GERM 1620 - Beginning German I II: Beginning German I II (Sub II- July 07 to Aug 22)
Summer 2025 Syllabus, Section 780, CRN 52099

Instructor Information

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Instructional Professor
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Office Hours:
Online Office Hours via Blackboard Virtual Meeting Space by appointment only. NO scheduled meeting times.
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Times and Location

Does Not Meet Face-to-Face

Course Description

German 1620 is an introduction to the German language and German-speaking cultures. The course focuses on the development of basic communication skills in German. It is designed to develop the four language skills: listening, speaking, reading, and writing. This course offers students a one-semester course equivalent to GERM 1311 & 1312.
Humanities Department, College of Arts & Sciences

Additional Course Information

Course Structure:

To succeed in this course, you must submit all assigned coursework via Supersite and Blackboard (VoiceThread). Students are encouraged to pay close attention to all deadlines to work consistently throughout the course, pace themselves, and avoid being rushed at the last minute.
In this online course, you are responsible for studying the materials for each lesson independently by the specified deadlines outlined in the Course Content. Supersite activities allow for unlimited attempts. Please note that late assignments will not be accepted and will receive a score of zero (0). The final exam, which includes both oral and written components, must be submitted online via Blackboard and Final Exam folders by 11:59 p.m. on the specified date (please check Blackboard/Final Exam folders for details).

This course consists of 10 lessons. Lesson folders are located within the Lessons Tab of your Blackboard course shell for this course. Lesson folders in the course content are labeled "Lesson 1," "Lesson 2,".... "Lesson 10," which correspond to "Lesson 1A," "Lesson 1B,".... "Lesson 5B" of *Sag Mal*.

Course Prerequisites:
This is a beginning German course intended for university students with **NO** prior knowledge of German.

Late Assignment Policy:
Please be advised that make-up work is not allowed, so be sure to pay close attention to deadlines. All work is due by 11:59 pm on the assigned day. Late submissions will not be accepted and will receive a score of zero (0).

Classroom Response Time and Feedback on Assignments:
As a participant, you can expect to receive responses to messages and feedback on assessments within 48 hours, unless stated otherwise.

Student Learning Outcomes

Upon completion of this course students will be able to:

- CO1: Speak in German at the Novice (beginner) level as defined by ACTFL (American Council on the Teaching of Foreign Languages): https://www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012 (https://www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012/)
- CO2: Use simple grammatical structures at the sentence level in speaking and writing.
- CO3: Apply the general principles and/or patterns in language structures.
- CO4: Discuss some particularities of life in countries where the target language is spoken.
- CO5: Identify appropriate use of the language according to the cultural and situational context in which it is spoken.

Important Dates

Visit the Academic Calendar (tamiu.edu) (https://www.tamiu.edu/academiccalendar/) page to view the term's important dates.

Textbooks

Group	Title	Author	ISBN
Required	Sag mal. An Introduction to German Language and Culture. 3rd edition (2021)	Christine Anton, Tobias Barske, Jane Grabowski, Megan McKinstry	978-1-54331-607-0

Grading Criteria

Grading Policies:

This course will utilize the Supersite gradebook instead of Blackboard. To check your course grades, please log into the Supersite gradebook. Please note that you cannot pass the course if you are not enrolled in the Supersite online workbook. Additionally, there will be no opportunities for extra credit in this course. Here is the breakdown of the grading below:

1. **30%** of the course grade: Participation. You must complete all assigned activities on Supersite. These activities are auto-graded, providing immediate feedback, and you will have unlimited attempts for each one. All activities must be submitted by the deadlines specified in Blackboard and lesson folders.

2. **20%** of the course grade: VoiceThread Assignment: For each lesson, you must submit one VoiceThread assignment. After watching your instructor's lecture, create a new VoiceThread in which you repeat everything you hear in the instructor's video. Please remember that all VoiceThread submissions must be in video format. You are responsible for submitting all your VoiceThread videos by the designated deadlines via Blackboard and lesson folders.

3. **20%** of the course grade: VoiceThread Presentation: For each lesson, you are required to submit one VoiceThread presentation. You must create a new VoiceThread video of yourself speaking in German based on the provided prompt. Please note that all VoiceThread submissions must be in video format. You will be responsible for submitting all your VoiceThread videos by the designated deadlines via Blackboard and Lesson folders.

4. **10%** of the course grade: Final Oral Presentation. There will be a final VoiceThread presentation. You are required to create and post a video where you speak entirely in German for the entire duration of the presentation. This video should be based on the prompts provided in the Blackboard/ Final Exam folders. Please be sure to submit your final VoiceThread presentation by the deadline indicated in the Final Exam folders. Note that there will be no makeup exams.

5. **20%** of the course grade: Final Exam. The final exam will cover the materials studied on Supersite. It may also include items that were previously featured in the Supersite assignments and assessments. The exam portal will open on the date specified in the Final Exam folders. Note that there will be no makeup exams.

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
7/7	Lesson 1: Wie geht's? (July 7 – July 12) A. Lesson Objectives (LO). By the end of	B. Required Readings and Videos. Due by Saturday, July 12, 2025.	C. Required Assignments. Due by Saturday, July 12, 2025.

| 7/14 | Lesson 8: Im Restaurant (August 7 – August 11)

A. Lesson Objectives (LO) By the end of this lesson, you will be able to:
LO8.1: Describe food and meals, and flavors. (CO1, CO4, CO5)
LO8.2: Use the dative and prepositions with the dative. (CO2, CO3) | B. Required Readings and Videos. Due by Monday, August 11, 2025.
1. Supersite. Kontext. Presentations. Hotspot: Im Restaurant. Click on each icon to hear vocabulary from this lesson. Read Pp. 162-163. (LO8.1)
2. Supersite. Aussprache und Rechtschreibung. Presentations: The German s in combination with other letters, Read P. 165. (LO8.1)
3. Supersite. Fotoroman. View: Die Rechnung, bitte! Read Pp. 166-167. (LO8.1, LO8.2)
4. Supersite. Strukturen 4B.1 The dative case. Presentations and Tutorials. View. Tutorial: The dative case. Read Pp. 170-171. (LO8.2)
5. Supersite. Strukturen 4B.2 The prepositions with the dative. Presentations and Tutorials. View. Tutorial: The prepositions with the dative. Read P. 174. (LO8.2)
6. Supersite. Wortschatz. Presentations: Im Restaurant. Click on each word to hear its pronunciation. Read P. 184. (LO8.1, LO8.2) | C. Required Assignments. Due by Monday, August 11, 2025.
1. Blackboard. Content. Lesson 8. Complete: A). VoiceThread Assignment and B). VoiceThread Presentation. Refer to the prompt provided.
2. Supersite. Complete all assigned activities showing the due dates. |
| 7/21 | Lesson 9: Feste feiern (August 12 – August 16)

A. Lesson Objectives (LO) By the end of this lesson, you will be able to:
LO9.1: Use vocabulary about celebrations and life events. (CO1, CO4, CO5)
LO9.2: Apply the Perfekt in German. Identify the correct use of Accusative pronouns and Dative pronouns. (CO2, CO3) | B. Required Readings and Videos. Due by Saturday, August 16, 2025.
1. Supersite. Kontext. Presentations. Hotspot: Feste feiern. Click on each icon to hear vocabulary from this lesson. Read pp. 186-187. (LO9.1)
2. Supersite. Aussprache. Pronunciation. The consonantal r. Read p. 189 (LO9.1)
3. Supersite. Fotoroman. Watch. Frohes neues Jahr! Read pp. 190-191 (LO9.1, LO9.2)

4. Supersite. Strukturen. 5A.1. The Perfekt (Part 1). Presentations and Tutorials. View. Tutorial: The Perfekt (Part 1). Read pp. 194-195. (LO9.2)
5. Supersite. Strukturen. 5A.2. Accusative pronouns. Presentations and Tutorials. View. Tutorial: Accusative pronouns. Read p. 198 (LO9.2)
6. Supersite Strukturen. 5A.3. Dative pronouns. Presentations and Tutorials. View. Tutorial: Dative pronouns. Read p. 200. (LO9.2) | C. Required Assignments. Due by Saturday, August 16, 2025.
1. Blackboard. Content. Lesson 9. Complete: A). VoiceThread Assignment and B). VoiceThread Presentation. Refer to the prompt provided.
2. Supersite. Complete all assigned activities showing the due dates. |

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Lesson 10: Kleidung (August 17 – August 22)

A. Lesson Objectives (LO) By the end of this lesson, you will be able to:

LO10.1: Use vocabulary about clothing and shopping. (CO1, CO4, CO5)

LO10.2: Identify the Perfekt (Part. 2) in German. Recognize the correct use of the verbs Wissen, Kennen, and Two-way prepositions. (CO2, CO3)

B. Required Readings and Videos. Due by Friday, August 22, 2025.

1. Supersite. Kontext. Presentations. Hotspot: Kleidung. Click on each icon to hear vocabulary from this lesson. Read pp. 204-205. (LO10.1)

2. Supersite. Aussprache. Pronunciation. The letter combination ch (Part 1). Read p. 207 (LO10.1)

3. Supersite. Fotoroman. Watch. Sehr attrakiv, George! Read pp. 208-209 (LO10.1, LO10.2)

4. Supersite. Strukturen. 5B.1. The Perfekt (Part 2). Presentations and Tutorials. View. Tutorial: The Perfekt (Part 2). Read pp. 212-213. (LO10.2)

5. Supersite. Strukturen. 5B.3. Wissen und kennen. Presentations and Tutorials. View. Tutorial: Wissen und kennen. Read p. 216 (LO10.2)

6. Supersite. Strukturen. 5B.3. Two-way Prepositions. Presentations and Tutorials. View. Tutorial: Two-way Prepositions. Read pp. 218-219 (LO10.2)

C. Required Assignments. Due by Friday, August 22, 2025.

1. Blackboard. Content. Lesson 10. Complete: A). VoiceThread Assignment and B). VoiceThread Presentation. Refer to the prompt provided.

2. Supersite. Complete all assigned activities showing the due dates.

| 8/4 | Final Exam: Oral and Written. Due on Friday, August 22, 2025, ALL DAY. | Review for the Final Oral Presentations.
1. Review : Lesson 1. Kontext. Wie geht's? Read Pp. 2-3. (LO1.1)
2. Review : Lesson 3. Kontext. An der Universität. Read Pp. 48-49. (LO3.1)
3. Review : Lesson 3. Strukturen 2A.1 Regular verbs. Read Pp. 56-57. (LO3.2)
4. Review : Lesson 3. Strukturen 2A.2 Interrogative words. Read P. 60. (LO3.2)
5. Review : Lesson 4. Kontext. Sport und Freizeit. Read Pp. 68-69. (LO4.1)
6. Review : Lesson 5. Kontext. Johanna Schmidts Familie. Read Pp. 96-98. (LO5.1)
7. Review : Lesson 7. Kontext. Lebensmittel. Read Pp. 142-143. (LO7.1)
8. Review : Lesson 9. Kontext. Feste feiern. Read pp. 186-187. (LO9.1)

Review for the Final Written Exam
1. Review: Lesson 1. Strukturen 1A.3 Subject pronouns, sein, and the nominative case. Read Pp. 16-17. (LO1.2)
2. Review: Lesson 2. Strukturen 1B.1 Haben and the accusative case. Read P. 30. (LO2.2)

3. Review : Lesson 2. Strukturen 1B.2 Word order. Read P. 32. (LO2.2)
4. Review: Lesson 3. Strukturen 2A.2 Interrogative words. Read P. 60. (LO3.2)
5. Review: Lesson 4. Strukturen 2B.1 Stem-changing verbs. Read Pp. 76-77. (LO4.2)
6. Review: Lesson 6. Strukturen 3B.1 Modals. Read Pp. 122-123. (LO6.2)
7. Review: Lesson 6. Strukturen 3B.2 Prepositions with the accusative. Read P. 126. (LO6.2)
8. Review: Lesson 7. Strukturen 4A.2 The modal mögen. Read P. 154. (LO7.2)
9. Review: Lesson 8. Strukturen 4B.2 The prepositions with the dative. Read P. 174. (LO8.2) | C. Final Oral and Written Exam. Due on Friday, August 22, 2025, ALL DAY.
Note: The Final Exams (Oral & Written) must be submitted via Blackboard / Content / Final Exam Folders. |

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

If you have tested positive for COVID-19, please refer to the Student Handbook, Appendix A (Attendance Rule) for instructions.

Required Class Attendance

Students are expected to attend every class in person (or virtually, if the class is online) and to complete all assignments. If you cannot attend class, it is your responsibility to communicate absences with your professors. The faculty member will decide if your excuse is valid and thus may provide lecture materials of the class. According to University policy, acceptable reasons for an absence, which cannot affect a student's grade, include:

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

Students are responsible for providing satisfactory evidence to faculty members within seven calendar days of their absence and return to class. They must substantiate the reason for the absence. If the absence is excused, faculty members must either provide students with the opportunity to make up the exam or other work missed, or provide a satisfactory alternative to complete the exam or other work missed within 30 calendar days from the date of absence. Students who miss class due to a University-sponsored activity are responsible for identifying their absences to their instructors with as much advance notice as possible.

Classroom Behavior (applies to online or Face-to-Face Classes)

TAMIU encourages classroom discussion and academic debate as an essential intellectual activity. It is essential that students learn to express and defend their beliefs, but it is also essential that they learn to listen and respond respectfully to others whose beliefs they may not share. The University will always tolerate different, unorthodox, and unpopular points of view, but it will not tolerate condescending or insulting remarks. When students verbally abuse or ridicule and intimidate others whose views they do not agree with, they subvert the free exchange of ideas that should characterize a university classroom. If their actions are deemed by the professor to be disruptive, they will be subject to appropriate disciplinary action (please refer to Student Handbook Article 4).

TAMIU Honor Code: Plagiarism and Cheating

As a TAMIU student, you are bound by the TAMIU Honor Code to conduct yourself ethically in all your activities as a TAMIU student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at https://www.tamiu.edu/scce/ studenthandbook.shtml (https://www.tamiu.edu/scce/studenthandbook.shtml/).

We are committed to strict enforcement of the Honor Code. Violations of the Honor Code tend to involve claiming work that is not one's own, most commonly plagiarism in written assignments and any form of cheating on exams and other types of assignments.

Plagiarism is the presentation of someone else's work as your own. It occurs when you:

1. Borrow someone else's facts, ideas, or opinions and put them entirely in your own words. You must acknowledge that these thoughts are not your own by immediately citing the source in your paper. Failure to do this is plagiarism.
2. Borrow someone else's words (short phrases, clauses, or sentences), you must enclose the copied words in quotation marks as well as citing the source. Failure to do this is plagiarism.
3. Present someone else's paper or exam (stolen, borrowed, or bought) as your own. You have committed a clearly intentional form of intellectual theft and have put your academic future in jeopardy. This is the worst form of plagiarism.

Here is another explanation from the 2020, seventh edition of the Manual of The American Psychological Association (APA):

"Plagiarism is the act of presenting the words, idea, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship" (p. 254). This same principle applies to the illicit use of AI.

Plagiarism: Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should   acknowledge the source; this includes personal communications (p. 11). For guidance on proper documentation, consult the Academic Success Center or a recommended guide to documentation and research such as the Manual of the APA or the MLA Handbook for Writers of Research Papers. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

TAMIU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism**: Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to

give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.

- *Caution*: Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.
- *Caution*: Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.

- **Penalties for Cheating**: Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a "zero" for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an "F" in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an "F" in the course be allowed to withdraw from the course with a "W."
  - *Caution*: Chat groups that start off as "study groups" can easily devolve into "cheating groups." Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal**: Faculty will notify students immediately via the student's TAMIU e- mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member's charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member's e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

Use of Work in Two or More Courses

You may not submit work completed in one course for a grade in a second course unless you receive explicit permission to do so by the instructor of the second course. In general, you should get credit for a work product only once.

AI Policies

Your instructor will provide you with their personal policy on the use of AI in the classroom setting and associated coursework.

TAMIU E-Mail and SafeZone

Personal Announcements sent to students through TAMIU E-mail (tamiu.edu or dusty email) are the official means of communicating course and university business with students and faculty –not the U.S. Mail and no other e-mail addresses. Students and faculty must check their TAMIU e-mail accounts regularly, if not daily. Not having seen an important TAMIU e-mail or message from a faculty member, chair, or dean is not accepted as an excuse for failure to take important action.

Students, faculty, and staff are encouraged to download the SafeZone app, which is a free mobile app for all University faculty, staff, and students. SafeZone allows you to: report safety concerns (24/7), get connected with mental health professionals, activate location sharing with authorities, and anonymously report incidents. Go to https://www.tamiu.edu/adminis/police/safezone/index.shtml for more information.

Copyright Restrictions

The Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to $100,000; criminal penalties include a fine up to $250,000 and imprisonment. Copyright laws do not allow students and professors to make photocopies of copyrighted materials, but you may copy a limited portion of a work, such as article from a journal or a chapter from a book for your own personal academic use or, in the case of a professor, for personal, limited classroom use. In general, the extent of your copying should not suggest that the purpose or the effect of your copying is to avoid paying for the materials. And, of course, you may not sell these copies for a profit. Thus, students who copy textbooks to avoid buying them or professors who provide photocopies of textbooks to enable students to save money are violating the law.

Students with Disabilities

Texas A&M International University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal education opportunity. It is the student's responsibility to register with the Office of Student Counseling and Disability Services located in Student Center 126. This office will contact the faculty member to recommend specific, reasonable accommodations. Faculty are prohibited from

making accommodations based solely on communications from students. They may make accommodations only when provided documentation by the Student Counseling and Disability Services office.

Student Attendance and Leave of Absence (LOA) Policy

As part of our efforts to assist and encourage all students towards graduation, TAMIU provides
LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule (Section 3.07) and the Student LOA Rule (Section 3.08), which includes the "Leave of Absence Request" form. Both rules can be found in the TAMIU Student Handbook (URL: http://www.tamiu.edu/studentaffairs/StudentHandbook1.shtml (http://www.tamiu.edu/studentaffairs/StudentHandbook1.shtml/)).

Pregnant and Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for other medical conditions. If a student would like to file a complaint for discrimination due to his or her pregnant/parenting status, please contact the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041,TitleIX@tamiu.edu, 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site: https://www.tamiu.edu/reportit (https://www.tamiu.edu/reportit/).

TAMIU advises a pregnant/parenting student to notify their professor once the student is aware that accommodations for such will be necessary. It is recommended that the student and professor develop a reasonable plan for the student's completion of missed coursework or assignments. The Office of Equal Opportunity and Diversity (Lorissa M. Cortez, lorissam.cortez@tamiu.edu) can assist the student and professor in working out the reasonable accommodations. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students at the University, contact the Title IX Coordinator. In the event that a student will need a leave of absence for a substantial period of time, TAMIU urges the student to consider a Leave of Absence (LOA) as outlined in the TAMIU Student Handbook. As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule. Both rules can be found in the TAMIU Student Handbook (https://www.tamiu.edu/scce/studenthandbook.shtml (https://www.tamiu.edu/scce/studenthandbook.shtml/)).

Anti-Discrimination/Title IX

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, educational programs, or employment. If you would like to file a complaint relative to Title IX or any civil rights violation, please contact the TAMIU Director of Equal Opportunity and Diversity/Title IX Coordinator, Lorissa M. Cortez, 5201 University Boulevard, Killam Library 159B, Laredo, TX 78041,TitleIX@tamiu.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt, at https://www.tamiu.edu/reportit (https://www.tamiu.edu/reportit/), and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

Incompletes

Students who are unable to complete a course should withdraw from the course before the final date for withdrawal and receive a "W." To qualify for an "incomplete" and thus have the opportunity to complete the course at a later date, a student must meet the following criteria:

1. The student must have completed 90% of the course work assigned before the final date for withdrawing from a course with a "W", and the student must be passing the course;
2. The student cannot complete the course because an accident, an illness, or a traumatic personal or family event occurred after the final date for withdrawal from a course;
3. The student must sign an "Incomplete Grade Contract" and secure signatures of approval from the professor and the college dean.
4. The student must agree to complete the missing course work before the end of the next long semester; failure to meet this deadline will cause the "I" to automatically be converted to an "F"; extensions to this deadline may be granted by the dean of the college. This is the general policy regarding the circumstances under which an "incomplete" may be granted, but under exceptional circumstances, a student may receive an incomplete who does not meet all of the criteria above if the faculty member, department chair, and dean recommend it.

WIN Contracts

The Department of Biology and Chemistry does not permit WIN contracts. For other departments within the college, WIN Contracts are offered only under exceptional circumstances and are limited to graduating seniors. Only courses offered by full-time TAMIU faculty or TAMIU instructors are eligible to be contracted for the WIN requirement. However, a WIN contract for a course taught by an adjunct may be approved, with special permission from the department chair and dean. Students must seek approval before beginning any work for the WIN Contract. No student will contract more than one course per semester. Summer WIN Contracts must continue through both summer sessions.

Student Responsibility for Dropping a Course

It is the responsibility of the student to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course without getting the approval of their department chair and dean.

Independent Study Course

Independent Study (IS) courses are offered only under exceptional circumstances. Required courses intended to build academic skills may not be taken as IS (e.g., clinical supervision and internships). No student will take more than one IS course per semester. Moreover, IS courses are limited to seniors and graduate students. Summer IS course must continue through both summer sessions.

Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

Final Examination

All courses in all colleges must include a comprehensive exam or performance and be given on the date and time specified by the Academic Calendar and the Final Exam schedule published by the Registrar's Office. In the College of Arts & Sciences all final exams must contain a written component. The written component should comprise at least 20% of the final exam grade. Exceptions to this policy must receive the approval of the department chair and the dean at the beginning of the semester.

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 to download the app and explore the resources available to you for guidance and support whenever you need it. The Telus app is available to download directly from TELUS (tamiu.edu) (https://www.tamiu.edu/counseling/telus/) or from the Apple App Store and Google Play.

Distance Education Courses

Announcements/Course Messages/Emails

Announcements will be posted regularly on Mondays. Students should expect to receive feedback on VoiceThread submissions, class assignments, and course messages within 48 hours. The instructor is available online via Blackboard Virtual Meeting Space for one-on-one assistance and course communication: Monday - Friday (10 am -12 pm) or by appointment.

Student Support Resources

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Minimum Technical Skills & Technology Required

You must have high-speed internet access, a dependable computer, and some additional computer accessories. To be successful in this course, you must have a functional webcam, speakers and headphones and a microphone for your computer since you will be using VoiceThread, Echo360 and Blackboard Collaborate in addition to the technical requirements mentioned on the OIT webpage.

Note: Students, if you do not own the required hardware or software or do not have access to the Internet, it will be highly challenging for you to make any progress in this class. However, my goal is to assist you in finding solutions and guide you appropriately most of the required materials can either be found free of charge at TAMIU's library, classrooms, and available computer labs. **Visit Media Services' web page on the availability of on-campus computer labs.** In addition, you may also purchase any of these items at any electronic store.

Course Communication Guidelines (Netiquette)

There are course expectations concerning etiquette or how we should treat each other online. We must consider these values as we communicate with one another. Visit **Instructional Technology and Distance Education Services' web page on Netiquette (http://www.tamiu.edu/distance/students/netiquette.shtml/)** for further instruction.

Accommodations/Accessibility Policy

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in a timely fashion to arrange for suitable accommodation. For more information, contact the online at **Office of Disability Services for Students (DSS)**, via phone at 956.326.3086 or by visiting the staff at the Student Center, room 118. A link to the Disabilities Services for Students site has also been included under the "Resources" tab inside the course.

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Learning Management System (Blackboard)

Students are provided with an orientation (*eLearning (Blackboard) Student Orientation*) and access to guides on how to use the Blackboard LMS. Guides may be available at **Instructional Technology and Distance Education Services' Student eLearning Tutorial Videos page** or by contacting the eLearning team at **elearning@tamiu.edu**.

Technical Support Services

For VHL Supersite Tech Support: please call (800-618-7375), Student Tech Support: 800.248.2813 or visit the tech support site: https://vistahigherlearning.com/tech-support (https://vistahigherlearning.com/tech-support/)
For TAMIU Tech Support: If you have technical issues or you need assistance, please contact OIT at elearning@tamiu.edu (https://mail.tamiu.edu/owa/redir.aspx?C=Q6dn5gCH3q09QyoDN9HRLlnmP2xbGmeVoOLkkZ5I9JZ4JYnpaV_VCA..&URL=mailto%3aelearning%40tamiu.edu) (7 days a week) or call at 956-326-2792 (M-F, 8am-7pm). More information about services may be found at: http://www.tamiu.edu/distance/technical-support-services.shtml (http://www.tamiu.edu/distance/technical-support-services.shtml/)

Grading Scale/Schema (after Grade Breakdown section)

The points section in the grading system corresponds to the weighted total of points.

A	100 – 90%	18 – 20 points
B	89 – 80%	17.9 – 16 points
C	79 – 70%	15.9 – 14 points
D	69 – 60%	13.9 – 12 points
F	59 – 0%	11.9 – 0 points

Note: The grading of all class assignments will occur within 48 hours.

Rubrics

To access the grading rubrics for all VoiceThread submissions, go to the Blackboard Course content folders.

Late Work Policy

Late work is not accepted and all work is due by 11:59 pm on the assigned day. No makeup assignments so be sure to pay close attention to deadlines.

Accessibility and Privacy Statements on Course Technologies

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For statements of TAMIU Accessibility Policies, visit https://www.tamiu.edu/distance/technology/accessibility-statements.shtml (https://www.tamiu.edu/distance/technology/accessibility-statements.shtml/) to find links to the TAMIU Accessibility Policies.

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- Echo360 – a lecture capture tool that will allow me to record and publish a lecture for students to watch online. Echo360 is designed to foster active, engaged, and personalized video-based learning to increase student success. General information on Echo360 may be found at: http://www.tamiu.edu/distance/mediaservices/Echo.shtml (http://www.tamiu.edu/distance/mediaservices/Echo.shtml/).
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- YouTube – To improve listening skills and cultural competency, students are required to watch the supplemental Easy French videos as they align with the lesson's content and topics. General information on YouTube may be found at: https://www.youtube.com/results?search_query=easy+french (https://www.youtube.com/results/?search_query=easy+french).

Syllabus Subject to Change

This class schedule is a guideline. The instructor reserves the right to adjust the class schedule as needed.

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