the details about the CIEP Attendance and Tardiness policies in the *CIEP Student Handbook:*** [***www.uni.edu/ciep/students/handbook***](http://www.uni.edu/ciep/students/handbook)  **Policy for Late and Make-up Work:**  The CIEP is an intensive English language program and it is important that you keep up in your studies and be prepared. Therefore, it is your responsibility to complete tests, quizzes, and other evaluations on the day they are administered. It is your responsibility to turn in homework and projects on the day they are due. If you are absent, you are still responsible for the material covered in class. In addition, your teacher is neither obligated nor responsible to provide you a make-up test/quiz or accept and grade late homework. It is the teacher who decides the makeup policy for the class. |
| **Electronic Device Policy:**  It is the policy of the CIEP not to allow the use of personal electronic devices during *any Chapter or Unit exams, Midterm or Final Exams or* other testing situations without the permission of the teacher. Personal electronic devices include but are not limited to: electronic dictionaries, computers, cell phones, *smart phones,* communication devices other than cellphones, etc. *Students are required to put these in their bags or backpacks during exams.* If you use an electronic device during an exam without the permission of the teacher, this is considered an act of cheating, and you are subject to the same penalties as described in the cheating policy (See *CIEP Student Handbook*). *Cheating and plagiarism are considered* ***serious*** *offenses in both the CIEP and UNI and result in severe penalties.*  For general classroom use, the CIEP follows the electronic devices policy established and approved by the University. This policy states that every instructor at the University of Northern Iowa has the authority to restrict or prohibit the use of personal electronic devices in his or her classroom, lab, or any other instructional setting. It prohibits the use of electronic devices for recording, videotaping, photographing instructors or classmates in the classroom without previous authorization. The university policy on personal electronic devices in the classroom can be found at <http://www.uni.edu/policies/317>.  If a student does not follow the UNI CIEP electronic device policy while in the classroom, the student can be immediately dismissed from the classroom and the student’s absence will be recorded. If a student violates the policy for the second time, they will be subject to discipline as defined by the student conduct code procedures. This could include (but is not limited to) a warning to the student, a charge filed against the student, loss of specified privileges, fines, or delayed registration. The student conduct code disciplinary actions can be found at <http://www.uni.edu/policies/302>.  CIEP courses may be hybrid – this means that there may be a face-to-face *and* online component for the same course. During Zoom meetings for courses, attendance will be taken every day. Students will be counted “present” if they have your camera on and are participating in class. **If students do not turn their camera on or participate in class, they will be counted “absent” from class.**  **Weather Accommodations**  If UNI declares classes are canceled due to unsafe weather conditions, classes will be moved online. In this event, it is important that you check your UNI email for updates from your instructors.  **Technical Support**  Part of the mission of the CIEP is to prepare you for the demands of academic learning, and that means you must learn to use eLearning to find and submit assignments.  You are responsible for your eLearning account.  All assignments are due on or before the deadline.  If you have problems with eLearning (password, uploading an assignment, etc.), it is your responsibility to contact Information Technology Services (ITS) for help and support. Visit <https://it.uni.edu/service-desk> for help (on the web, by phone, in person, or by chat).  **Frequently Asked Questions (FAQs):** [www.uni.edu/ciep/students/faqs](http://www.uni.edu/ciep/students/faqs) |
| **University Policies** |

**COVID-19**

Information related to COVID-19, including absence policies and concerns, can be found at <https://provost.uni.edu/required-syllabus-statements>. The CIEP will be following the latest information provided by the Office of the Provost and Executive Vice President for Academic Affairs.

**Vaccinations:** Iowa law (House File 889) prohibits UNI and other governmental entities from requiring "a customer, patron, client, patient, or other person who is invited onto the premises of the business or governmental entity to furnish proof of having received a vaccination for COVlD-19." (<https://www.legis.iowa.gov/legislation/BillBook?ga=89&ba=HF889>). This prohibits our students to disclose their vaccination status.

**Mask Requirements and Physical Distancing:** Faculty, staff, students and visitors to campus will not be required to wear a mask or other face covering, with the exception of campus transportation (i.e. buses), research laboratories, or any other healthcare operation, settings or service. Effective immediately, classrooms and other campus spaces will operate at their normal (pre-pandemic) capacity. Faculty, staff, students, and visitors to campus will not be required to maintain physical distancing. This guideline shall not apply to UIHC, veterinary medicine facilities, research laboratories, or any other healthcare operation, setting, or service. Unvaccinated individuals are strongly encouraged to continue to physically distance from others when possible.” (<https://www.iowaregents.edu/news/board-news/statement-from-president-mike-richards-lifting-regents-state-of-emergency>).

**Policies regarding:**

**Free Speech**

**Discrimination, Harassment, and Sexual Misconduct**

**Accessibility**

**Learning Center @ Rod Library**

Visit <https://provost.uni.edu/required-syllabus-statements> for the latest information.

**Academic English Success Coaching:** The Office of International Engagement (OIE) offers opportunities for all UNI students to engage in global exchange and academic success. For international and English learning students, the OIE offers free walk-in coaching. Topics include advanced language support in grammar, reading, and pronunciation, as well citations and research skills, listening and lecture note-taking, and intercultural communication. Walk-in hours are updated every semester and can be found at <https://internationalengagement.uni.edu/academic-english-success-coaching>

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| **CIEP II : Student Learning Outcomes** | |
| *By the end of the course, the student will demonstrate the following skills at 73% accuracy:* | |
| **Skill Area** | **Student Learning Outcomes** |
| **Critical Thinking** | 1. Restate false statements, written or orally, so that they are true, and justify choice of true statements. 2. Identify factual or opinionated statements. 3. Express opinions and ideas in relation to a modified text or lecture/talk. 4. Predict further information based upon a modified text or lecture/talk. 5. Identify signal words for sequence of events in a text or lecture/talk. 6. Analyze data from a graph. 7. Select main ideas of a multi-paragraphed text or lecture/talk. 8. Identify and/or justify an accurate statement to summarize, synthesize, reflect, infer, predict, and paraphrase. |
| **Note Taking** | 1. Extrapolate the topic, main idea, supporting sentences/details, and conclusion of a text or lecture/talk and sketch a mind map or create an effective outline in different rhetorical styles (cause/effect, compare/contrast, trace events, etc.). 2. Underline/highlight important concepts in a text. 3. Respond to prompts using graphic organizers/notes as a reference. |
| **Vocabulary** | 1. Select and reiterate appropriately spelled words from a text or lecture/talk. 2. Reproduce and apply word phrases appropriate to level. 3. Modify, identify, and use words with prefixes and suffixes. |
| **Speaking** | 1. Participate effectively in small group and class discussions by utilizing a variety of speaking techniques. 2. Demonstrate proficiency in unscripted public speaking with or without notes in a short, original conversation or academic presentation by using appropriate body language, visuals, grammar, notes, and vocabulary. 3. Speak with intelligible pronunciation of vocabulary utilizing correct consonants, vowels, word stress, and reductions. |
| **Writing** | 1. Write more fluently by completing journals that increase in length and complexity (from 10 to 13 word-processed lines by the end of the course, or 190-244 words). 2. Write a unified paragraph organized around a clear topic with a topic sentence, details and examples, and conclusion sentence in several rhetorical styles. 3. Edit his/her work, and write multiple drafts to generate a successful composition. 4. Recognize and use complete sentences with correct capitalization, punctuation, and spelling while avoiding fragments and run-on sentences. 5. Use correct and accepted conventions of formatting in hand-written and word-processed texts. 6. Use grammatical structures appropriate to the rhetorical style of the writing assignment. 7. Identify, produce, and/or correct accurate original sentences using: descriptive adjectives, present vs. present progressive, simple past verbs, gerunds and infinitives, future verbs, modals to express possibility, ability, permission, advice, request, and necessity, imperatives, quantifiers (very and too), articles, adverbs of frequency, count and noncount nouns, questions with whose, comparative, adverbs of manner, superlative, and determiners. |

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| **Additional Class Information** |
| **Instructors may add their own classroom rules to the syllabus.** |