



SPA 2312  
"Intermediate Spanish II"  
Course Syllabus: Summer 2024

**Instructor:** Christa Yáñez, M.A.

**Class meetings:** M-F Online, asynchronous, utilizing D2L and McGraw-Hill Connect

**Office Location:** Hall of Languages 119

**Office Hours:** MWF 12-1PM (online)

**University Email Address:** Christa.Yanez@tamuc.edu

**Office Phone:** (903) 886-5260

(Important note: *I will respond to emails within 24 hours during the work week and by the next business day on weekends and holidays.*)

## COURSE INFORMATION

### Textbook(s) Required

- Goodall, Grant and Darcy Lear (2022). ***Conéctate: Introductory Spanish***. 3rd edition. McGraw-Hill with *Inclusive Access* (This includes access to the textbook and the *Connect* Workbook/Lab Manual and *LearnSmart* adaptive software). **Note:** If you buy a pre-owned textbook, you need to acquire the *Connect* access card separately in order to complete online assignments.
- A good Spanish-English bilingual dictionary (for instance: *Harper Collins' Spanish Concise Dictionary*. New York: Harper Collins; *Diccionario Español-Inglés Cumbre*. Madrid: Everest).

### Course Description

*Intermediate Spanish I* (SPA 2311) is the third course in the four-course sequence of the Spanish Language Program at TAMUC. The course has been designed for second-language learners (this is, students whose first language is not Spanish). The Spanish Program has adapted the 'CAN-DO' performance standards based on the MCER and ACTFL frameworks; considering these standards, students will start developing competence in the four communication skills, and they are expected to reach the Low-Intermediate to Intermediate-Mid levels by the end of the course (ACTFL 2012). They will also gain knowledge of various cultural aspects of the Spanish-speaking world by exploring cultural products and practices from Hispanic communities in the US and abroad. Students will make

comparisons across languages and cultures and will recognize the ways in which Spanish extends beyond the classroom into the global community.

### **Connect Technical Requirements and Support**

Please review the following information from McGraw-Hill Higher Education before you begin any assignments in *Connect*.

**Run a system check:** To have a successful experience in *Connect*, you will need to ensure that your computer's system meets the requirements needed to access and run your assignments (e.g.: operating system, browsers, plug-ins). It is strongly recommended that you troubleshoot your computer at least once a week, and before every test, to be sure that you will be able to complete the required exercises. Click on the following link to learn how to troubleshoot *Connect* and what the computer requirements are: <http://connect.mheducation.com/connect/troubleshoot.do>

- **Get support:** Connect has a Customer Experience Group (CXG) Support Center where you can connect with a tech specialist via chat, phone, or email. Click on this link to access the online support center: <http://mpss.mhhe.com/>

If you have problems with registration or technical difficulties while completing assignments, contact CXG. **I am not tech support!** Every time you speak with a representative, you will receive a case/ticket number for reference. Be sure to keep this number so that you can easily check up on the status of any unresolved problems and also to share with me if required.

**800-331-5094 (toll-free)**

Sun: 12pm - 12am

Mon-Thurs: 24 hours

Fri: 12 am - 9pm

Sat: 10am - 8pm

(All in US Eastern Time)

**Technical Problem Resolution Procedure: If you experience technical difficulties while completing an online assignment, follow the procedures as outlined below.**

1. **Take a screen shot:** Take a screen shot/Print Screen of the monitor when the problem occurs. Save as a .pdf or .jpg file.
2. **Contact technical support:** Make sure you give a complete description of your problem so the Help Desk staff will have the pertinent information in order to assist you properly. This may include:
  - course name/reference number and/or instructor name
  - operating system, Internet browser, and/or Internet service provider (ISP) information
  - Print Screen file
  - your contact information
3. **Send a message to your instructor to notify him/her of the problem:** Include all pertinent information of the incident (as listed above). You must provide the ticket/case number that you receive from technical support. This ticket provides proof of the time and date you tried to submit an online assignment. Any notifications that do not include this ticket/case number will be invalid.

4. **Follow up:** If you do not hear back from the technical support within a timely manner (less than 48 hours), it is your responsibility to follow up with the appropriate person until a resolution is obtained.

### **Student Learning Outcomes (SLO)**

By the end of the semester, students who have successfully completed all activities and requirements will be able to perform the following tasks in Spanish:

1. Communicate in spoken and written Spanish on general topics, using words, phrases, and expressions with some level of creativity. Level target expected at the end of the course is Intermediate Mid (ACTFL Proficiency Guidelines).
2. Understand general spoken and written Spanish discourse related to the arts, entertainments, cultural celebrations, and social relationships. Level target expected at the end of the course is Intermediate-Mid to Intermediate-High (ACFTL Proficiency Guidelines).
3. Effectively select and integrate communicate strategies to describe and explain information on general topics and cultural content.
4. Describe and compare products, practices, and perspectives related to work, housing, and the environment in diverse Spanish-speaking communities around the world.

#### **Collection of Data for Measuring Institutional Effectiveness:**

In order to measure the level of compliance with the university's Institutional Effectiveness guidelines, I will collect some of the ungraded materials you will produce for the class. These materials will be part of a portfolio created on your behalf and will be measured to ensure that our program "promotes practices that result in higher student academic achievement; an enhanced student experience; aligned and transparent decisions; and readily available information for improvement, accountability, and accreditation" (see "Department of Institutional Effectiveness," <http://www.tamuc.edu/aboutus/institutionalEffectiveness/default.aspx>). This is solely an assessment of program effectiveness and in no way affects students' course grades or GPAs.

### **COURSE REQUIREMENTS**

#### **Minimal Technical Skills**

Students in this course are expected to be able to: a) manage TAMUC Library resources for advance academic research; b) competently use MSFT Office tools (Word, Excel, PPoint); c) access, navigate and use the diverse tools included in the course MyLeoOnline (D2L).

#### **Student Responsibilities**

Students' participation is essential and required to succeed in this course. Students are expected to: 1) attend to all class sessions and actively engage in all classroom activities; 2) read and prepare assigned materials by the due dates; 3) complete and submit assignments by the due date; and 4) interact with each other and the instructor on a regular basis.

## Interaction with Instructor Statement

*a. Course communication.* Good communication in an online setting is a fundamental component of success. Please consider the different types of media available for communication with your instructor and classmates, in individual and group formats. Please follow [Netiquette rules](#) to keep our conversation professional, engaging and polite. During the semester, we will use these main means of communication:

- *Announcements in My Leo Online:* General tool for course communication; I will post short messages or reminders related to due dates or changes in the assignments.
- *Email:* Please only use the official TAMUC Leo Email to communicate with me and your classmates. I will send general emails with information related to the course, date changes, assignments modifications, etc. or with information that relate to our content. I will send individual emails as needed. I will respond to emails in 24 hs. during the work week and by the next business day on weekends and holidays.

To setup the TAMUC email contact **HelpDesk** [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu) or call 903-468-6000; you may also access information at <https://leo.tamuc.edu>.

## COURSE ACTIVITIES

### ***Activities & assessments***

**1. Chapter Exams (30%):** There will be three chapter exams based on each unit content, focusing on vocabulary, language structures, and language strategies. Each test represents 10% of the final grade. For relevant dates please see “Tentative Course Schedule”.

**2. Communication Tasks (10%):** There will be 3 communicative tasks based on the chapter covered. These will mimic the three linguistical tasks: Presentational (Individual speaking or writing), Interpersonal (in a group or with a partner) and Interpretive (Reading or Listening.) For relevant dates please see “Tentative Course Schedule”.

**3. Homework and online activities (25%):** Students will complete diverse online exercises every week in the *Connect* online workbook, including listening, reading and writing activities. Completion of the online HW is required to fully participate in the face-to-face sessions, and to succeed in the IPA evaluation. The activities are expected to be completed by the due date indicated in the “Tentative Course Schedule”, and they will be evaluated by level of completion and accuracy. NO LATEWORK IS ACCEPTED.

A few notes:

- a) For practice exercises, it is OK to lie in order to meet the objectives. Ex. When asked about a roommate or classmate, simply make up the information if you do not have a roommate or classmate. You answer will be graded on content and not on personal biographical facts.
- b) Be sure to check feedback for all work.
- c) Be sure to hit “Submit” for your assignments. Otherwise, the grade will not go through and you will receive a zero.

#### 4. Writing workshops (Talleres de Escritura/Literatura/Música)(15%):

Students will participate in three writing workshops to advance reading and writing skills in Spanish. Each workshop will include activities analyzing a set of readings, revising diverse comprehension and production strategies, and completing a specific writing task. For relevant dates please see “Tentative Course Schedule”.

#### 5. Integrated Performance Assessment (IPA) (20%):

The Spanish Language Program has incorporated the Integrated Performance Assessment (IPA) framework as primary model for assessing students’ progress. Following CARLA (2019) description, IPA is a set of interrelated linguistic tasks which allows students to demonstrate their Spanish competence on the three modes of communication: *Interpretive* (reading/listening and completing a comprehension activity); *Interpersonal* (interacting with another student or the instructor); and *Presentational* (writing or orally presenting information to an audience). The three tasks are aligned within a single theme, reflecting the manner in which learners will naturally use the language in the real world beyond the classroom. Students in SPA 1312 will complete a final IPA cycle at the end of the semester (please see the “Tentative Schedule” for relevant dates). Students are required to complete the full IPA cycle in order to be assessed; an incomplete cycle cannot be evaluated, therefore if the student misses any of the three tasks, the resulting grade will be 0 (zero). The IPA cycle will be evaluated with scoring rubrics that rate performance in terms of whether the task meets expectations, exceeds expectations, or does not meet expectations.

The *Interpersonal* and *Presentational* tasks will require that you connect with your instructor and classmates through the online communication tool in *MyLeoOnline*; please plan ahead so you have the date and hour reserved to complete these tasks at the end of the semester. See the Tentative Course Scheduler for more information.

#### GRADING

|                      |               |
|----------------------|---------------|
| Chapter Exams:       | 30% (4 x 10%) |
| Online activities:   | 25%           |
| Communication Tasks: | 10%           |
| Writing Workshops:   | 15%           |
| IPA :                | 20%           |
| <b>Total:</b>        | <b>100%</b>   |

Final grades in this course will be based on the following scale:

**A = 100%-90%      B = 89%-80%      C = 79%-70%      D = 69%-60%      F = 59% or Below**

#### COURSE AND UNIVERSITY PROCEDURES/POLICIES

##### Course Specific Procedures

**1. Attendance and Participation:** Attendance and participation in the face-to-face are fundamental to succeed in this course. You are expected to attend all class meetings following TAMUC Covid-19 pandemic guidelines. Daily class participation is required and part of the required oral activities.

Absences due to illness or unexpected situations count as unexcused absences. The only excused absences are those resulting from mandatory participation in school events, hospitalization, doctor visits or family emergencies of which the instructor has been notified. If a student arrives late, she/he needs to talk to the professor at the end of class to make sure that a tardy mark was registered in the class book instead of an absence.

Late work is not accepted. Student adherence to the due dates as outlined in the Syllabus is critical and expected. Exams and other work may not be made-up unless the assignments are “excused.” An “excused” assignment is one in which communication to the instructor was made within 24 hours of the missed assignment, proof has provided and written approval has been given by the instructor. It is the student’s responsibility to get all notes, assignments and other materials when class is missed. Lecture presentations are available after class via Canvas. The professor will not reteach.

For medical emergencies, including mental health, a non-confidential “return to work” document administered by the doctor’s office is required. These are readily available upon request from the Dr. Please do not disclose personal information.

**Important legal information:** The professor is not a qualified medical professional and therefore, cannot treat, diagnose, assess or advise students with mental or physical health concerns. In these cases, the professor will provide the Collin College contact information for physical and mental health resources and rely on the medical professionals’ recommendations.

For more information please see “University Procedures Policies” in the next section of the syllabus.

Student athletes, band members and members of other university sanctions should bring a letter from their supervisor or specific department during the first week of class indicating the dates they will miss class.

Students who require special accommodations for religious holidays should make arrangements with their instructor during the first week of class.

## **2. Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

## **3. 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; students requesting an incomplete grade should contact the instructor as soon as possible, provide all pertinent documentation, and sign the 'X' grade contract which details the coursework they need to complete to pass the class.

#### **4. 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](mailto:flavia.belpoliti@tamuc.edu)). If there are still unresolved issues, students need to schedule an appointment with the Department Head, Dr. Hunter Hayes, 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").

#### **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](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>

##### **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](mailto:Rebecca.Tuerk@tamuc.edu)

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

<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.

<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.

### TENTATIVE COURSE SCHEDULE

This course schedule is subject to revisions and changes as the instructor deems necessary for the course. Any changes to the course schedule will be announced in class and on the course website in advance.

| Date        | Activities  | Readings & Assignments   |
|-------------|---|--|
| Semana 1    |   |  |
| 7/8         | Introducción al curso<br><br><b>Presentación 14-1</b><br><u>Capítulo 14: La cultura y...</u><br><i>Comunicación</i> | Register in Connect and begin work   |
| 7/9         | <b>Presentación 14-2</b><br><i>Vocabulario</i>  | CONNECT work   |
| 7/10        | <b>Presentación 14-3</b><br><i>Estructura I</i>   | CONNECT work   |
| 7/11        | <b>Presentación 14-4</b><br><i>Estructura II</i>  | CONNECT work   |
| 7/12        | <b>Presentación 14-5</b><br><i>Taller de Escritura/Literatura/Música</i>  | CONNECT work<br>Taller 1   |
| Semana 2    |   |  |
| 7/15        | <i>Communication Task #1</i>  | <b>CONNECT work, Communication Task #1 and Taller 1 due TODAY by 11:59PM</b> |
| <b>7/16</b> | <b>Examen 1</b>   | Due by 11:59PM   |
| 7/17        | <b>Presentación 15-1</b><br><u>Capítulo 15: Si la vida fuera diferente...</u><br><i>Comunicación</i>                | CONNECT work   |
| 7/18        | <b>Presentación 15-2</b><br><i>Vocabulario</i>  | CONNECT work   |
| 7/19        | <b>Presentación 15-3</b><br><i>Estructura I</i>   | CONNECT work   |
| Semana 3    |   |  |
| 7/22        | <b>Presentación 15-4</b><br><i>Estructura II</i>  | CONNECT work   |
| 7/23        | <b>Presentación 15-5</b><br><i>Taller de Escritura/Literatura/Música</i>  | Taller 2   |
| 7/24        | <i>Communication Task #2</i>  | <b>CONNECT work, Communication Task #2 and Taller 2 due TODAY by 11:59PM</b> |
| <b>7/25</b> | <b>Examen 2</b>   | Due by 11:59PM   |
| 7/26        | <b>Presentación 16-1</b><br><u>Capítulo 16: La amistad y el amor...</u><br><i>Comunicación</i>                      | CONNECT work   |

The syllabus/schedule are subject to change.

| Semana 4 |  |  |
|----------|--|--|
| 7/29     | <b>Presentación 16-2</b><br><i>Vocabulario</i>                           | CONNECT work   |
| 7/30     | <b>Presentación 16-3</b><br><i>Estructura I</i>                          | CONNECT work   |
| 7/31     | <b>Presentación 16-4</b><br><i>Estructura I I</i>                        | CONNECT work   |
| 8/1      | <b>Presentación 16-5</b><br><i>Taller de Escritura/Literatura/Música</i> | Taller 3   |
| 8/2      | <i>Communication Task #3</i>   | <b>CONNECT work</b><br><b>Communication Task #3</b><br><b>Taller 3 due Sunday at 11:59PM</b> |
| Semana 5 |  |  |
| 8/5      | <b>Examen 3</b>  | Due by 11:59PM   |
| 8/6      | Work on IPA  |  |
| 8/7      | <i>IPA Interpretive Task</i>   | Due by 11:59PM   |
| 8/8      | <i>IPA Presentational Task</i>   | Due by 11:59PM   |

## TECHNOLOGY REQUIREMENTS

### D2L-MyLeoOnline TECHNOLOGY REQUIREMENTS

#### Browser support

D2L is committed to performing key application testing when new browser versions are released. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Ensure that your browser has JavaScript and Cookies enabled. For desktop systems, you must have Adobe Flash Player 10.1 or greater. The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

### Desktop Support

| Browser                       | Supported Browser Version(s) | Maintenance Browser Version(s) |
|-------------------------------|------------------------------|--------------------------------|
| Microsoft® Edge               | Latest                       | N/A                            |
| Microsoft® Internet Explorer® | N/A                          | 11                             |
| Mozilla® Firefox®             | Latest, ESR                  | N/A                            |
| Google® Chrome™               | Latest                       | N/A                            |
| Apple® Safari®                | Latest                       | N/A                            |

### Tablet and Mobile Support

| Device   | Operating System | Browser               | Supported Browser Version(s)  |
|----------|------------------|-----------------------|---|
| Android™ | Android 4.4+     | Chrome                | Latest  |
| Apple    | iOS®             | Safari, Chrome        | The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version.<br>Chrome: Latest version for the iOS browser. |
| Windows  | Windows 10       | Edge, Chrome, Firefox | Latest of all browsers, and Firefox ESR.  |

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](#)

- Current anti-virus software must be installed and kept up to date.
- 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.

### **Access and Navigation**

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](mailto:helpdesk@tamuc.edu).

**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.

### **Communication and Support**

NOTE: If you have any questions or are having difficulties with the course material, please contact your Instructor.

#### **Technical Support**

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the Live Chat or click on the words “click here” to submit an issue via email.



#### **System Maintenance**

D2L runs monthly updates during the last week of the month, usually on Wednesday. The system should remain up during this time unless otherwise specified in an announcement. You may experience minimal impacts to performance and/or look and feel of the environment.

## **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 this policy current.

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