

**Purdue University Calumet**  
**English Language Program**  
**ELP 045-3 University Life Lecture Series – Fall 2014 Syllabus**

**Class Days:** Tuesdays/Thursdays  
**Class Times:** 2:00-3:20pm  
**Classroom:** Potter 330

**Instructor:** Heather Torrie  
**Office:** CLO 285  
**Phone:** 219-989-2648  
**Email:** torrieh@purduecal.edu  
**Office hours:** T/R 12:30-2pm or by appointment

*Course Overview*

In this course, students will hear presentations each week by a variety of university faculty, staff, and students. These presentations will give students the opportunity to meet people across different departments and areas of university life, which will better help them transition into academic life after the ELP. Students will also practice a variety of language skills: listening, note-taking, asking questions, participating in group discussions, summarizing.

*Course Activities*

- Preparing for presentations through readings and discussion, as well as formulating possible questions to ask the speaker
- Post-presentation discussion and reflection activities

*Grade Breakdown*

55% Note-taking and pre-post listening activities  
45% Written reflections for all presentations  
 100% Total

*Tentative Calendar*

Week	Tuesday	Thursday
Week 1	No electives	
Week 2	Introduction	<b>Guest: Counseling Center Representative</b>
Week 3	Preview Activities for Thursday	<b>Guest: Student Employment Center Rep.</b>
Week 4	Preview Activities for Thursday	<b>Visit: Library</b>
Week 5	Preview Activities for Thursday	<b>Visit: Visualization Center</b>
Week 6	Preview Activities for Thursday	<b>Guests: Engineering Students &amp; Former ELP Students</b>
Week 7	Preview Activities for Thursday	<b>Guest: Student Success Workshop</b>
Week 8	No electives: Midterm Exams	
Week 9	FALL BREAK	<b>To be determined (Lab Tour)</b>
Week 10	Preview Activities for Thursday	<b>Guest: Professor/Instructor</b>
Week 11	Preview Activities for Thursday	<b>Guest: Instructor (English Composition)</b>
Week 12	Preview Activities for Thursday	<b>Guest: PUC Police Department</b>
Week 13	Preview Activities for Thursday	<b>Guest: Professor/Instructor</b>
Week 14	No electives	
Week 15	No electives – Final Exams	

## **POLICIES**

### **English Policy**

Students are expected to use only English in their classes for their own benefit and out of respect for others who are attending Purdue University Calumet to further develop their English language skills.

### **Attendance Policy**

Regular attendance is mandatory. In order to learn English, students need to attend all class sessions, arrive on time, and be prepared and attentive. If a student is absent, it is his/her responsibility to notify teachers in advance. A student can ask other students or email the teacher for any due homework. Late work will not be accepted.

Students are allowed to miss three classes without penalty. A fourth absence will result in a meeting with the ELP Student Advisor. A sixth absence and/or combination of lates turned into absences will automatically result in failure of the course and possible expulsion from the program.

A student will be marked late when he or she arrives up to 20 minutes after class begins. After 20 minutes, the student may be marked absent. Being late 3 times will equal one absence.

### **Late Homework and Exam Policy**

- No late homework or assignments are accepted
- No late or early exams
- No makeup exams

### **Academic Integrity**

The following is an **Honor Code** and an **Honor Pledge** to which all Purdue University Calumet Students must adhere: "I understand that academic dishonesty will not be tolerated at Purdue University Calumet. I am here to learn. Through learning, I will strive to become a better person and a more valuable contributor to society. I understand that dishonesty in the classroom, through cheating, plagiarism or other dishonest acts, defeats this purpose and disgraces the mission and quality of a Purdue University Calumet education. Therefore, I make the following pledge:

‘In accordance with the honor code, I will not engage in dishonesty in my academic activities, and I will not tolerate such dishonesty by other students.’”

### **Plagiarism Policy**

#### ***What is plagiarism?***

*Plagiarism is presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged or cited. This includes, for example, copying another student's presentation, copying pieces of other student's essays, or copying homework assignments.*

Students in the ELP will quickly learn about plagiarism as part of their studies to prepare them for their university studies ahead, as plagiarism is taken very seriously in the U.S. academic environment. Regular university students can be asked to leave their program or be kicked out due to plagiarism.

In the ELP, after it has been made clear to students what plagiarism is, students found plagiarizing will be penalized the following way:

**For the 1<sup>st</sup> offense:** Students will receive a zero on the assignment

**For the 2<sup>nd</sup> offense:** Students will **also** be sent to meet with the ELP Director and may automatically fail their ELP class.

### **Communication Policy**

Students in the ELP are required to regularly access their PUC email accounts. The ELP does not communicate through non-PUC emails because of issues of privacy. Additionally, the ELP cannot communicate information about other students (such as brothers, roommates, cousins, or wives) to a student. Finally, grade information must be picked up in person and will not be given over the phone or through email.

### **Civility Code**

Students are expected to comply with University regulations regarding civility, attendance, and appropriate classroom behavior. Purdue University Calumet supports the principles of freedom of expression for both faculty and students. The University respects the rights of faculty to teach and students to learn. Maintenance of these rights requires class conditions that do not impede the learning process. Disruptive behavior will not be tolerated. An individual engaging in such behavior may be subject to disciplinary action.

### **American with Disabilities Act**

All qualified students enrolled in this course are entitled to reasonable academic/classroom accommodations. It is the student's responsibility to inform the instructor of any special needs within the first two weeks of the semester and to register with the Office of Disability Resources, located in the Student Union and Library Building (SUL), Room 341. Telephone numbers: 219-989-2455, 219-989-2454(voice/TTY).

### **Emergency Preparedness**

PUC has an aggressive program to prepare the campus for emergencies. It is important that all students understand how to help themselves during an emergency. Please refer to the Emergency Preparedness Guide posted in all offices, classrooms, labs, lounges and meeting rooms. You can also find the emergency preparedness guide online at [www.purduecal.edu/emergency](http://www.purduecal.edu/emergency) for detailed instructions for responding to specific emergency situations and for additional emergency information. Please be prepared.

### **Participation Policy**

Students are expected to talk to and work with every student in this class, regardless of culture, gender, or religion. By choosing to study in the United States, students choose to work together with and respect all kinds of people.

## Complaints Policy

Students sometimes have concerns about which level or class they are placed into, the teaching style or methods of their ELP teachers, their grades, or any other problem. Students with these concerns should follow these steps:

