



MEI Maryland English Institute

Language skills that last a lifetime

UMEI 005-0201 and UMEI 005-0401
Advanced English as a Second Language
for Undergraduates
Spring 2018

ELMS: UMEI005-Dee
UGRD English Bridge Program

Instructor: Dee Broughton	UMEI 005-0201 Time and location: MTHF 9:00am - 10:50am HBK 0123
Email: dee@umd.edu	UMEI 005-0401 Time and location: MTHF 12:00pm - 1:50pm HBK 0123
Office: Cole 3116	Office Hours: MTH 11:00am-11:50pm and by appointment

REQUIRED TEXTS:

Graff, Gerald and Birkenstein, Cathy. *"They Say / I Say": The Moves That Matter in Academic Writing*
Any edition including ISBN-10: 0393617432 ISBN-13: 978-0393617436 Kindle ASIN: B00SLB5N52

Huntley, Helen. *Essential Academic Vocabulary: Mastering the Complete Academic Word List*.
Book must be in like-new condition. ISBN-10: 0618445420 ISBN-13: 978-0618445424

Johnson, Steven. *How We Got to Now: Six Innovations That Made the Modern World*
Any edition including ISBN-10: 1594633932 ISBN-13: 978-1594633935 Kindle ASIN: B00INIXU5I

Official Guide to the TOEFL ITP Test. Educational Testing Service. 2014. ISBN: 0-886854164

Students are also required to find, present on, read, and write articles and texts related to class projects.

COURSE DESCRIPTION

UMEI 005 is an advanced course for international students who have been admitted to the English Bridge Program at the University of Maryland. The curriculum is designed to increase students' proficiency in reading, writing, listening, and speaking so that they may become effective participants in academic communicative settings.

UMEI005-Dee: The approach taken in this section of UMEI 005 is that of an integrated skills course. Students will improve reading, writing, listening, and speaking in projects that use all four skills at the same time. All projects will, directly and indirectly, prepare students for the final TOEFL ITP and timed writing exams as well as for successful participation in other university courses.

Importance of In-Class Work: The methodology of this course aims to meet the specific language needs of the enrolled students. The course depends heavily on in-class activities, while homework is relatively light. Because the lesson plans need to be flexible to meet student needs as they arise, some important activities may be unplanned. Likewise, new skills that are modeled in class with group activities are often followed by individual graded assignments. This means active participation during in-class group activities is crucial to completing individual graded assignments. In addition, in-class group activities cannot be "made up." Consistent attendance, therefore, is the surest way to succeed in this course.

MEI & UMD REQUIREMENTS

Passing Grade: The final grade in UMEI 005 is either Satisfactory (S) or Fail (F). In order to pass the University of Maryland's English language proficiency requirement you must earn a Satisfactory in UMEI005. To earn a final grade of Satisfactory, you must do two things: 1) earn an average of 75% or higher in the coursework and 2) pass the in-class TOEFL and writing exams with at least 50 points in each section and a minimum total score of 570 on the TOEFL ITP and a 5.0 on the 30-minute timed writing.

Progression: English Bridge Program students who fully meet both criteria are eligible to have their I-20 updated by ISSS to a degree program 1-20. **Students who do not meet both criteria are not eligible for an updated I-20 and must repeat UMEI 005 in the following semester.**

Limitations on number of credits/units: Students who are required to take this course are not permitted take a full-time academic course load during the same semester. To help ensure that you will successfully complete this course as well as your other course(s), the university allows you to take only 6-8 credit hours in addition to 005. Neither MEI nor the Office of International Students and Scholar Services approve of students exceeding these limits as doing so typically places the international student at risk.

005 LEARNING OUTCOMES AND ASSESSMENTS	
<i>Students who successfully complete UMEI 005 will be able to</i>	<i>Language proficiency will be assessed by</i>
Reading & Writing Outcomes	
1. Analyze college-level texts using outlining, summarizing, paraphrasing, and inference in order to express audience, purpose, and main ideas and to evaluate evidence for claims. <i>Texts include at least one non-fiction book-length text.</i>	--Discussions and activities on <i>How We Got to Now</i> --Analysis and evaluation of sources
2. Use university library resources to research and generate topics for writing that synthesizes sources to express main ideas and provide evidence for claims.	--Activities during library visit --Use and citation of sources in writing tasks
4. Write clear, coherent prose in a variety of genres, demonstrating control of organization, development, grammar, academic vocabulary, and use of sources, while adhering to social conventions, register appropriateness, and international standards of academic integrity.	--In-class timed writing --Writing of summary/response --Writing of formal five-paragraph essay --Writing of documented essay
5. Write accurately about data presented graphically or statistically.	--Graph/figure/map description
Listening & Speaking Outcomes	
1. Use note taking, summarizing, and paraphrasing to identify audience, purpose, main ideas, and supporting evidence in spoken texts.	--Listening assessments integrated into speaking/writing and discussion
2. Identify and apply strategies to alleviate listening difficulties.	-- TOEFL-ITP listening practice
3. Speak appropriately and intelligibly while discussing academic material.	--Student presentations and discussions
4. Lead and participate successfully in group discussions.	
Vocabulary & Grammar Outcomes	
1. Accurately use academic vocabulary from the Academic Word List with appropriate collocations.	--Thorough completion of exercises in <i>Essential Academic Vocabulary</i>
2. Demonstrate understanding of and ability to infer the meanings of idiomatic expressions in spoken and written sources.	--TOEFL-ITP grammar and reading practice --Vocabulary and grammar assessments integrated into writing tasks
3. Speak and write using appropriate tenses for different time frames and for direct and indirect speech.	--Peer review, revision, and editing of writing assignments
4. Write accurate general statements, including correct use of relative clauses and use of passive voice with simple and perfect tenses.	
5. Edit writing for punctuation in complex and compound sentences.	
6. Review and improve other grammar items as the need arises.	
Cultural Knowledge Outcomes	
1. Recognize instances of, begin to infer meanings of, and explain references to American cultural and historical matters of common knowledge and experience.	--Readings, lectures, and group discussions
2. Recognize and comfortably navigate American classroom culture.	

CLASS & INSTRUCTOR POLICIES

Classroom Attention: Your undivided attention will make the most of your time and effort in class and will prevent you from distracting others from learning. Put away all devices during lectures and discussions. Food and drink are discouraged in the classroom. All students must arrive on time and sit together near the front of the classroom.

Required Work Level: In order to achieve the learning outcomes, you must complete all assignments. You must speak only English in class, participate actively in discussions, follow directions accurately, and ask questions when you need more information. In-class activities are designed to help you complete the major assignments for the course, so it's important to attempt all assignments. Passing work will be completed according to instructions and on time. **Late work may not be accepted for grading.**

Use of Technology: Students are expected to use ELMS and to check it regularly for course notifications. Course writing assignments must be computer-generated and submitted to ELMS in Microsoft Word-compatible format. In-class writing will require use of laptops with Wi-Fi access, and students may occasionally need to download and print documents from the course site. A variety of equipment is available for loan at the Tech Desk in the Terrapin Learning Commons (2nd floor) of McKeldin Library.

Expectations of Professional Behavior: The university experience is the beginning of adult professional life. As such, appropriate standards of behavior are expected, including respectful and courteous discourse, adherence to professional standards of punctuality, consistent and adequate preparedness, and strict academic honesty.

Weight Distribution of Grading

Reading & Writing Outcomes				
	Group/Class Reading/Writing Activities	20%		
	Individual Summary/Responses	5%		
	Individual Documented Essay	5%		
	Reading/Writing Project	10%		
		Total Reading/Writing	40%	
Vocabulary & Grammar Outcomes				
	Group/Class Vocab/Grammar Activities	10%		
	Essential Academic Vocabulary Exercises	10%		
	Vocab/Grammar Project	10%		
		Total Vocab/Grammar	30%	
Listening & Speaking Outcomes				
	Group/Class Listening/Speaking Activities	10%		
	Group/Individual Presentation	10%		
	Speaking/Listening Project	10%		
		Total Listening/Speaking	30%	
		TOTAL	100%	

Monitoring your Grade: Your grades will be recorded in ELMS so you can monitor your progress. The course ID is **UMEI005-Dee**.

UMD & MEI COURSE POLICIES

English Only: To maximize your English practice and as a courtesy to your classmates and instructor, please speak English only.

Attendance: Attendance is required. **In-class work is crucial to success in the course and cannot be made up.** If you cannot avoid missing a class, email your instructor as soon as possible. If you are late or absent, it is your responsibility to find out what you missed and to do any missed work. **Contact your classmates for information first. If you need additional help, email your instructor or visit her during office hours.** Even if you are absent, you are still responsible for any assignments that were due that day and for any assignments that were assigned on that day.

Student's Rights and Responsibilities: The University of Maryland expects students to understand their rights and responsibilities and to take full responsibility for their academic work and progress as noted in the following: thestamp.umd.edu/GH.

Academic Honesty: The University has approved a Code of Academic Integrity. This code sets rules about student academic conduct. Specifically, it prohibits students from cheating, plagiarizing, fabrication, and facilitation of academic dishonesty. Violations of the Code of Academic Integrity have serious consequences. As a student you are responsible for upholding these standards for this course. Anyone on campus can report academic dishonesty by contacting the Honor Council at honorcouncil@umd.edu. For more information on the Code of Academic Integrity or the Student Honor Council, please visit www.shc.umd.edu/SHC/Default.aspx.

Respecting Diversity: Students at the University of Maryland come from around the world, and all students deserve to learn in a safe and comfortable environment. MEI requires that all students treat their classmates and their teachers with respect and courtesy. Students who use actions or words to hurt others risk immediate expulsion. All MEI students are subject to the University of Maryland's Code of Student Conduct: www.president.umd.edu/sites/president.umd.edu/files/documents/policies/V-100B.pdf.

Religious Observances: The University of Maryland policy states that students should not be penalized because of observance of their religious beliefs. No quizzes or exams will take place on religious holidays. If you participate in religious observances, you will be given the opportunity to make up, within a reasonable amount of time, any work that you miss. It is your responsibility to let the instructor know well in advance of any planned absences for religious observances.

Accommodations for Students with Disabilities: If you need accommodations for a disability, please inform the instructor of your needs at the beginning of the semester, so that MEI and Disability Support Services can be consulted.

IF YOU NEED HELP...

International Student & Scholar Services: This office can answer questions about your visa and I-20. They are located at 1126 H. J. Patterson (HJP), building #73 on campus maps. Visit globalmaryland.umd.edu/offices/international-students-scholar-services.

The Counseling Center: This service offers assistance in dealing with personal and social issues, such as stress, relationship issues, family problems, and loneliness. You may see a counselor for individual counseling, or join one of the many counselor-led support groups. Call 301-314-7651 for an appointment or visit the Counseling Center in 1101 Shoemaker Building. See www.counseling.umd.edu.

Learning Assistance Service: If you have difficulty keeping up with the academic demands, contact the Learning Assistance Service, 1101 Shoemaker Building, 301-314-7693. Their educational counselors can help with time management, reading, learning skills, note-taking, and exam preparation skills. Their services are free to UMD students. www.counseling.umd.edu/las/.

The University Health Center: The center offers many services to protect and promote physical and mental health. Information about services and making appointments is available at www.health.umd.edu/.

Writing Resources for Students: The Graduate School offers services to help students improve the quality of their writing. See www.gradschool.umd.edu/graduate-school-writing-center for more information.

TENTATIVE SCHEDULE OF TOPICS & ASSIGNMENTS

Calendar: This tentative calendar will be regularly updated on ELMS. Students are responsible for checking regularly for updates and for knowing any schedule changes.

WEEK	M	T	H	F
1/22-26			Diagnostics/Intro requirements and texts	Individual conferences Begin reading HWGN and working in EAV
1/29-2/2	Test-taking strategies & Intro Projects	Analysis of TOEFL items/ Create test Intro-HWGN	Choose chapter/group projects	Discussion/Assessment "Glass" HWGN & EAV
2/5-9	Toefl Practice/RWP	RW Project	RW Project	EAV Review 1
2/12-16	Intro to Argument TSIS/5-paragraph	RW Project	RW Project	HWGN Activities
2/19-23	Toefl Practice/GVP	GV Project	GV Project	HWGN/vocab Activities
2/26-3/2	TSIS/timed writing	GV Project	GV Project	EAV Review 2
3/5-9	Toefl Practice/LSP	LS Project	LS Project	HWGN Activities
3/12-16	TSIS/summary/response	LS Project	LS Project	HWGN/vocab Activities
3/19-23	Spring Break			
3/26-30	Practice Full TOEFL	Practice Full TOEFL	TOEFL Prep Day	TOEFL Prep Day EAV Review 3
4/2-6	2/3 TOEFL	2/3 TOEFL		
4/9-13	Intro documented essay	HWGN Activities	HWGN/vocab Activities	Writing Day
4/16-20	Writing Day	Peer Review Documented essay	Documented Essay due	Intro grammar presentations/choose group/topic
4/23-27	Prepare grammar presentation	Prepare grammar presentation	Grammar Presentation	EAV Review 4
4/30-5/4	Toefl Practice	Timed Writing	Final Presentation	Final Presentation
5/7-5/11	TOEFL Prep Day	FINAL TOEFL	FINAL TOEFL	