

CLBR-091-01
Winter 2014

Advanced Academic Discourse

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| Mr. Ken Benoit | Lynn 101A |
| Office Hours: 12:00 -1:00 p.m. Tuesday & Thursday and by appointment | Phone: (206) 296-6064 |
| Classroom: ADMIN 308 Days: Tuesday & Thursday Time: 10:15 - 11:30 a.m. | |
| E-mail: kbenoit@seattleu.edu <i>Phone calls will be returned and replies to e-mail messages provided within 48 hours (except on weekends).</i> | |

Texts

The Language of Meetings by Malcolm Goodale

Presenting in English: How to Give Successful Presentations by Mark Powell

Attendance

Regular class attendance during the quarter is mandatory. Students who miss three classes during the quarter may have their grade lowered as much as one grade point (letter grade). Punctuality is also mandatory; arriving to class late three times is considered equivalent to one absence.

Course Goals

- To understand and recognize social and formal register in speaking: forms of address; basic politeness; making requests, appointments, apologies, and offers; giving reasons, excuses and explanations; telephone speech, meeting and parting greetings, and interviewing
- To speak accurately and comprehensibly in impromptu situations
- To improve your ability to present information formally in a group presentation
- To learn to lead a group discussion of discipline-related material
- To appropriately ask and answer questions in class discussions
- To adequately take, hold, yield the floor, and enter and exit interactional exchanges
- To understand appropriate classroom behavior based on American cultural values
- To broaden your awareness of general Seattle University culture

Course Work & Participation

The course work for this class consists of class presentations, as well as paired and individual speaking assignments. It also includes occasional impromptu speaking assignments, homework and quizzes. No makeup quizzes will be given. No late assignments will be accepted. All written assignments must follow appropriate university format: they must be neatly typed and double-spaced on white bond paper using 12-point font.

Participation is defined as listening attentively, contributing comments and questions, engaging in course material, completing assignments on time, and coming to class prepared.

Note: talking while other students are presenting is inappropriate behavior and will not be tolerated.

Grading

In order to pass this class, students must earn C or above. If your grade falls below C, you will be required to repeat this course the following quarter. In this case, the letter grade F will appear on student transcripts, but will not affect your GPA.

Percentage breakdown of grades:

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| Three Presentations (15% x 3) | 45% |
| Quizzes | 20% |
| Homework | 25% |
| Participation | 10% |

A Special Note on Plagiarism

Plagiarism is defined as using the ideas and words of another individual without giving credit or acknowledging their work. If a student submits an assignment as his or her own, but it in part or whole represents someone else's work, the student commits a serious academic offense. In U.S. universities, plagiarism represents a transgression of rules of academic conduct. According to the policy of academic integrity outlined in the Student Handbook, the instructor will determine an appropriate course of action or penalties.

Last day of class: Monday, March 17

Note: This syllabus is only a general guideline of course policies and goals. The instructor reserves the right to modify the course objectives, concepts, and

components during the quarter. If subsequent changes in the course goals or policies occur, students will receive updated information and syllabus revisions.