



GERM 1620 - Beginning German I II: Beginning German I II (SSI- June 01 to July 02)

Summer 2026 Syllabus, Section 380, CRN 52709

Instructor Information

Dr. Jean Paul Tadoum

Email: jeanpaul.tadoum@tamiu.edu

Office Hours:

There are NO scheduled meeting times. Instructor available to engage with students via Microsoft Teams on M -W- F (10:00 am - 12:00) or by appointment. Virtual meetings are OPTIONAL.

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 Prerequisites:

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

Late Assignment Policy:

In this course, make-up work is not permitted, so pay close attention to deadlines. All assignments are 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, each student can expect to receive responses to messages and feedback on assignments within 48 hours, unless otherwise stated.

Learning a foreign language online offers the advantages below:

- Immediate feedback. The system grades the assigned activities instantly, tells you which answers are wrong, and allows you to redo the exercise.
- Opportunity for improvement. The program allows unlimited attempts for the assigned activities. However, instructor-graded assignments have one (1) attempt only.
- Easy access. You can do your homework from any computer with internet access.

Language practice:

- Duolingo: <https://www.duolingo.com/>;

- Deutsche Welle: <http://www.dw.com/de/deutsch-lernen/deutschkurse/s-2068>;

- Goethe-Institut: <https://www.goethe.de/en/index.html> (<https://www.goethe.de/en/>);

- Deutsch lernen mit Videos: https://www.youtube.com/watch?v=nd0Y_ilaJns , <https://www.youtube.com/watch?v=abFz6JgOMCk>;



- German to go/learn German for free with DW: <https://learngerman.dw.com/en/overview>;

- Learn German online: <http://www.learn-german-online.net/deutschtests/german-tests.htm>

Student Learning Outcomes

Upon completion of this course, students will be able to:

- 1: Speak in German at the Novice level as defined by ACTFL (American Council on the Teaching of Foreign Languages): <https://www.languageTesting.com/actfl-proficiency-scale>
- 2: Use simple grammatical structures at the sentence level in both speaking and writing.
- 3: Apply general principles and patterns in language structures.
- 4: Discuss some specific aspects of life in countries where the German language is spoken.
- 5: Recognize the 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.	Christine Anton, Tobias Barske, Jane Grabowski, Megan McKinstry	9781543319828

Grading Criteria

Grading Policies:

The gradebook for this course is found on Supersite, NOT Blackboard. Please log in to the Supersite gradebook to view your grades and track your progress. To succeed in this course, you must enroll in the Supersite workbook and submit all assigned activities. You cannot pass this course if you are not enrolled in Supersite. There will be no extra credit for this course. Below is the grading breakdown.

30% of the course grade: Participation Activities. Students must submit all assigned activities on Supersite. These auto-graded activities allow unlimited attempts with immediate feedback. The deadlines are shown in the lesson folders.

20% of the course grade: Harmonize Vocabulary. For each lesson, you must create a Harmonize video of yourself repeating all vocabulary terms you hear in the provided lecture. All VoiceThread submissions must be in video format. The deadlines are shown in the lesson folders.

20% of course grade: Harmonize Presentation. For each lesson, you must create a Harmonize presentation **in German** that responds to the prompt provided. In addition, the grades for your responses will be added to your Harmonize grades in the Supersite gradebook. Late submissions will not be accepted and will receive a score of zero. All Harmonize submissions must be VIDEO. The deadlines are shown in the lesson folders.

10% of the course grade: Final Oral Presentation. There will be a final Harmonize presentation. Students must create a video speaking **in German** that responds to the prompt available in the Final Exam folders. The deadlines are shown in the lesson folders. There will be no makeup exams.

20% of the course grade: Final Exam. The final exam will cover the materials covered on Supersite and may also include items that previously appeared in Supersite assignments and assessments. The exam portal will open on the date specified in the Final Exam folders. The deadlines are shown in the lesson folders. There will be no makeup exams.

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

GRADE	PERCENTAGE
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



Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
6/1	Lesson 1: Wie geht's? Lesson 2: In der Schule Lesson 3: An der Universität	- Supersite. Instructional Materials - YouTube Videos. Refer to the Blackboard lesson folder. - Supersite. Instructional Materials - YouTube Videos. Refer to the Blackboard lesson folder. - Supersite. Instructional Materials - YouTube Videos. Refer to the Blackboard lesson folder.	- Blackboard. - Supersite. Learning activities and assessment. Due by Wednesday, June 3. - Blackboard. - Supersite. Learning activities and assessment. Due by Saturday, June 6. - Blackboard. - Supersite. Learning activities and assessment. Due by Tuesday, June 9.
6/8	Lesson 4: Sport und Freizeit Lesson 5: Johanna Schmidts Familie	- Supersite. Instructional Materials - YouTube Videos. Refer to the Blackboard lesson folder. - Supersite. Instructional Materials - YouTube Videos. Refer to the Blackboard lesson folder.	- Blackboard. - Supersite. Learning activities and assessment. Due by Friday, June 12. - Blackboard. - Supersite. Learning activities and assessment. Due by Monday, June 15.
6/15	Lesson 6: Wie sind sie? Lesson 7: Lebensmittel	- Supersite. Instructional Materials - YouTube Videos. Refer to the Blackboard lesson folder. - Supersite. Instructional Materials - YouTube Videos. Refer to the Blackboard lesson folder.	- Blackboard. - Supersite. Learning activities and assessment. Due by Thursday, June 18. - Blackboard. - Supersite. Learning activities and assessment. Due by Sunday, June 21.
6/22	Lesson 8: Im Restaurant Lesson 9: Feste feiern	- Supersite. Instructional Materials - YouTube Videos. Refer to the Blackboard lesson folder. - Supersite. Instructional Materials - YouTube Videos. Refer to the Blackboard lesson folder.	- Blackboard. - Supersite. Learning activities and assessment. Due by Wednesday, June 24. - Blackboard. - Supersite. Learning activities and assessment. Due by Saturday, June 27.
6/29	Lesson 10: Kleidung 7/2: Final Oral Presentations and Final Written Exam.	- Supersite. Instructional Materials - YouTube Videos. Refer to the Blackboard lesson folder.	- Blackboard. - Supersite. Learning activities and assessment. Due by Tuesday, June 30. Final Oral Presentations and the Final Written Exam must be submitted on Thursday, July 2.

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)

In the classroom, students are expected to listen attentively, participate respectfully, and adhere to established rules. Behavior that interferes with the class lecture may result in disciplinary action, ensuring a productive and respectful learning environment for everyone. Any disputes over academic matters should be addressed calmly and constructively, ideally during designated times such as office hours or after class. If a student does not agree with a decision, they can request a meeting with the instructor to discuss their concerns in more detail. Should further resolution be needed, the student may escalate the matter to the department head or use formal grievance procedures as outlined in the sections below. (please refer to Student Handbook Article 4 (<https://www.tamui.edu/handbook/article-04.shtml>)).

TAMUI Honor Code: Plagiarism and Cheating

As a TAMUI student, you are bound by the TAMUI Honor Code to conduct yourself ethically in all your activities as a TAMUI student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at Student Handbook (<https://www.tamui.edu/handbook/index.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.

TAMUI 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 SafeZone (<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 Disability Services for Students located in Student Center 124. 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 Office of Disability Services for Students.

For accommodations or assistance with disabilities, contact the Disability Coordinator, Karla Pedraza, at karla.pedraza@tamiu.edu, call 956.326.2763, or visit Student Center 124.

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: [Student Handbook \(https://www.tamiu.edu/handbook/index.shtml\)](https://www.tamiu.edu/handbook/index.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. Students who experience or observe alleged or suspected discrimination due to their pregnant/parenting status, should report to 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, *Report It*, at <https://www.tamiu.edu/reportit> (<https://www.tamiu.edu/reportit/index.shtml>).

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 Compliance (Lorissa M. Cortez, lorissam.cortez@tamiu.edu) can assist the student and professor in working out the reasonable accommodation. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students, contact the Title IX Coordinator. In the event that a student needs 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 LOAs 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*.

For parenting-related rights, accommodations, and resources, contact the Parenting Liaison, Mayra Hernandez, at mghernandez@tamiu.edu, call 956.326.2265, or visit Student Center 226.

For pregnancy-related rights, accommodations, and resources, contact the TIX Coordinator, Lorissa Cortez, at lorissam.cortez@tamiu.edu, call 956.326.2857, or visit Killam Library 159.

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* (<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

REQUIRED Readings and Audio/Video Resources

The readings, listening, and video resources below add significant content to the course and align with the materials students need to engage in to complete the lesson. The German videos are useful tools for learning real-life language skills, understanding conversations, and interacting meaningfully with other German speakers.

- Audio Vocabulary presentation: Pronunciation of lesson-specific vocabulary.
- Audio pronunciation.
- Video Fotoroman.
- Grammar presentation tutorial.
- Video Instructor Lecture.
- Reading: Kultur.
- Weiter geht's: Life and Culture in German-speaking countries.
- Video: Zapping.
- Audio: Wortschatz. Vocabulary Tools.
- YouTube Videos.

Course Structure

To succeed in this course, students must submit all assigned coursework through Supersite and Blackboard. The coursework includes Supersite activities and Harmonize videos. Students are encouraged to maintain a steady pace and work consistently throughout the course to avoid last-minute rushing.



Communication for this course will occur via the Messages tool, located at the top of the Blackboard Ultra page. All assignments are due by 11:59 p.m. on the specified due date. Please note that late submissions will not be accepted and will receive a score of zero (0). Keep in mind that the course gradebook is on the Supersite gradebook, NOT the Blackboard gradebook. To view your course grades and track your progress, please log in to Supersite. There will be no extra credit for this course.

Students are responsible for independently studying and reviewing the materials for each lesson within three (3) days. Due dates are shown in each lesson folder on Blackboard. The Supersite activities allow unlimited attempts and provide immediate feedback, except for true-or-false questions, two-option multiple-choice questions, open-response activities, recording and chat activities, and instructor-graded assessments, which allow only one attempt.

To promote peer interaction, you are required to engage with two peers after viewing class submissions for each lesson and respond meaningfully using the provided prompt. Note that your response grades will be added to your Harmonize grades in the Supersite gradebook. Late submissions will not be accepted.

The final Harmonize presentations and the final written exam must be submitted online via the Blackboard Final Exam folders by 11:59 p.m. The portals will open on the date shown in the Final Exam folders.

Student-Instructor Communication Policy and Response Time

The instructor is available online via Microsoft Teams on Monday, Wednesday, and Friday (10:00 -12:00 pm) or by appointment. Each student is encouraged to log in to Microsoft Teams twice a week to engage with the instructor and receive feedback on assignments. Note: There are NO scheduled meeting times.

Classroom Response Time

As a participant, each student can expect to receive responses to messages and feedback on assignments within 48 hours, unless otherwise stated.

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.tamtu.edu/distance/students/netiquette.shtml>) for further instruction.

Accommodations/Accessibility Policy

Texas A&M International University seeks to provide reasonable accommodation 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 educational opportunity. It is the student's responsibility to register with the Director of Student Counseling and to contact the faculty member in a timely fashion to arrange for suitable accommodation. For more information, contact the Office of Disability Services for Students (DSS) online, 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.

Student Support Resources

The University is committed to helping all students succeed in their courses. We offer technology, academic, student, and accessibility support to our students at the University. For more information, visit the Instructional Technology and Distance Education Services page on **University Resources and Support Services**.

Computer/Technology Requirements

To succeed in this course, you will need a functional webcam, speakers, headphones, and a microphone for your computer. I recommend backing up your work and having access to alternative computers in case you encounter any issues with your own. Computers are available at the TAMTU library, SkyLab, and other public libraries. There will be no exceptions for a lack of internet access.

When participating in distance education courses, it is vital to consider the technology involved to ensure a successful course. Online students will need regular access to a personal computer with a broadband Internet connection.

It is recommended that you meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage (<https://www.tamtu.edu/distance/students/technology-requirements.shtml>) when using the learning management system (LMS) of the University.

NOTE: Instructional Technology and Distance Education Services may check out available webcams to students on a first-come, first-served basis. To check out a webcam, please stop by the Killam Library, Room 259, and request one.

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. My goal is to help you find solutions and guide you appropriately. Most of the required materials can be found free of charge at TAMTU's library, in classrooms, and in 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.

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.

Minimum Technical Skills Expected

When participating in distance education courses, it is vital to consider the technology involved to ensure a successful course. Students in distance education should have basic computer and Internet skills, as noted on the Instructional Technology and Distance Education Services **webpage**.

Technical Support Services

Because distance education courses rely on technology, the Office of Information Technology (OIT) computing and information services are vital to the success of online students. This webpage covers contact information for Distance Education Services (Blackboard Support), the OIT Help Desk, and E-mail support: **Technical Support Services**.

Web Conferences/Synchronous sessions

Instructor available to engage with students via Microsoft Teams on M -W- F (10:00 am - 12:00) or by appointment. The meetings are optional. There are NO scheduled meeting times.

Rubrics (may be included here and in the Syllabus and Overview in the course)

The course rubrics can be found in the Blackboard content space.

Late Work Policy

In this course, make-up work is not permitted, so pay close attention to deadlines. All assignments are due by 11:59 pm on the assigned day. Please note that late submissions will not be accepted and will receive a score of zero (0).

Course Evaluation

At the end of this course, students are encouraged to complete a course evaluation, which will be distributed via email and through a course link.

Accessibility and Privacy Statements on Course Technologies

At Texas A&M International University, we believe that all students should have equal access to technology in the classroom. These technologies/sites may also require user data, such as a username and password.

For statements of accessibility on the necessary course technology, visit <http://www.tamiu.edu/distance/technology/accessibility-statements.shtml> to find links to the company's accessibility statement.

For statements of privacy policies on the use of third-party websites, visit <http://www.tamiu.edu/distance/technology/privacy-statements.shtml> to find links to the company's privacy policies.

For statements of TAMIU Accessibility Policies, visit <http://www.tamiu.edu/accessibility.shtml> to find links to the TAMIU Accessibility Policies.

This course utilizes the following tools:

- **EchoVideo** helps capture, store, and share instructional content, including lectures, presentations, and demonstrations. This tool enables students to access the instructor's recordings and create the assigned recordings for class projects. General information on Echo360 can be found at: <http://www.tamiu.edu/distance/mediaservices/Echo.shtml>.
- **Microsoft Teams**. This course utilizes Microsoft Teams, which hosts a live class meeting and fosters real-time collaboration and communication. Microsoft Teams is integrated into Ultra courses under the Microsoft Education Tools section. General information on Microsoft Teams may be found at: <https://www.microsoft.com/en-us/microsoft-teams/group-chat-software>.
- **Supersite** provides comprehensive activities and resources for student success. Each section of your textbook includes activities on the Supersite, many of which are auto-graded for immediate feedback. General information on VoiceThread may be found at: <https://www.vhlcentral.com/home>.
- **Harmonize** is an educational technology designed for multimedia interaction and peer feedback. It fosters a sense of community and encourages student-to-student interaction, aiming to improve learner engagement and achievement. General information about Harmonize can be found at <https://harmonizelearning.com/>.
- **YouTube**. The contextual and authentic German videos help students immerse themselves in the language and culture. Note: Viewing is required. General information on YouTube may be found at: https://www.youtube.com/results?search_query=easy+german.