

**ENGLISH LANGUAGE INSTITUTE
PACE UNIVERSITY - NEW YORK CITY CAMPUS**

ELI 084A: **Academic Skills for Graduate Students**
Class Hours: Monday & Wednesday, 9:00am - 12:00pm

Instructor: Amanda Meier **Email:** meier.amanda@gmail.com
Skype: meieramanda **Office Hours:** By appointment in person or via Skype

Required Texts: 1. Hacker, D. *Rules for Writers*. Bedford/ St.Martin's, 7th Edition
 2. Swales, J. & Feak, C. *Academic Writing for Graduate Students 3rd Edition*. The University of Michigan Press, ISBN : 9780472034758

Course Description and Goals:

ELI 084A is a 14-week intensive, skill-oriented program of study designed to prepare the international graduate student for the demands of graduate-level course work in an American university.

The course will cover an extensive range of academic skills: listening to lectures, note-taking strategies, annotating a text, paraphrasing and summarizing a text, test-taking strategies, improving control of grammar and sentence structure, writing for academic purposes, and developing proficiency in oral communication.

The instructor will choose topics from business such as management, marketing, ethics, human resources, psychology, and American culture. Course activities: note-taking, reading, discussion, and writing will be based on those topics.

By the end of the course students should have improved their abilities to:

- read, understand, and discuss academic material
- paraphrase, summarize, and synthesize materials from reading
- use reading techniques such as skimming, scanning, and inferring the main idea
- conduct research and use the information in a research project
- incorporate quotes and paraphrase into a written text
- document sources following the citation styles (APA)
- fully utilize Pace facilities and library resources

Course Grades:

Grades for **ELI 084A** will be based on a standard university letter grade system. To pass ELI 084A, the student must attend class regularly, participate actively, complete all assignments, demonstrate his/her proficiency in all of the skill areas covered, and pass the course with a grade of **B- (80%) or better**.

Course Requirements:

I.	Grammar for Writing (Exercises & Quizzes)	20%
II.	Writing for Research (Research Portfolio)	20%
III.	In-class Essays & Exams	20%
IV.	Literature Review	20%
V.	Group Project & Presentation	20%

Textbooks:

Students **must purchase all required texts** in a timely manner as outlined by the instructor. Not having the required text for use in class may be marked as absences which may result in failure of the course. Used books may be purchased from the ELI Office and the Pace Bookstore according to the supplies available. **Used books with answers already written in them will not be permitted in the class.**

Attendance:

Full attendance is crucial to your success and an important part of your academic experience. However, we understand that different extenuating circumstances may arise. Please notify your instructor if you will be absent for a class.

For ELI Students in 7-week courses: After 2 absences your professor will drop your grade 3 percent per excess absence (ex. with 3 absences, from 95% to 92%, with 4 absences from 95% to 89%).

For Global Pathways (GP) students in 14-week courses: After 4 absences your professor will drop your grade 3 percent per excess absence (ex. with 5 absences, from 95% to 92%, with 6 absences from 95% to 89%).

If you are going to be absent due to extended illness or have other emergencies, please notify your academic advisor immediately.

Lateness Policy:

An arrival after attendance is taken by the instructor (usually within the first 5 minutes of class), but within the first 30 minutes of class, is a “late”. Three “lates” equals one absence. Missing more than 30 minutes of a lesson is an absence, not a late.

Homework Policy:

Within the first two weeks of each term, late homework may be accepted by your instructor if the assignment is submitted by the start of the next class. Starting in Week 3 of the term, late homework may only be accepted in extenuating circumstances with the prior approval of your instructor. Late homework submissions may receive a reduced grade.

Exams:

Students will take in-class cumulative midterm and final exams, based on the work covered in class.

Assessment Make-up Policy:

Make ups for quizzes, exams, and presentations may be permissible only with the prior approval of your instructor. Make ups may receive a reduced grade.

Extra-credit Policy:

Extra credit grading will not be included in any ELI course. If you would like additional practice, please speak to your instructor. Practice work is not included in final grade calculations.

Electronic Devices in ELI Classrooms:

ELI instructors determine if and how personal electronic devices are allowed to be used in the classroom. An ELI instructor may restrict or prohibit the use of personal electronic devices in her classroom.

English Only Policy:

ELI has an English only policy in classrooms to ensure that all students have ample opportunity to practice their English both during lessons and in informal conversations with their classmates and instructors.

* I strictly enforce the English only policy because I know you are here to improve your English; you can only do that by using English! The English only policy is fair to all students. If every student speaks English, then students who are not part of the dominant language group will never feel isolated or alienated from their classmates.

** Regularly violating the English only policy will result in a lower course grade.