

Graduate School Success

SYLLABUS | Quarter Year

Course Description

This course is designed to assist you with meeting the rigorous demands of graduate programs at SU. It will provide you with communication skills necessary for American graduate classrooms and academic skills needed for conducting and presenting graduate-level research. The course offers strategies for successful participation in graduate classroom such as leading discussions, challenging ideas politely, and being inclusive. You will also learn how to avoid plagiarism and find and utilize research resources online and on campus. Finally, you will learn how to prepare and deliver clear, compelling, and visually effective presentations in order to present your research at conferences or in class. Throughout the course, you will also increase their awareness of U.S. academic culture and expectations. The course accommodates a broad range of student research areas and fields of study.

Course & Instructor Information

Course code: ELCB 5000	Instructor:	Important Dates:
# of credits: 1	Phone:	First Class:
Location:	Email:	Last Class:
Class times:	Office and Office Hours:	No Class:

Communication:

Please use the course Canvas page email function to email me about the class. You can email me at any time, but you may not receive a response outside regular business hours.

Mode of Delivery:

This class is currently offered in a hybrid modality which means that some of the instruction will be online and some in person. The online portion will have both synchronous and asynchronous delivery of materials. Your instructor will inform you about the details of the in-person component of this class once the class begins.

Learning outcomes

On successful completion of this course, you will be able to:

- Effectively communicate with faculty and peers using written and verbal communication forms appropriate for different academic and social settings
- Use strategies to participate actively and confidently in graduate-level courses such as participating and leading discussions, challenging ideas politely, and being inclusive
- Find scholarly articles in their field of study and evaluate credibility of research sources
- Understand the issue of academic dishonesty and how to avoid it
- Prepare and deliver clear, compelling, and visually effective presentations on the topics in their field of study
- Increase awareness of U.S. academic culture and expectations

Materials

All course materials will be provided by the instructor. No textbook or course pack needs to be purchased.

Suggested Student Materials:

- a 3-ring binder for organizing course materials
- lined, white, 3-hole punched paper or a notebook

Evaluation and Grading

To pass this class, you must earn a C - grade or above. If your grade is below that you will be required to repeat this course the following quarter. In this case, the letter grade F will appear on your student transcripts, but it will not affect your GPA and you will have to repeat the course to make sure you learn the skills you need.

Your final grade will be calculated as follows:

[individual instructors can decide on their final grading calculation]

Example:

Component	Value (%)
Class Assignments	40%
Class Participation	40%
Final Project	20%

Grading scale

A	4.0	100-94%	Superior performance	C	2.0	76-73%	Adequate performance
A-	3.7	93-90%		C-	1.7	72-70%	
B+	3.3	89-87%		D+	1.3	69-67%	
B	3.0	86-83%	Good performance	D	1.0	66-63%	Poor performance
B-	2.7	82-80%		D-	0.7	62-60%	
C+	2.3	79-77%		F	0.0	59% or less	Failing

PARTICIPATION

Students are expected to actively participate in all class activities. To actively participate in class, you should:

- Listen carefully to your classmates and the instructor during synchronous class times
- Answer questions in class or online posed by the instructor or by other students
- Contribute to class discussions by making comments and asking questions
- Complete all class assignments in person or online
- Show that you are doing the homework by asking or answering questions or making comments

ASSIGNMENTS:

Please submit your assignments on Canvas unless otherwise directed by the instructor. All assignments must be word processed, left-aligned, double-spaced, 11 or 12-point, in a font such as Arial, Calibri, or similar. At the top right of the page, please include your name, class, and date.

No late assignments will be accepted.

Class Expectations

My goal is to create a learning environment in which you can be successful. I will work hard to improve the class throughout the quarter based on my own observations and your feedback. For example, I may decide that we need to spend more time on a certain topic and less on another. My hope is that you will take an active role in the class in order to make the most of this learning opportunity. You are responsible for:

- Being prepared for class: do the assigned readings, complete HW assignments, etc.
- Being present and participate actively when the class meets (in person or online)
- Completing assignments that are scheduled asynchronously
- Following the class rules
- Seeking support when needed (please see information about support services such as ELLC tutoring center, library, etc. on the next page)

If you have any questions or need additional support, you are always welcome to contact me.

Class Rules

ATTENDANCE

I will take attendance every day the class meets. It will be difficult to pass the course and/or receive a high grade without regular attendance since the participation part of your grade will be negatively affected if you miss classes: ***You cannot participate when you're not in class.***

If for any reason you do miss a class, be sure to get notes from one of classmates. If you have questions you are always welcome to contact me.

CELL PHONES, ELECTRONIC AND RECORDING DEVICES

When the class is in person, the use of electronic devices such as phones and laptops in class is allowed for academic purposes only (i.e. dictionaries or research). During online portion of the class you are expected to pay full attention to class and not be engaging in non-class activities such as social media, online shopping, or email. The use of recording devices is allowed only with the permission of the instructor and all class participants. All mobile devices must be **TURNED OFF** and **PUT AWAY** during exams. If you do not do this, you may receive a grade of "0" on the test and fail the course.

ACADEMIC HONESTY AND INTEGRITY

Academic honesty and integrity are important values in the educational process at Seattle University. Examples of academic dishonesty include but are not limited to:

- Plagiarism
- Cheating on exams and other assignments
- Academic fraud such as submitting work for multiple purposes or submitting false data

Academic dishonesty in any form is a serious offense against the academic community. Acts of academic dishonesty or fraud will be addressed according to the Academic Integrity Policy. For more information please see Academic Integrity Policy (link on the next page) and **Academic Integrity**

Tutorial: <https://www.seattleu.edu/academic-integrity/resources-for-students/>

General Course and University Policies

SUPPORT FOR STUDENTS WITH DISABILITIES

If you have, or think you may have, a disability (including an “invisible disability” such as a learning disability, a chronic health problem, or a mental health condition) that interferes with your performance as a student in this class, you are encouraged to arrange support services and/or accommodations through Disability Services staff located in Loyola 100, (206) 296-5740. Disability-based adjustments to course expectations can be arranged only through this process.

NOTICE ON RELIGIOUS ACCOMMODATIONS

It is the policy of Seattle University to reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of their academic course or program. Please see, Policy on Religious Accommodations for Students (<https://www.seattleu.edu/media/policies/Policy-onReligious-Accommodations-for-Students---FINAL.PDF>)

ACADEMIC POLICIES ON THE REGISTRAR WEBSITE

<https://www.seattleu.edu/redhawk-axis/academic-policies/>

Be sure that you understand the following university academic policies, posted on the Registrar's website:

- **ACADEMIC INTEGRITY POLICY**

<https://www.seattleu.edu/media/redhawk-service-center/registrar/registrar-policies/Academic-Integrity-2011-3.pdf>

- **ACADEMIC GRADING GRIEVANCE POLICY**

<https://www.seattleu.edu/media/redhawk-service-center/registrar/registrar-policies/Academic-Grading-Grievance-2004-07.pdf>

Academic Resources

Please take advantage of the academic support services available to you at the university. These services can help you excel in your studies.

ENGLISH LANGUAGE LEARNING CENTER TUTORING

Get help with your assignments with tutors specializing in working with non-native speakers of English.

<https://www.seattleu.edu/ellc/ellc-tutoring/>

LIBRARY AND LEARNING COMMONS

<http://www.seattleu.edu/learningcommons/>

- research services
- learning assistance
- writing center
- math lab
- media production center