



Instructor: Dr. Maia Lamarque

SPA GLB 545

Web Synchronous Tuesdays 5-7:40

Office hours: Thursdays 12-2 pm and via Zoom for online courses, or by appointment

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Teaching Spanish Culture through Film

Descripción del curso

Esta clase presentará al estudiante cómo utilizar el texto fílmico para la enseñanza de la lengua, la cultura, la historia y la sociedad latinoamericana. Las películas, documentales, cortometrajes elegidos servirán de herramienta de estudio sobre dialectología, gramática y lexicología, cultura en la lengua española. La temática fílmica de la clase está dividida en cuatro aspectos fundamentales: problemas sociales, historia política, identidades marginalizadas y sociedad e individuo. Además de la selección de películas, habrá material sobre estudios realizados en el campo de la pedagogía sobre la utilización del cine como vehículo de instrucción y sus diferentes aproximaciones. Esta clase está diseñada para estudiantes de posgrado.

Objetivos

Este curso proveerá al estudiante de las herramientas necesarias para poder utilizar el género fílmico como base de la instrucción de cultura, historia, sociedad; además de los aspectos léxicos y dialectales del español latinoamericano (Argentina, Chile, Uruguay, Cuba, República Dominicana, Perú, Colombia, Guatemala, México) y peninsular a nivel de educación secundaria. Los estudiantes estarán expuestos a estudios recientes sobre esta metodología en particular y su aplicación en el aula.

Student Learning Outcomes

Students will demonstrate the ability to produce an analytical research paper for using film to teach specific grammatical structures (12-15). The basic elements are: a well-developed introductory paragraph; the comprehensive analysis of vocabulary, syntax, morphology and phonetics in the body of the paper; and clear conclusion plus the Works Cited page. This outcome will be assessed by evaluation of the final drafts of the individual project

Students will be able to demonstrate knowledge of the interconnectedness of global dynamics by showing their understanding on how the usage of films in an educational

environment is an important component of liberal education. This outcome will be assessed by evaluation of a question in their final exam.

Textos fílmicos requeridos Los estudiantes deberán comprar o alquilar una copia, o verla por otro medio comercial que alquila películas. Todas están disponibles por estos medios.

Teoría crítica (Todos los textos se encontrarán como documentos pdf en “doc sharing”)

Chanan, Michael. “Uses and Abuses of Documentary”

Coleman, Ben. “A Clinical Report of Use of Motion Pictures in Foreign Language Teaching”

Conrod, Elizabeth. “Teaching Spanish Caribbean History Through In The Time of the Butterflies: The Novel and the Showtime Film”

Goldstein, David. “Page and Screen Teaching Ethnic Literature with Film”

Peck, Ruth. “Talking Moving Pictures and Spanish Teaching”

Terrel, Louise. “Motion Pictures and Spanish Teaching”

Fernández, Claudia. ”Approaches to Grammar Instruction in Teaching Materials: A Study in Current L2 Beginning-level Spanish Textbooks”

Warford, Mark. ¿Enseñar gramática y cultura en la lengua extranjera? Empezando en las zonas de mayor resistencia.

Alvord, Scott. “Variation in Miami Cuban Spanish. Interrogative Intonation”

Bishop, Kelley y Michnowicz, Jim. “Forms of Address in Chilean Spanish”

Zyzik, Eve. “Sin pelos en la lengua: La adquisición de modismos en una clase de español como lengua extranjera”

Lipski, John. “Spanish in Mexico” Cap. 12 de *Latin American Spanish*

Enlace a los sonidos (fonética) en español: En este enlace encontrarán todo lo relacionado con la fonética acompañado de videos.

<http://www.uiowa.edu/~acadtech/phonetics/spanish/frameset.html>

Evaluación

Quizzes: 20%

Análisis de film: 20%

Participación en la discusión: 20%

Plan de clase: 20%

Trabajo final: 20%

Descripción de tareas

Nota: No se reciben trabajos tarde. Trabajo que no se encuentre remitido en la fecha límite, recibirá la nota cero.

Quizzes: Cada clase los alumnos serán evaluados sobre el material asignado ya sea fílmico o escrito. Tendrán 10 minutos para resolver la prueba.

Análisis de película: Longitud: 2 pág. a doble espacio, Times New Roman, 12p. Elaborar un análisis morfológico, sintáctico y de vocabulario. **Trabajo final:** Consistirá en un plan de clase usando una de las películas sugeridas por la profesora. El alumno escogerá **uno** de los siguientes cortometrajes: *Medalla al empeño*, *Ana y Manuel*, *Un juego absurdo*, *Juanito bajo el naranjo*, *Los elefantes nunca olvidan*. Todos se encuentran en YouTube. Se analizarán los cortometrajes en **cada uno de los siguientes aspectos:** 1) Aspecto sintáctico (estructura de las oraciones, Cap 6 y 7 *Introducción a la lingüística*), 2) Aspecto dialectal (cambios o giros regionales. Cap. 9 *Introducción a la lingüística*), 3) Aspecto morfológico (formación de palabras. Cap 5 *Introducción a la lingüística*) y 4) Aspecto fonético (pronunciación de ciertos fonemas. Ver

<http://www.uiowa.edu/~acadtech/phonetics/spanish/frameset.html>. Cap 3 y 4 de *Introducción a la lingüística*). 5) Vocabulario. Deberán de entregar el trabajo escrito el último día de clase. Longitud: Min.15 páginas. Formato MLA. 7ma edición. Times New Roman. 12p.

Nota: La mayoría de las películas usadas como herramienta pedagógica y cultural en esta clase graduada, no son recomendadas para ser vistas de principio a fin por un público de escuela secundaria. Se sugiere en la práctica seleccionar escenas específicas que tengan contenido adecuado para la edad y nivel de madurez de este público, para ejemplificar puntos gramaticales, lexicales y culturales precisos.

Participación en la discusión: La participación es crucial en una clase en línea. La participación en la discusión será evaluada tanto cualitativa como cuantitativamente. Los estudiantes deberán participar por lo menos **dos veces** por semana en diferentes momentos de la discusión. Se evaluará la contribución minuciosamente en cuanto al contenido (ortografía, gramática, longitud), pensamiento crítico (aporte analítico), coherencia (lógica), participación (por lo menos dos veces) y prontitud (en diversos momentos de la discusión para interactuar efectivamente con los compañeros de clase. Editar el escrito cuidadosamente antes de someterlo a la calificación. Evitar comentarios no críticos (basados en preconcepciones), subjetivos (dando afirmaciones a criterios basados en creencias personales) y/o dar ejemplos de su vida cotidiana o profesional, a menos que sean solicitados en la pregunta específicamente y se ajusten al trabajo pedagógico.

Poner los comentarios a última hora equivale a una nota 1/5 en prontitud). Tengan en cuenta que el foro de discusión es un foro académico y no personal.

Plan de clase: Se deberá de elaborar un plan de clase usando el modelo provisto en “doc sharing” usando uno de los cortometrajes seleccionados. El estudiante deberá de usar el cortometraje como “input” para enseñar dos categorías gramaticales (Ejemplo: adverbios, preposiciones, conjunciones, nombres, adjetivos). Longitud: 2 pág. a doble espacio, Times New Roman, 12p.

Nota: Este programa de clases está sujeto a cambios debido a imponderables que se presenten durante el semestre.

Calendario de Actividades

COURSE CALENDAR

Feb 1: Introducción a la clase.

Feb 8: *De eso no se habla* film y cuento

Feb 15: *Paloma de papel*

Feb 22: *La lengua de las mariposas* film y cuento

Marz 1: *Guantanamera*

March 8: *María llena eres de gracia*- Eréndira, film y cuento

March 15: Spring Break

March 22: Alice Junior/ Y *También la lluvia*

March 29: Los lobos/ *Diarios de motocicleta*

April 5: Aulas vacías/ Mar adentro

April 12: Temblores/ *El viaje de Carol*

April 19: 7 reasons to run away

April 26: *Todo sobre mi madre*

Mayo 3: Presentaciones finales

Mayo 9: Examen final

Política de la profesora

Correos electrónicos: Pueden escribirme a maia.lamarque@tamuc.edu. Su correo será contestado en un máx. de 24 horas.

Cortesía: El respeto y la cortesía son fundamentales para un intercambio social equilibrado. En sus comunicaciones por correo electrónico deben observar estos aspectos. Los correos deben de ser *breves y concisos*. El trato al profesor es por su título siguiendo las fórmulas de trato en el ámbito universitario. El correo debe de tener una firma, saludo y mensaje breve.

Reclamos: Los reclamos son bienvenidos siempre y cuando hayan sido previamente revisados por el estudiante. Por favor asegurarse de que haya un error antes de emitir la queja.

Absences or Tardiness

This is a hybrid class. We will meet usually every other week. (see detailed schedule) No absences are allowed in this class, unless extenuating circumstances that should be documented to the instructor. A tardy of more than 5 minutes is considered an absence. Five points will be deducted from your final grade from every class missed. Your participation grade will be also affected by your tardiness or absences.

Late work policy

Late work is not accepted. However, there are sometimes unforeseen circumstances that may cause delays. Any work turned in after the date marked in the syllabus, **even the same day after the class period**, will be deducted a 20%. E-mailed work is not accepted.

E-Culture Policy

When dealing with faculty over e-mail, it is **important that students keep the following in mind:**

1. Always use the Tamu-c e-mail account to communicate with your instructor. Messages from any other e-mail accounts will not be considered.
2. Always use salutations and signatures. Be courteous.
3. For serious matters use e-mails to facilitate a mutually agreeable time to meet. E-mail should not be used to avoid personal interaction.
4. Never use e-mail to vent or to respond immediately to an emotional situation.
5. Remember that e-mail creates a documentary record of one's communication with others.

Electronic Devices

Use of cell phones and other electronic devices in class is not permitted. Students who use their cell phones during class will be considered absent and; in consequence a participation grade of zero will be placed for that session.

Food and others

Please do not bring food to class for respect to others. I have received a number of complaints regarding this issue.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures

Academic Honesty

Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including (but not limited to) receiving a failing grade on the assignment, the possibility of failure in the course and dismissal from the University. Since dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. In **ALL** instances, incidents of academic dishonesty will be reported to the Department Head. Please be aware that academic dishonesty includes (but is not limited to) cheating, plagiarism, and collusion. **Behavior: All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.** (See Current /Student Guidebook)

Cheating is defined as:

- Copying another's test or assignment
- Communication with another during an exam or assignment (i.e. written, oral or otherwise)
- Giving or seeking aid from another when not permitted by the instructor
- Possessing or using unauthorized materials during the test
- Buying, using, stealing, transporting, or soliciting a test, draft of a test, or answer key

Plagiarism is defined as:

- Using someone else's work in your assignment without appropriate acknowledgement
- Making slight variations in the language and then failing to give credit to the source

Collusion is defined as:

- Collaborating with another, without authorization, when preparing an assignment
- If you have any questions regarding academic dishonesty, ask. Otherwise, I will assume that you have full knowledge of the academic dishonesty policy and agree to the conditions as set forth in this syllabus.

General University Policies

1. Late work

This is an intense course with no extended deadlines. No late work will be accepted in this course, without exceptions. Work should be submitted by midnight (CT) on the due date provided in the class schedule. Failure to submit an assignment on time will result in a zero (F) grade. In the case of an emergency or other reasonable situation which may affect your submissions, please contact me immediately.

2. Academic Dishonesty

Plagiarism is borrowing (stealing) the work of others and not giving credit where credit is due. It is unethical and reflects very poorly on a person's character. Copying someone else's work, or asking a friend or tutor to write your work constitutes a violation of the TAMUC Academic Honesty Policy. Likewise, the use of electronic media to translate your work to Spanish is also unacceptable.

STATEMENT OF PLAGIARISM AND ACADEMIC CHEATING

Statements to students required by the University and the Department of Literatures and Languages

Plagio: Adhiriéndome a la política de la universidad (debajo) que penaliza esta práctica de manera radical, si el estudiante incurriera en plagio en esta clase, se le pondrá automáticamente un cero y se le reportará a la Escuela Graduada.

Plagiarism and Academic Cheating

Plagiarism and academic cheating will not be tolerated in the Department of Literature and Languages. Plagiarism is the unacknowledged use of work that is not original or work in which unauthorized assistance has been given by another person.¹ Academic cheating is any dishonest practice by students in meeting the academic requirement of courses.

The Literature and Languages faculty want to heighten your awareness of the more common forms of plagiarism. The following categories of plagiarism, often committed unintentionally by students, represent selected forms of unacknowledged borrowing.

- a. Padded Bibliographies. A bibliography is padded if it includes entries which are not cited in the paper and which are not otherwise identified as "Works Consulted."
- b. Improper Use of Indirect Sources. If you want to quote information that someone else has quoted, you must show that you found the material cited in a source other than the original.
- c. Inaccurate Paraphrasing. *Paraphrasing* is expressing someone else's ideas in other words. Some of the key words of the original may appear in the paraphrase; but if exact phrases or sentences are used from the original, then paraphrasing has stopped and quoting has begun.
- d. Improperly Documented Précis and Synopsis. A *précis* is a concise summary of main points; a *synopsis* is a condensed statement or outline of the considered material. Both are shorter than a paraphrase. Both use the student's own words. Like paraphrasing, both require documentation.
- e. Omitted Quotation Marks. Verbatim materials (that is, paragraphs, sentences, phrases, key words) require proper notation in addition to identification of the source.

Accurate methods of documentation and quoting indicate more than writing skill; they indicate the honesty and fidelity with which students have treated primary and secondary sources. Texas A&M University-

¹ Discovery of popular historian Stephen Ambrose's plagiarism sparked numerous essays which suggest that plagiarism is still not acceptable. See, for example, Richard A. Posner, "On Plagiarism," *Atlantic Monthly*, April 2002, 23; and Roger Rosenblatt, "When the Hero Takes a Fall," *Time*, 21 January 2002, 130.

Commerce describes the possible consequences of plagiarism in university policy and in the guidebook for students.

Confirmed cases of plagiarism or of academic cheating discovered by instructors will be reported to the head of this department and for referral to the disciplinary committee and/or to the Dean of Student Life will be at the discretion of the instructor. Plagiarism is a serious offense, as serious as cheating on an examination. If you have any doubts about what constitutes plagiarism, you should consult your instructor, who is willing to answer questions about proper acknowledgment of borrowed material and documentation. Penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. (Texas A&M University-Commerce Code of Student Conduct 5.b[1,2,3])

Undergraduate students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. Faculty and staff are expected to uphold and support student integrity and honesty by maintaining conditions that encourage and enforce academic honesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty ([see definitions](#)). In addition, F-1 and J-1 international students must comply with the Student Exchange Visitor Program regulation related to their visa status. Penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion (Texas A&M University-Commerce Regulation 13.99.99.R0.03 ‘Undergraduate Academic Dishonesty’). For further information please see the *Academic Honesty* statement of the Department of Literature and Languages below.

3. Students with Disabilities

The *Americans with Disabilities Act* (ADA) is a federal antidiscrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library, Room 132

Phone (903) 886-5150 / (903) 886-5835

StudentDisabilityServices@tamuc.edu

www.tamuc.edu/CampusLife/CampusServices/studentDisabilityResourcesAndServices/default.aspx

1. Student Conduct and Discriminatory Behavior

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook*). Students also should consult the Rules of etiquette for more information regarding how to interact with students in an online environment: <http://www.albion.com/netiquette/corerules.html>

A&M-Commerce will comply in the classroom, in the campus, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

6. Withdraws & Incomplete grade

A student may drop a course by logging into his/her myLEO account and clicking on the hyperlink labeled “Drop a class” from among the choices found under the myLeo section of the Web page.

I reserve the right to drop a student from the course administratively for excessive absences or violations of the Code of Student Conduct.

Incomplete grades (grade of “X”) are granted only under rare and extraordinary circumstances which are fully documented.

7. Grievance procedures

Students who have concerns regarding their courses should first address those concerns with the assigned instructor in order to reach a resolution. Students who are unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor, whether in-person, by email, by telephone, or by another communication medium, should then schedule an appointment with the Director of the Spanish Program, Dr. Flavia Belpoliti (flavia.belpoliti@tamuc.edu).

If there are still unresolved issues, students need to schedule an appointment with the Department Head, Dr. Hunter Hayes, or Assistant Department Head, Dr. Susan Stewart, by completing a Student Grievance Form (available in the Main Office, HL 141). In the event that the instructor is the Department Head, the student should schedule a meeting with the Dean of the College of Arts, Sciences, and Humanities after following the steps outlined above; if the instructor is the Assistant Department Head, students should schedule a meeting with the Department Head. Where applicable, students should also consult University Procedure 13.99.99.R0.05 (“Student Appeal of Instructor Evaluation”).

8. Tutoring and Advising

Your Instructor: I am your first resource and want to make your experience as positive as possible. Please talk to me if you are having any problems in the course and I will do my best to assist you.

Tutors: Spanish tutoring is available in HL 119. This service is free of charge and is offered daily. Sign up is on the door. Please note that there is a maximum time limit you can sign up for per day, 20 minutes. The Trio Program is also a TAMUC source for tutoring.

Advising: Dr. Flavia Belpoliti is the Spanish Programs adviser. To declare a major, second major, or minor in Spanish, or to get further information on the Spanish program, please make an appointment with Dr. Belpoliti (flavia.belpoliti@tamuc.edu).

9. Technology Requirements for Web-Enhanced / Online courses

To fully take advantage of the LearningStudio platform tools, you will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:

- 512 MB of RAM, 1 GB or more preferred
- Broadband connection required courses are heavily video intensive
- Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- Sound card, which is usually integrated into your desktop or laptop computer
- Speakers or headphones.
- Microphone
- Internet connection is necessary to participate in discussions and assignments, access readings, transfer course work, and receive feedback from your professor.
- Current, Flash enabled browser. For PC users, the suggested browser is Internet Explorer 9.0 or 10. For Mac users, the most current update of Firefox is suggested.

For courses where interactive tools are used, like *VoiceThread* or *ClassLive Pro*, headphones are suggested for use with recording and playback. We recommend a webcam with an integrated microphone, such as the Microsoft LifeCam Cinema. All devices should be installed and configured before class begins.

Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. Java can be downloaded at: <http://www.java.com/en/download/manual.jsp>. Current anti-virus software must be installed and kept up to date.

You will need some additional free software for enhanced web browsing. Ensure that you download the free versions of the following software: Adobe Reader & Adobe Flash Player

At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment

submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

For additional information:

<https://secure.ecollege.com/tamuc/index.learn?action=technical>

Pearson LearningStudio (e-College) Access and Navigation

1) *Pearson LearningStudio (eCol*

2) *lege) Information*

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to: <http://www.tamuc.edu/myleo.aspx>.

You will need your **CWID and password** to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu.

It is strongly recommended that you perform a “Browser Test” prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the ‘myCourses’ tab, and then select the “Browser Test” link under Support Services.

3) *Pearson LearningStudio Student Technical Support*

Texas A&M University-Commerce provides students technical support in the use of Pearson LearningStudio. Technical assistance is available 24 hours a day/ 7 days a week.

If at any time you experience technical problems (e.g., you can't log in to the course, you can't see certain material, etc.) please contact the Pearson Learning Studio Help Desk, available 24 hours a day, seven days a week:

- **Chat Support:** Click on '*Live Support*' on the tool bar within your course to chat with a Pearson LearningStudio Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.
- **Email:** helpdesk@online.tamuc.org to initiate a support request with Pearson LearningStudio Technical Support Representative.

4) *Accessing Help from within Your Course:* Click on the '*Tech Support*' icon on the upper left side of the screen inside the course. You will then be able to get assistance via online chat, email or by phone by calling the Help Desk number noted below.

Note: Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

Academic Dishonesty Appendix

Department of Literature and Languages
 Texas A&M University-Commerce
 Policy #12
 April 28, 2003
 ACADEMIC HONESTY

Preamble. Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all their scholastic work. Faculty members are expected to employ teaching practices that encourage academic honesty.

1. Academic Dishonesty Defined. Texas A&M University-Commerce defines “academic dishonesty” in the following way (Procedure A13.12 “Academic Honesty”): Academic dishonesty includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material.

2. “Plagiarism” Further Specified. The Department of Literature and Languages builds on the university definition of “plagiarism,” given in 1, in the following manner (taken from “Defining and Avoiding Plagiarism: The Council of Writing Program Administrators’ Statement on Best Practices” undated, pages 1-2, 12,2003.

<http://www.ilstu.edu/~ddhesse/wpa/positions/WPAplagiarism.pdf>)

Plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source. [. . .] Ethical writers make every effort to acknowledge sources fully and appropriately in accordance with the contexts and genres of their writing. A student who attempts (even if clumsily) to identify and credit his or her source, but who misuses a specific citation format or incorrectly uses quotation marks or other forms of identifying material taken from other sources, has not plagiarized. Instead, such a student should be considered to have failed to cite and document sources appropriately.

3. “Collusion” Further Specified. Collusion specifically includes selling academic products. According to the Texas Penal Code (Title 7 Offenses Against Property, Chapter 32 Fraud, § 32.50 Deceptive

Preparation and Marketing of Academic Product), an “‘academic product’ means a term paper, thesis, dissertation, essay, report, recording, work of art, or other written, recorded, pictorial, or artistic product or material submitted or intended to be submitted by a person to satisfy an academic requirement of the person.”

The Texas Penal Code also specifies that person commits a Class C misdemeanor offense “if, with intent to make a profit, the person prepares, sells, offers or advertises for sale, or delivers to another person an academic product when the person knows, or should reasonably have known, that a person intends to submit or use the academic product to satisfy an academic requirement of a person other than the person who prepared the product.”

4. Responsibility. Matters of academic dishonesty are handled initially by the instructor. If the instructor feels the problem warrants more attention, it should then be pursued through the department head. If the department head and instructor wish, it should be brought to the attention of the Dean of the college for study and review before being referred to the University Discipline Committee (adapted from Texas A&M University-Commerce Procedure A13.04, "Plagiarism").

Instructors may also choose to refer cases directly to the University Discipline Committee (Texas A&M University-Commerce Code of Student Conduct 6.a [2]).

5. Statement for Course Outlines. Instructors of record in the Department of Literature and Languages are required to include an Academic Honesty statement in all course outlines.

The following language is suggested for that statement:

Instructors in the Department of Literature and Languages do not tolerate plagiarism and other forms of academic dishonesty. Instructors uphold and support the highest academic standards, and students are expected to do likewise. Penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. (Texas A&M University-Commerce Code of Student Conduct 5.b [1,2,3])

6. This Policy supersedes Department of Literature and Languages Policy #12, "Plagiarism," dated October 10, 1990, and will be effective until further notice.

7. The Head of the Department of Literature and Languages is responsible for maintaining and reinforcing this and other policies.

Dr. Hunter Hayes, Head, Department of Literature and Languages
April 28, 2003

TECHNOLOGY REQUIREMENTS

- To fully participate in online courses you will need to use a current Flash enabled internet browser. For PC and Mac users the suggested browser is Mozilla Firefox.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.
 - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)

- Current anti-virus software must be installed and kept up to date.
- Run a browser check through the Pearson LearningStudio Technical Requirements website. [Browser Check](http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset) http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
 - [Adobe Flash Player](https://get.adobe.com/flashplayer/) (version 17 or later) <https://get.adobe.com/flashplayer/>
 - [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
 - [Apple Quick Time](http://www.apple.com/quicktime/download/) <http://www.apple.com/quicktime/download/>
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.
- For additional information about system requirements, please see: [System Requirements for LearningStudio](https://secure.ecollege.com/tamuc/index.learn?action=technical) <https://secure.ecollege.com/tamuc/index.learn?action=technical>

ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to [myLeo](http://www.tamuc.edu/myleo.aspx) and from the top menu ribbon select eCollege. Then on the upper left side of the screen click on the My Courses tab. <http://www.tamuc.edu/myleo.aspx>

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: It is strongly recommended you perform a “Browser Test” prior to the start of your course. To launch a browser test login to Pearson LearningStudio, click on the My Courses tab, and then select the Browser Test link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support for the use of Pearson LearningStudio.

Technical assistance is available 24/7 (24 hours, 7 days a week).

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit [Pearson 24/7 Customer Support Site](http://247support.custhelp.com/) <http://247support.custhelp.com/>

The student help desk may be reached in the following ways:

- **Chat Support:** Click on '*Live Support*' on the tool bar within your course to chat with a Pearson LearningStudio Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the '*Tech Support*' icon on the upper left side of the screen inside the course. Then you will be able to get assistance via online chat or by phone.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure must be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students must file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and provide me with the helpdesk ticket number.
4. I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer and internet access problems are not a legitimate excuses for filing a ticket with the Pearson LearningStudio Help Desk. Only Pearson LearningStudio based problems are legitimate reasons to contact the Help Desk.

You strongly are encouraged to check for your internet browser compatibility **BEFORE** the course begins and take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform.

myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at [myLeo](https://leo.tamuc.edu).
<https://leo.tamuc.edu>

Learner Support


The [One Stop Shop](http://www.tamuc.edu/admissions/onestopshop/) was created to serve you by providing as many resources as possible in one location. <http://www.tamuc.edu/admissions/onestopshop/>

The [Academic Success Center](http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/) provides academic resources to help you achieve academic success.
<http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>

FREE Mobile APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

	App Title:	iPhone – Pearson LearningStudio Courses for iPhone Android – LearningStudio Courses - Phone
	Operating System:	iPhone - OS 6 and above Android – Jelly Bean, Kitkat, and Lollipop OS
	iPhone App URL:	https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8
	Android App URL:	https://play.google.com/store/apps/details?id=com.pearson.lsphone

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses

- View Graded items, Grades and comments in individual Courses
- Grade to Date
- View Events (assignments) and Calendar in individual Courses
- View Activity Feed for all courses
- View course filters on activities
- View link to Privacy Policy
- Ability to Sign out
- Send Feedback

LearningStudio Notifications

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student's university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

My office hours are Mondays 2-4 in Commerce (F2F weeks) and in UCD 4-6 (F2F weeks). You can also reach me through email and set up an appointment if neither of these times suits your schedule. I will respond to your inquiry in 24 hours during M-F.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](#)

<http://www.albion.com/netiquette/corerules.html>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

Graduate Student Academic Dishonesty 13.99.99.R0.10

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

ADA Statement**Students with Disabilities**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: Rebecca.Tuerk@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis

of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.