AS 370.603

Culture and Communication in the American Academia

SYLLABUS

COURSE DESCRIPTION

This course focuses on improving students’ understanding of the culture and communication norms in American academia. Students learn the basics of conversation and e-mail etiquette in America, as well as the norms of interacting with college students they teach, professors, and colleagues in situations such as classes, office hours, lab meetings, and scientific meetings. Students practice designing and presenting lectures, supporting materials, tests, and assignments for classes they TA, as well as scholarly presentations of their research to the scientific community.

INFORMATION

AS 370.603 Fall 2015

INSTRUCTOR

Julia Yarmolinskaya  Krieger Hall, Rm. 523  ITA@jhu.edu

OFFICE HOURS

T 4:30-6:30 pm, Th 12-1 pm

CLASS HOURS AND ROOMS

T Th 3 – 4:15 pm  Location TBA

TEXTBOOKS

• Communicate (C)  REQUIRED
  Authors: J. Smith, C. Meyer, & A. Burkhalter
  Publisher: Waveland Press

• Speech Communication Made Simple (SC)  OPTIONAL
  Authors: Paulette Dale, James C. Wolf
  Publisher: Longman
  ISBN: 0-13-195544-6
GRADING CRITERIA

Assignments: 60%  
97 – 100 = A+  
87 – 89 = B+  
77 – 79 = C+  
67 – 69 = D +

Participation: 40%  
93 – 96 = A  
83 – 86 = B  
73 – 76 = C  
60 – 66 = D

Assignments:
There will be few assignments; however, you are expected to complete them before the beginning of class. Assignments completed during the class on the due day are considered late and will incur late penalty. They will count as part of your participation grade.

Participation:
Because learning of pronunciation crucially depends on your attendance and participation in the course, students are expected to engage fully in all class activities, group work, and student-teacher conferences. During each class, note will be taken of each student's participation. Participation will count towards 40% of your grade.

POLICY (strictly observed)

1. Academic Integrity: Our Center strictly observes the procedures regarding violations of academic integrity published on the JHU website. In all aspects of their work, students assume an obligation to conduct themselves in a manner appropriate to the Johns Hopkins University’s mission as an institution of higher education. The strength of the university depends on academic and personal integrity. In this course, you must be honest and truthful. Ethical violations include cheating on exams, plagiarism, reuse of assignments, improper use of the Internet and electronic devices, unauthorized collaboration, alteration of graded assignments, forgery and falsification, lying, facilitating academic dishonesty, and unfair competition.

Report any violations you witness to the instructor. You may consult the associate dean of student affairs and/or the chairman of the Ethics Board beforehand. See the guide on "Academic Ethics for Undergraduates” and the Ethics Board Web Site for more information.

All students are expected to complete their own, original work. Plagiarism – representation of another person’s words or ideas as one’s own – is a serious offense and will result in the failing grade (“F”) in the course.

2. Student Conduct: The University expects all students to respect the rights of others, and to refrain from behavior that impairs the University’s mission of teaching, research/scholarship, and outreach to the local, national, and international community. Violations of appropriate student conduct may include, but are not limited to: harassment behavior (physical or verbal); intimidation or verbal abuse; actions that are a danger to one’s own personal safety or that may harm others, and actions that destroy, impair, or wrongfully appropriate property.
Students are expected to know and abide by University policies governing student conduct and academic integrity. Those who impair the University’s mission are subject to expulsion. Refer to your divisional academic policies and procedures for specific information.

3. Simultaneous registration is strictly prohibited. If another course is overlapping with this one, you must choose one course or the other.

4. No incomplete grade is given.

5. Attendance is one of the MOST IMPORTANT aspects of the course and not only contributes to your knowledge of the language but also is essential to your development of SKILLS. Attendance is mandatory. Absences will affect your ability to be successful in this course, so please plan to attend every class. If you must be absent, you should let the instructor know ahead of time. Furthermore, the assignments due on the day you miss must be submitted BY the beginning of class on that day or other arrangements must be made with the instructor before the missed class. Missing more than 2 classes (unexcused absences) will result in a deduction of 3% for each absence beyond the first two. If you are absent and fail to contact the instructor about the work missed and to complete the assignments on time, assignments may not be accepted. In addition, if you miss part of class time, you are considered as tardy. Two tardies will be counted as 1 absence.

6. The Center for Language Education does not allow individuals to "sit in" on classes or register as audit. All students must register with a grade option.

7. Disability accommodations: Any student with a disability who may need accommodations in this class must obtain an accommodation letter from Student Disability Services (385 Garland, (410) 516-4720, studentdisabilityservices@jhu.edu). Please also let your instructor or TA know that you require accommodations during the first week of classes.

8. The Center for Language Education follows Hopkins regulations and policies regarding religious holidays detailed in the student handbook. Religious holidays are valid reasons to be excused from class. Students who must miss a class or examination because of a religious holiday must inform the instructor as early in the semester as possible in order to be excused from class and to make arrangements to make up any work that is missed.

REQUESTS AND RECOMMENDATIONS
1. All cell phones must be turned off or set to vibrate before class begins.
2. Music players and other electronic devices may not be used during class. Computers and e-readers are allowed if you use electronic versions of the textbooks. However, if these electronic devices become distracting, you will be asked to obtain and use paper versions of the textbooks.
3. Students may bring water to class; however, other drinks, food, and/or chewing gum are not allowed in the classroom.