



SPAN 132, O1E, INTERMEDIATE SPANISH

COURSE SYLLABUS: FALL 2026

INSTRUCTOR INFORMATION

Instructor: Dr. Maia Lamarque

Office Location: HL Talbot Hall 313

Office Hours: Mondays 10-11am

Office Phone: NA

Office Fax: NA

University Email Address: maia.lamarque@etamu.edu

Preferred Form of Communication: **email**

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

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required

Trayectorias: español práctico - eBook with Connect access

SPN 1121 - 6 Month ISBN:

TRAYECTORIAS: ESPANOL PRACTICO

ISBN: **9781266019432**

\$70 net

Students must purchase the *Trayectorias: español práctico* eBook, which also includes access to Connect (ISBN: **9781266019432**). On your D2L course site, you will see a Connect Registration Sheet on which you will find a link to purchase the eBook and Connect access code directly through the publisher, McGraw Hill. Cost of the eBook: \$70.00 directly through McGraw-Hill using the link within your course site. You may also purchase these materials at some bookstores. This ISBN is good for six months (one semester).

The print version of the book is optional but is not required.

Trayectorias: español práctico - Print Book

PRINT spiral-bound version of *Trayectorias: español práctico*

ISBN: 9781266922664

You are required to create a Connect student user account and purchase the required course materials in order to have access to Connect. This code also provides you with access to the E-book. You may use the E-book in class as a privilege, but your instructor reserves the right to withdraw that privilege if you repeatedly use the electronic device for non-class-related work during class time. If your E-book classroom use privilege is withdrawn, you will be required to bring a daily printout of the E-book materials with you to class at your own cost. If you use an electronic device in class, do so responsibly, and with consideration for the rest of the classroom community!

Publisher Materials

McGraw Hill's Connect Registration

All course materials (textbook, etc.) required for this course are available through our online content partner, McGraw Hill's Connect. Please access the course specific URL for your particular Spanish course section directly from your course on the D2L folder titled 'Connect Registration Sheet'.

The Connect code grants access to all the necessary online components of the course in Connect. You are required to create a Connect student user account in order to have access to Connect. Note that you must use your given name (and your ETAMU e-mail to set up a *Connect* account. If not, your grades might not register. The precise URL for this course in Connect is posted on your D2L site for this course.

Dictionary

Also, referencing a good monolingual dictionary ([Real Academia - RAE](#)) will be useful for you in this course and beyond.

Other required materials: Access to a computer with good audio and video interface; also recommended a good headset to complete speaking and listening activities.

Course Description

Spanish 2311 continues the introduction to the Spanish language begun in SPA1311 and SPA1312 focusing on the cultures of the Spanish-speaking world as well as on the four language skills in a task-based communicative framework. SPA2311 completes the introduction to basic Spanish grammatical structures while expanding language skills and cultural knowledge from previous courses. The use of the past tenses and the subjunctive mood constitute the grammar core of this course. In the language classroom, students gain an understanding of the nature of communication and the complexity of culture. The cultural component of language is of equal value to the linguistic one in learning to communicate effectively; therefore, students will also be introduced to the diverse cultures of the Spanish-speaking world. As per

guidelines recommended by ACTFL, classes will be conducted using the target language as exclusively as possible (90% plus) at all levels of instruction during instructional time.

General Information

During regular terms, this course meets three days a week (MWF) That said, this is a hybrid (i.e., computer-enhanced course), which means that you do a substantial portion of work outside of class using *Connect* (an online course management system: connect.mcgraw-hill.com). The activities in *Connect* will help you prepare for the in-class activities, which require one-on-one interaction among you, your classmates, and your instructor. See the attendance policy as attendance to class meetings are mandatory with a strict absence policy. Excessive absences will also result in additional grade-scale penalties. Excessive non-completion of *Connect* activities will also result in additional grade-scale penalties. Learning a language by means of a computer-enhanced course will provide the following advantages:

Self-pacing. You can take the time you need to do the on-line activities for the course as long as you complete the assignments before the deadlines.

Preparedness. Learning a language successfully requires consistent work and effort, and we therefore encourage you to have daily contact with *Connect*. Daily language practice will help you retain more than if you try to learn through last-minute cramming. Use the *Connect* site daily—not only will you come to class better prepared, but you will also greatly improve your chances of success in learning a second language.

Immediate feedback. *Connect* grades your homework exercises instantly and gives you the results. You can use this personalized feedback to improve your study habits and find out which concepts you might need to review.

Easy access. You can access your *Connect* homework from any computer with Internet access through a reliable Internet browser such as Firefox, Safari, Chrome, or Explorer.

Class Format: The format of this class is based on the premise that the best way to learn a foreign language is through repeated, meaningful exposure to the language and through multiple opportunities for meaningful interaction with others—even at the very beginning levels. For this reason, class time will be dedicated to communicating in the second language using the structures and vocabulary *that you have practiced in Connect prior to class*. You, the student, have an active role in class, while the role of your course instructor is that of "communication facilitator." If you need extra help with grammar and/or vocabulary, do not hesitate to see your instructor during their office hours. However, please do not expect your instructor to repeat a class for you that you have missed, or to answer questions about material in *Connect* that you have never covered yourself online. Do this work first, and then see your instructor if you have follow-up questions or if you feel you still don't have a full understanding of the information covered in that lesson. *Connect* offers many opportunities for language practice.

Your instructor will use only the target language in class—this is a deliberate element of the course design and is intended to provide increased exposure to the language. You will probably not understand everything the instructor is saying right away—but do not worry! There are many non-verbal ways of communicating, and you will be surprised to see just how much you understand early on. Coming to class fully prepared, ready to participate and to contribute, will give you a tremendous learning advantage, and will also contribute greatly to the larger classroom learning environment. On this last note, please remember to be respectful of your peers, and refrain from any behavior in class that could detract from other students' learning experience (such as eating during class, sending text messages, leaving the room frequently, talking in English, interrupting, and so forth). Your instructor reserves the right to prohibit any such behaviors that detract from the learning environment.

Course Assessments, Assignments & Grading Policy

Course Components & Grading Scale

Your final grade will be determined from the following components:

Component	Percentage
Participation / Attendance	20%
Syllabus Quiz	1%
Online <i>Connect</i> – HWActivities	10%
Online <i>Connect</i> – Adaptive Learning Assignments	10%
Online <i>Connect</i> – Quizzes	10%
Performance tasks – <i>Connect</i> – (Interpersonal speaking, Presentational	10%
Compositions – Presentational Writing Performance Tasks	10%
Oral Interviews	10%
Talk Abroad – Conversation Tables	5%
Talk Abroad – One-on-one Conversation Sessions	5%
Integrated Performance Assessments (IPA)	9%
TOTAL	100%

Grading Scale

A	93-100
A-	90-92
B+	88-89
B	82-87
B-	80-81
C+	78-79
C	72-77
C-	70-71
D+	68-69
D	66-67
D-	64-65
F	0-63

Students' grades will be rounded off to the higher grade when the grade is .50% or above (e.g., 89.50% or higher = A-; 89.49% or lower = B+). The final grade recorded in Canvas is considered the official grade. Any queries regarding your final course grade must first be addressed to your instructor.

Grade Calculation

The grades in this course are weighted, which means that some assignments for this course count more for your final grade than others. To put this another way: Do not try and determine your current course grade simply by dividing points earned by the total number of points possible. For questions about the scoring system, please ask your instructor during office hours.

Participation

The success of a language course depends on the active preparation and participation of all participants. We are a learning community, and everyone else in the classroom depends on you to come prepared and ready to engage with the materials and with your peers.

At the end of the semester, all students will receive additional points added to their participation grade and these points will be reflected in the last week's column of the grade center. The purpose of these points is to make up for the occasional point lost during the semester for reasons other than the excusable absences above.

STUDENT LEARNING OUTCOMES

Students who successfully complete the course:

1. can communicate in spoken and written Spanish on topics of personal and general interest, in a variety of discourse formats. Level target is Intermediate-Low (ACTFL Proficiency Guidelines).
2. can understand spoken and written Spanish discourse related to general daily life topics. Level target is Intermediate-Mid (ACTFL Proficiency Guidelines).
3. can present information on topics of personal and general interest, and cultural content, using practiced phrases and simple expressions. Level target is Intermediate-Mid (ACTFL Proficiency Guidelines).
4. can select and use some communicative strategies, including: increased awareness of error; self-correction; edit own production; simplify complex expressions.
5. can demonstrate cultural awareness by describing and analyzing products and practices from diverse Spanish-speaking communities around the world, gaining insights on different cultural

MINIMAL TECHNICAL SKILLS NEEDED

Students in this course are expected to be able to: a) manage East Texas A&M 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).

INSTRUCTIONAL METHODS

During the semester, we will use three main means of communication:

- *Announcements*: 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 East Texas A&M 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 East Texas A&M email contact **HelpDesk** helpdesk@tamuc.edu or call 903-468-6000; you may also access information at <https://leo.tamuc.edu>.

- *General Discussion Board*: Located in the “General Resources” folder, this board is open to all participants; anyone can post a comment, question or suggestion related or unrelated to the course. All students are encouraged to participate and post responses; I will visit this board regularly.

Students are required to complete each full IPA cycle (all portions) in order to be assessed; incomplete cycles cannot be evaluated, therefore if the student misses any of the tasks, the resulting grade will be 0 (zero).

Each 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. More information will be presented later in the semester as well as on the “IPA” module on the course page.

STUDENT RESPONSIBILITIES OR TIPS FOR SUCCESS IN THE COURSE

Students’ participation is essential and required to succeed in this course. Students are expected to: 1) actively engage in all classroom activities, including the in-person class meetings, 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 regularly.

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.

GRADING

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

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Total points corresponding to the final letter grades

A = 451- 500 Points

B = 401- 450 Points

C = 351- 400 Points

D = 301- 350 Points

F = 300 & > Points

ASSESSMENTS

Weights of the assessments in the calculation of the final letter grade.

Example:

Assignments	20%
Discussions	20%
Midterm Exam	30%
Final Exam	30%
TOTAL	100%

Course Outline/Calendar

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

Date		Topic	All assignments are due at 11:59PM on the day specified
Mandatory Course orientation: Synchronously via Zoom - Day/time options determined by professor			
Week 1 (August 21)	Friday	Meet your professor and classmates Review the syllabus including: - Rules, procedures, online format, and tips for success - Placement exam - Online Connect activities - Online D2L activities - Interactive Zoom Activity Sign up	- Watch Video Tutorials -Connect Orientation Assignments - Open your TalkAbroad Account - Syllabus Quiz (due before Friday by 11:59PM) - Sign up for INTERPERSONAL SPEAKING TASK #1
REMINDER! All assignments are due before 11:59PM on the day they are due.			
Week 2 (26 & 28 August)	INTERPERSONAL SPEAKING TASK #1: Sponsored Chat Leader and three students (synchronously via Connect Recordable Video Platform) REMINDER! Prior to this WEDNESDAY at 11:59PM, you have online work that is due both in Connect / D2L. For each and every subsequent week, you have assignments due in Connect / D2L prior to 11:59PM on Wednesdays and Fridays. If you do not complete this work on time, you will		

	receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.		
	THE FIRST CONNECT ASSIGNMENTS ARE DUE TODAY!		
	Wednesday	Chapter 4: Moviéndonos por la ciudad I. Vocabulario: Pedir y dar indicaciones, Preposiciones de ubicación II. Gramática: The verb estar III. Gramática: Formal Command IV. Vocabulario: Sustantivos, Verbos, Expresiones	• Connect Homework • D2L: Written Interactive Activity: Student and Professor Introductions (due before 11:59PM)
	Friday		• Connect Quizzes and Adaptive Learning Assignments
REMINDER! Prior to Wednesday and Friday at 11:59PM, you have online work that is due both in Connect / D2L. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.			
Week 3 (2 & 4 Sept.)		INTERACTIVE ZOOM ACTIVITY # 1: Synchronously via Zoom - Day/time options determined by professor	
	Wednesday	Chapter 4: Moviéndonos por la ciudad V. Gramática: Stem-changing Verbs VI. Gramática: Irregular yo Forms of present-tense Verbs IV. Vocabulario: Sustantivos, Verbos, VII. Gramática: Ir, ir a + Infinitive, the Contraction al	• Connect Homework • D2L: Written Interactive Activity: El transporte (VII)
	Friday		• Connect Quizzes and Adaptive Learning Assignments
REMINDER! Prior to Wednesday and Friday at 11:59PM, you have online work that is due both in Connect / D2L. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.			
Week 4 (9 & 11 Sept.)	INTERPERSONAL SPEAKING TASK #2: Sponsored Chat Leader and three students (synchronously via Connect Recordable Video Platform)		
	Wednesday	Chapter 4: Moviéndonos por la ciudad VIII. Vocabulario: El transporte, El viaje IX. Gramática: Informal Commands X. Gramática: Adverbs XI. Conocimiento intercultural	• Connect Homework • D2L: Written Interactive Activity: Los padres de tu posible compañero de cuarto nuevo (IX)

		XII. Vocabulario: La ciudad XIII. Gramática: The Prepositions por and para	
	Friday		• Connect Quizzes and Adaptive Learning Assignments
REMINDER! Prior to Wednesday and Friday at 11:59PM, you have online work that is due both in Connect / D2L. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.			
Week 5 (16 & 18 Sept)	INTERACTIVE ZOOM ACTIVITY # 2: Synchronously via Zoom - Day/time options determined by professor		
	Wednesday	Chapter 4: Moviéndonos por la ciudad XIV. Gramática: The Verbs saber and conocer XV. Vocabulario: Los números más allá del 99 XVI. Gramática: Expressing Time XVII. Gramática: Expressions of Obligation, Preference, and Intention XX. Module 4 – Video: Taxis en el aeropuerto de Buenos Aires, Argentina	• Connect Homework
	Friday		• Connect Quizzes and Adaptive Learning Assignments Chapter 4 ACTFL Modes of Communication Tasks • Ch. 4: Performance Task – Recordable Video Chat Interpersonal Speaking (SYNCHRONOUSLY with one or two other classmates) • Ch. 4: Performance Task – Recordable Video Chat Presentational Speaking (Without a partner)
REMINDER! Prior to Wednesday and Friday at 11:59PM, you have online work that is due both in Connect / D2L. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.			

Week 6 (23 & 25 Sept)	INTERPERSONAL SPEAKING TASK #3: Sponsored Chat Leader and three students (synchronously via Connect Recordable Video Platform)	
	Wednesday	Chapter 5: ¡A comer! I. Vocabulario: La comida, las bebidas, y el postre II. Gramática: Adjective Placement III. Gramática: Ser and estar IV. Vocabulario: En la mesa, en el restaurante V. Gramática: Expressions with Tener VI. Vocabulario: Las comidas, Adjetivos y preposiciones
	Friday	• Connect Homework • D2L: Written Interactive Activity: Los hábitos y las preferencias (IV)
REMINDER! Prior to Wednesday and Friday at 11:59PM, you have online work that is due both in Connect / D2L. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.		
Week 7 (30 Sept & 2 Oct)	INTERACTIVE ZOOM ACTIVITY # 3: Synchronously via Zoom - Day/time options determined by professor	
	Wednesday	Chapter 5: ¡A comer! VII. Gramática: The Verb Gustar VIII. Gramática: Past Participle Used as Adjective IX. Conocimiento intercultural X. Vocabulario: Preparar la comida, Hacer la compra XI. Gramática: Formal Commands XVII. Video: La Comida Cubana: 10 platos típicos
	Friday	• Connect Homework • D2L: Written Interactive Activity: Los hábitos y las preferencias (IV)
REMINDER! Prior to Wednesday and Friday at 11:59PM, you have online work that is due both in Connect / D2L. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.		
Week 8 (7 & 9 Oct)	No Zoom or chat this week due to Fall Break	
	Wednesday	Chapter 5: ¡A comer! XII. Gramática: Direct Object Pronouns
• Connect Quizzes and Adaptive Learning Assignments		

		XIII. Vocabulario: La despensa, la receta, probar y describir la comida XIV. Gramática: Informal Commands XV. Gramática: The Impersonal-Passive se Module 5 – Video: El restaurante Pucllana	Chapter 5 ACTFL Modes of Communication Tasks • Ch. 5: Performance Task – Recordable Video Chat Interpersonal Speaking (SYNCHRONOUSLY with one or two other classmates) • Ch. 5: Performance Task – Recordable Video Chat Presentational Speaking (Without a partner)
	Friday	Fall Break – No Assignments Due	Fall Break – No Assignments Due

REMINDER! Prior to Wednesday and Friday at 11:59PM, you have online work that is due both in Connect / D2L. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.

Week 9 (14 & 16 Oct)	INTERPERSONAL SPEAKING TASK #4: Sponsored Chat Leader and three students (synchronously via Connect Recordable Video Platform)		
	Wednesday	Chapter 6: De compras I. Vocabulario: De compras, la ropa, las tiendas, el calzado, la ropa de abrigo y los accesorios II. Gramática: The Verb gustar III. Gramática: Direct Object Pronouns IV. Gramática: Comparisons of Equality	• Connect Homework • D2L: Written Interactive Activity: Preferencias de ropa (II)
	Friday		• Connect Quizzes and Adaptive Learning Assignments

REMINDER! Prior to Wednesday and Friday at 11:59PM, you have online work that is due both in Connect / D2L. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.

Week 10 (21 & 23 Oct)	INTERACTIVE ZOOM ACTIVITY # 4: Synchronously via Zoom - Day/time options determined by professor		
	Wednesday	Chapter 6: De compras V. Vocabulario: ¿Te gusta? ¿Te queda? Los colores y los estampados, y las descripciones. VI. Gramática: Adjective Placement VII. Gramática: Comparisons of inequality VIII. Gramática: Superlatives IX. Conocimiento intercultural X. Vocabulario: Sustantivos, Verbos, Pronombres demostrativos	• Connect Homework • D2L: Written Interactive Activity: - ¿Combina bien? (V) • D2L: Written Interactive Activity: ¿Es una ganga, está a buen precio...? (X)
	Friday		• Connect Quizzes and Adaptive Learning Assignments

REMINDER! Prior to Wednesday and Friday at 11:59PM, you have online work that is due both in Connect / D2L. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.

Week 11 (28 & 30 Oct)	INTERPERSONAL SPEAKING TASK #5: Sponsored Chat Leader and three students (synchronously via Connect Recordable Video Platform)		
	Wednesday	Chapter 6: De compras XI. Gramática: Demonstrative Adjectives and Pronouns XII. Gramática: Ser and estar XIII. Vocabulario: Palabras indefinidas y negativos XIV. Gramática: Indefinite and Negative Words	• Connect Homework • D2L: Written Interactive Activity: Temas para conversar (XIII)
	Friday		• Connect Quizzes and Adaptive Learning Assignments

REMINDER! Prior to Wednesday and Friday at 11:59PM, you have online work that is due both in Connect / D2L. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.

Week 12 (4 & 6 Nov)	INTERACTIVE ZOOM ACTIVITY # 5: Synchronously via Zoom - Day/time options determined by professor		
	Wednesday	Chapter 6: De compras XV. Vocabulario: Regalar y prestar XVI. Gramática: Present Tense of dar and decir XVII. Gramática: Indirect Object Pronouns XVIII. Gramática: Double Object Pronouns XX. Video – El Rastro (mercado)	• Connect Homework • D2L: Written Interactive Activity: Después de mirar (XX)
	Friday		• Connect Quizzes and Adaptive Learning Assignments Chapter 6 ACTFL Modes of Communication • Ch 6: Performance Task – Recordable Video Chat Interpersonal Speaking (With one or two other classmates) • Ch 6: Performance Task – Recordable Video Chat Presentational Speaking (Without a partner)

REMINDER! Prior to Wednesday and Friday at 11:59PM, you have online work that is due both in Connect / D2L. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.

Week 13 (11 & 13 Nov)	INTERPERSONAL SPEAKING TASK #6: Sponsored Chat Leader and three students (synchronously via Connect Recordable Video Platform)		
	Wednesday	Chapter 7: Recapitulando I. Vocabulario: Los adverbios II. Vocabulario: Narrar con el pretérito III. Gramática: Preterite of Regular Verbs	• Connect Homework NEED WRITTEN ACTIVITY
	Friday		• Connect Quizzes and Adaptive Learning Assignments

REMINDER! Prior to Wednesday and Friday at 11:59PM, you have online work that is due both in Connect / D2L. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.

Week 14 (18 & 20 Nov)	INTERACTIVE ZOOM ACTIVITY # 6: Synchronously via Zoom - Day/time options determined by professor		
	Wednesday	Chapter 7: Recapitulando IV. Gramática: Preterite of Stem- Changing Verbs V. Gramática: Preterite Spelling Changes VI. Gramática: Preterite: Irregular Forms	• Connect Homework • Canvas: Interactive Activity: ¡A salir! (VI)
	Friday		• Connect Quizzes and Adaptive Learning Assignments
Week 15 (25 & 27 Nov)	No synchronous session this week due to Thanksgiving		
	Wednesday	Thanksgiving Break – No Assignments Due	Thanksgiving Break – No Assignments Due
	Friday	Thanksgiving Break – No Assignments Due	Thanksgiving Break – No Assignments Due
Make up INTERACTIVE ZOOM ACTIVITY – If you missed one, you can schedule one this week to make it up. Make up INTERPERSONAL SPEAKING TASK: Sponsored Chat Leader and three students (synchronously via Connect Recordable Video Platform) – if you missed one, you can make one up this week.			

Week 16 (Dec 2 & 4)	Wednesday	Chapter 7: Recapitulando VII. Gramática: Present Perfect VIII. Gramática: Verbs that Change Meaning in the Preterite IX. Gramática: Expressing time with <i>hace...que</i> XVI. Video – Hondureña en un programa de intercambio UGRAD	• Connect Homework
	Friday		• Connect Quizzes and Adaptive Learning Assignments Chapter 7 ACTFL Modes of Communication Tasks • Ch 7: Performance Task – Recordable Video Chat Interpersonal Speaking (With one or two other classmates) • Ch 7: Performance Task – Recordable Video Chat Presentational Speaking (Without a partner)

TECHNOLOGY REQUIREMENTS

LEARNING MANAGEMENT SYSTEM (LMS)

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online (D2L Brightspace) LMS. Below are the technical requirements:

- [LMS Requirements](#)
- [LMS Browser Support](#)
- [Zoom Video Conferencing Tool](#)

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@etamu.edu.

COMMUNICATION AND SUPPORT

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 view [other support options](#).

STUDENT RESPONSIBILITIES FOR THE COURSE

CWID AND PASSWORD

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@etamu.edu.

TECHNOLOGY-RELATED ISSUES

Personal computer and internet connection problems do not excuse the requirement to complete all coursework in a timely and satisfactory manner. Each student needs a backup method to handle these inevitable problems. These methods might include having a backup PC at home or work, temporarily using a computer at a friend's home, at the local library, at office service companies, at Starbucks, or at an ETAMU campus open computer lab.

TECHNOLOGY REQUIREMENTS AND SUPPORT

MINIMAL TECHNICAL SKILLS NEEDED

Students will need a reliable computer and internet access for this course. Students must be able to use myLeo email, myLeo Online (D2L Brightspace), and Microsoft Office effectively.

LEARNING MANAGEMENT SYSTEM (LMS) – D2L Brightspace

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are the technical requirements:

- View the [Learning Management System Requirements Webpage](#).
- Learn more on the [LMS Browser Support Webpage](#).

TECHNICAL SUPPORT

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found on the [Brightspace Support Webpage](#).

COMMUNICATION AND SUPPORT

INTERACTION WITH INSTRUCTOR STATEMENT

If you have any questions or are having difficulties with the course material, please contact your instructor. Correspondence will always be through university email (your “myLeo” mail), and announcements will be

posted in myLeo online (D2L Brightspace). You will not RECEIVE email through Brightspace, so be sure to check your ETAMU email for communication. Students are encouraged to check their university email daily.

INCLUDE THE FOLLOWING IN EMAILS WITH INSTRUCTOR:

- Course name and subject in the subject line
- Salutation (Good afternoon, Dr. Jackson)
- Proper email etiquette (no “text” emails – use proper grammar and punctuation)
- Student name and CWID after the body of the email (possibly add to student signature on email)

COURSE AND UNIVERSITY PROCEDURES/POLICIES

SYLLABUS CHANGE POLICY

The syllabus is a guide. Circumstances and events, such as student progress, may necessitate the instructor's modification of the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

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 online in the [Student Guidebook](#).

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

ETAMU ATTENDANCE

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#).

ACADEMIC INTEGRITY

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

[Undergraduate Academic Dishonesty University Procedure 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

[Graduate Student Academic Dishonesty University Procedure 13.99.99.R0.10](#)

USE OF ARTIFICIAL INTELLIGENCE

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that have the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided, the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources

STUDENTS WITH DISABILITIES-- ADA STATEMENT

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 reasonable accommodations for their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

East Texas A&M University

Velma K. Waters Library Rm 162

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

Fax (903) 468-8148

Email: studentdisabilityservices@etamu.edu

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

NONDISCRIMINATION NOTICE

East Texas A&M University 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 East Texas A&M University 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 ETAMU 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.

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

EAST TEXAS A&M SUPPORTS STUDENTS' MENTAL HEALTH – COUNSELING SERVICES

The Counseling Center at East Texas A&M University, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connections to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit the [Counseling Center website](#).

MENTAL HEALTH AND WELL-BEING

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code or [download the app](#) and explore the resources available to you for guidance and support whenever you need it.



As an Institutional Member of the National Association of Schools of Music, East Texas State A&M University supports the Association's commitment to student health and wellness. The [Musician Health and Safety - East Texas A&M University](#) website provides links to information and resources on physical and mental well-being and offers preventive measures students can take to avoid serious and/or chronic conditions.

DEPARTMENT AND ACCREDITING AGENCY STATEMENT:

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures

1. Participation

Attendance and participation in the face-to-face / virtual sessions are fundamental to succeed in this course. You are expected to attend all class meetings. For more information, please see “East Texas A&M Attendance” in “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 Dr. Deborah Lelekis. If there are still unresolved issues, students need to schedule an appointment with the Department Head by completing a Student Grievance Form (available in the Department 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”).

5. Extra-credit

During the semester you will be invited to participate in different activities and short projects (cultural activities, film screening; virtual lectures, etc.). Up-to 3 extra-points will be granted after attending the event/s and completing the assigned activities.