

SEATTLE UNIVERSITY
CULTURE AND LANGUAGE BRIDGE PROGRAM

CLB 091
Advanced Academic Discourse
Winter Quarter 2014

Instructor:	Heidi Beck	Classroom:	ADMN 324
Office:	Lynn Building, Room 101B	Days:	T & TH
Office Hours:	T & TH 11:30 a.m. – 12:30 p.m. Wed 10:00 a.m.– 11:00 a.m. and by appointment	Time:	8:00 – 9:15 a.m.
Office Phone:	(206) 296-6064		
E-mail:	hbeck@seattleu.edu		

Phone calls will be returned and replies to e-mail messages provided within 24 hours (except on weekends).

Texts

The Language of Meetings by Malcolm Goodale

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

Textbooks available at the Seattle University Book Store.

Attendance

Regular class attendance during the quarter is mandatory. Students who miss three classes during the quarter may have their grade lowered by one grade point (letter grade).

Punctuality is also mandatory; arriving to class tardy three times is considered equivalent to one absence.

Gum

Please do not chew gum in this class.

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 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 practice and improve pronunciation of key terms specific to your discipline
- To broaden awareness of general Seattle University culture

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Course Work & Participation

The course work for this class consists of group presentations, and individual speaking assignments. It also includes occasional impromptu speaking assignments and quizzes.

No makeup quizzes will be given.

No late assignments will be accepted.

All written assignments must follow appropriate university format, such as neatly typed and **double-spaced** on white bond paper using 12-point font; the right margin should not be justified.

The upper left corner should contain the following **single-spaced** information:

CLBR 091 Advanced Academic Discourse
Your Name
Date

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

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 a C grade or above. If your grade falls below, **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:	Three Major Assignments	(20% x 3)	60%
	Quizzes		20%
	KSUB Radio Broadcast(s) Assignment		10%
	Participation/Progress		10%

Plagiarism

Plagiarism is defined as using the ideas and words of other individuals without giving credit or acknowledging their work. It is a serious academic offense for students to submit assignments as their own work when these in part or whole represent the work of another. In this case, an appropriate course of action or penalties will be determined according to the Policies and Procedures for violations of the Academic Honesty Code. (See the Student Handbook for further information.)

The last day of class is Thursday, March 13th.

NOTE: This syllabus is only a guideline of course policies and goals. The instructor reserves the right to modify 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.