

# Course Syllabus SPAN 2010

## Course Information

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### **COURSE DESCRIPTION**

Further development of basic skills fundamental to language proficiency and culture.

### **COURSE OBJECTIVES**

The overall goal of this course is to develop basic communication skills in Spanish while developing an awareness and appreciation for Hispanic/Latino culture. By the end of the course students will be able to...

1. Communicate in Spanish both orally and in writing about simple topics.
2. Identify and understand products, practices and perspectives from the culture of Spanish-speaking countries.
3. Connect Spanish skills with skills in other disciplines.
4. Develop an awareness about the nature of language and culture.
5. Use Spanish to participate in communities at home and abroad.

### **PREREQUISITES AND CO-REQUISITES**

Spanish 2010 or equivalent.

### **COURSE TOPICS**

There are 6 lessons you will need to complete during the semester. Although all modules will be open from the beginning of the semester in case some students want to progress faster, all students need to complete the modules in order and do all assigned activities and assessments before moving to the next module.

1. Lesson 1: Chapter 12 (La vivienda)
2. Lesson 2: Chapter 13 (La naturaleza)
3. Lesson 3: Chapter 14 (En la ciudad)
4. Lesson 4: Chapter 15 (El bienestar)
5. Lesson 5: Chapter 16 (El mundo de trabajo)
6. Lesson 6: Chapter 17 (Un festival de arte)

## **SPECIFIC COURSE REQUIREMENTS**

In order to be successful in this course, you will need to make sure that you can access the Vistas Supersite, eCourseware, LinguaMeeting chat, and you have the appropriate tools to work within these sites. This will require:

1. Access to a computer. The Supersite does not fully work on tablets so you will need to have access to a desktop or laptop.
2. Access to a microphone to be able to chat and record your voice for certain activities. Remember that most computers have microphones.
3. Access to a camera to be able to chat and record yourself for certain activities. Remember that most computers and phones have cameras.
4. Use of a headphone with mic to be able to chat and record your voice for certain activities (purchase a headphone with mic).
5. Access to multiple browsers. In case you experience trouble with the Vistas Supersite, you need to have access to multiple browsers (Google Chrome, Firefox, Safari, etc.).
6. Access to a reliable, high-speed Internet connection (DSL or Cable).
7. Test your device to ensure it is compatible with our LMS (Learning Management System) using the System Check Wizard
8. Open PDF files using the free downloadable PDF software.
9. Access Flash-based content with Adobe Flash Player (free).
10. Use Microsoft Office for document creation (available for students via [umapps.memphis.edu](http://umapps.memphis.edu)).
11. Play media content with Real Player (free), QuickTime (free), or Windows Media Player (free).
12. Use a computer or tablet with a microphone or headset for the LinguaMeeting chat sessions and Vistas Supersite activities.

## **COURSE GROUND RULES**

Participation is required; students need to learn how to navigate in eCourseware, the Vistas Supersite Plus, and the LinguaMeeting platform, and keep abreast of course announcements; students must use the assigned university e-mail address rather than a personal e-mail address; students should address technical problems immediately; students must observe course etiquette at all times.

## **Textbooks, Supplementary Materials, Hardware and Software Requirements**

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### **REQUIRED TEXTBOOKS**

You will need to purchase the textbook Vistas 5th edition with Web-Sam accessibility. Click on the following link to purchase your book: [Vistas Textbook Site](#)

Choose: **Supersite Plus Code** (w/ WebSAM + vText + Practice App): ISBN 978-1-62680-646-7

Textbooks are available from the University Store at 901-678-2011, and online at: [University of Memphis Bookstore](#)

You must purchase this option to have access to all the materials, to complete assignments and take Lesson Tests.

**\*NOTE:** This code is only good for two years. You do not need to purchase a new code if you already purchased a code for **Supersite Plus Code** (w/ WebSAM + vText + Practice App): ISBN 978-1-62680-646-7

## **REQUIRED LINGUAMEETING REGISTRATION**

You will need to purchase the LinguaMeeting chat sessions. Click on the following link to purchase your: LinguaMeeting chat sessions

1. From the site, to register, you will use the class ID provided by your instructor (check the course ID number under the course content/LinguaMeeting ID number).
2. Next, create your personal profile and select your payment option (Paypal , Credit Card or LinguaMeeting code (ex: XXX XXXX XXXXX XXXXX, purchased from your bookstore).
3. Finally, do not forget to click on the terms of license to continue.
4. You will be prompted to choose a session from the available session times. Your session will always be on the same day of the week and at the same time of the day unless you change it.

**Note:** You purchase a 6 session package (30 minutes each session in Small groups). You are allowed **ONLY ONE** make-up session.

**Note:** You can choose either sessions in Week A or B. The start and end dates are different for session A and B. Make sure you complete the items for the session you registered.

**Note:** UM Bookstore ISBN number: 978-1-64007-884-0.

## **HARDWARE AND SOFTWARE REQUIREMENTS**

The minimum requirements can be found by clicking the following link [Technical Requirements](#)

## **Instructor Information**

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Please see the separate page inside the course to find instructor contact information as well as a statement of virtual office hours and other communication information.

## Assessment and Grading

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### TESTING PROCEDURES

Students will complete much of this course online, including Lesson Tests. No proctor will be needed for online Lesson Tests. However, remember that Lesson Tests will be timed, so you will only have 45 minutes to complete each Lesson Test, and once you open it you need to finish it, since you can only open it once.

Your instructor will grade and provide feedback for each Lesson Test up to a week after each chapter due date. Check, print, and complete daily the items inside the Weekly Schedule and Assignments. Do not miss any due dates since this will significantly lower your grade.

### GRADING PROCEDURE

Below, you have a breakdown of the course grades and a detailed explanation of all course components.

#### GRADE COMPONENTS

- Orientation Assignments (3%)
  - Introduction Video: 0.5%
  - Orientation Quiz: 0.5%
  - Review Quiz: 1%
  - Basic Conversation Questions: 1%
- Vistas Supersite (6): 24%
- Journal Topics (6): 12%
- LinguaMeeting Chat Sessions (6): 18%
- LinguaMeeting Follow-ups (6): 6%
- Writing Assessments (2): 4%
- Lesson Tests (6): 30%
- Participation (3): 3%
- End of Semester Survey (Bonus): +1%

#### ORIENTATION ASSIGNMENTS (3%):

There are four (4) short assignments within this category:

- Introduction Video: The objective of the Introduction Video (video recorded assignment) is to make sure each student gets a chance to know every person in the course. You will find instructions for this assignment within the Orientation module. You will need to go to eCourseware/Communication/Discussion/Introduction Video to complete this item.
- Orientation Quiz: The objective of the Orientation Quiz is to make sure that you have read the material in the Orientation section. Understanding the class policies and procedures is essential to succeed in an online course. That is why you need to understand the Orientation Module before you start working on your online course. You can find the Orientation Quiz inside eCourseware/Assessments/Quizzes.
- Review Quiz: The objective of the Review Quiz is to discover as early as possible whether there are any areas from Spanish1010-1020 that you need to strengthen. Remember that Spanish is a cumulative subject so having a solid foundation is extremely important. You can find the Review Quiz inside eCourseware/Assessments/Quizzes.
- Basic Conversation Questions: The objective of the Basic Conversation Questions is to provide a review of the most commonly asked questions during the Chat Sessions. You will need to be able to answer any of these questions during any of the Chat Sessions for this course. You can find the Basic Conversation Questions inside eCourseware/Assessments/Dropbox.

#### **VISTAS SUPERSITE (24%)**

There will be weekly work assignments corresponding to each lesson (Chapters 12, 13, 14, 15, 16, and 17). Each lesson work includes grammar, vocabulary, reading and listening activities.

Purchasing the Supersite Plus code is necessary for completing work since all Vistas assignments must be completed on Vistas Supersite platform. Supersite assignments will be assigned at the beginning of the semester for the entirety of the semester. Completing the work is extremely important as it gives you individual practice and reinforces the material you have studied. Given that there will be no face-to-face instruction, watching these tutorials and reading the book thoroughly is essential for you to succeed in the course.

**Note:** Some of the Supersite activities have several attempts for you to complete the work, while the True or False questions only offer you one attempt. Make sure you are aware of the different types of assignments before starting the Supersite work.

#### **JOURNAL TOPICS (12%):**

There are 6 Journal Topics: (1) Limpian la casa, por favor; (2) Es importante proteger el medio ambiente; (3) En la ciudad; (4) Una vida saludable; (5) En cinco años; (6) Un día con un artista hispano. The objective of the journal topics is for you to get familiar with the material covered for each topic learned during this semester. Each journal topic is divided in four parts: Research, Reflect, React, and Respond. Each journal topic has specific instructions. Make sure you read and complete all the items requested for each journal topic. You must post your information first and then provide feedback to two other postings. It is very important to review and comment about other posts. Online learning depends upon collaboration and sharing information.

## LINGUAMEETING CHAT SESSIONS AND FOLLOW-UPS (24%)

You will have 6 online sessions with a native coach. During these sessions you will practice the material you have learned in each chapter, which will allow you to foster your speaking abilities. These coaches are trained to talk to introductory level students and they are there to help you. So don't be scared and enjoy the experience. The sessions last 30 minutes/each and will be completed in groups. The LinguaMeeting platform allows you to sign up for your sessions; there are many time slots so this will fit your busy schedule. Remember that LinguaMeeting is NOT a tutoring service; it is a program to help you develop oral proficiency so that you can really say you are able to SPEAK Spanish even if you took an online course.

**Remember the dates that you choose for your sessions.** There are two options for your weekly chat schedule: Week A or week B. Sessions for week A start and end on a different date than sessions for week B.

The LinguaMeeting sessions are composed of two parts: 1. Chat sessions (18%); and 2. Chat session follow-ups (6%). These assignments will open and close at specific dates for each LinguaMeeting chat session. Make-up sessions will have the same overall due date as the session being made up. If you need to use a make-up session, you must schedule and complete the make-up session before the original due date. Check the course content for further information about the cost, instructions, and guidelines to complete the LinguaMeeting sessions.

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## WRITING ASSESSMENTS (4%)

There will be 2 writing assessments that you will have to complete during the semester and submit them to the eCourseware Dropbox. Your professor will provide you feedback to all your journal topics to improve your writing skills and help you succeed with your writing assessments.

**Note:** Important information for Writing Assessments

Please refrain from using online translators for entire sentences or paragraphs. You can use a good online dictionary such as [Word Reference](#) to find words that you do not know. The written assessments need to show the material covered during the semester (grammar, vocabulary, topic,...). A composition that shows very advanced structures that we have not seen in the course will receive a **zero** since this will reflect one of the following options (a) the student has used an online translator, (b) the student has plagiarized the composition, or (c) the student has not written his/her own composition.

**Turnitin** (Internet-based plagiarism-prevention) is a Plagiarism Detection program that will be used in this course to check your writing practices and writing tests. Read the statement below:

"Your written work may be submitted to TuriTin.com, or a similar electronic detention method, for an evaluation of the originality of your ideas and proper use and attribution of sources. As part of this process, you may be required to submit electronic as well as hard copies of your

written work, or be given other instructions to follow. By taking this course, you agree that all assignments may undergo this review process and that the assignment may be included as a source document in TurniTin.com's restricted access database solely for detecting plagiarism in such documents. Any assignment not submitted according to the procedures given by the instructor may be penalized or may not be accepted at all." (University of Memphis Office of Legal Counsel, October 17, 2005).

### **LESSON TESTS (30%)**

Lesson Tests are an essential part of the class. There will be 6 Lesson Tests, one at the end of each lesson (Chapters 12, 13, 14, 15, 16, and 17). Each Lesson Test includes grammar, vocabulary, reading and listening activities. You will have **ONE ATTEMPT** to complete each Lesson Test. However, bear in mind that once you open the Lesson Test, you need to finish it. So, make sure you have at least 45 minutes to complete each Lesson Test.

**No make-ups or extensions are allowed on any Lesson Tests.** If an emergency prevents you from taking a Lesson Test, you **must** have valid **written documentation** to justify your absence including your name and other pertinent information. Examples include: a doctor's note (which is not a routine appointment), a court citation, a published funeral notice, or a police report. Non-acceptable documentation is: attendance to a wedding or other social event, early travel arrangements, employer related requirements, a drug prescription, a routine doctor's appointment. Please email me your written documentation, using the University of Memphis email, no later than a week after the exam due date. If the excuse is valid, the absence will not affect your grade. If you miss a Lesson Test without a valid written excuse, then the total average will reflect a missing score. Be sure that your schedule does not conflict with your course Lesson Tests!

### **PARTICIPATION (3%):**

There are 3 discussion assignments within this category. Participation and collaboration are very important when taking online classes. Thus, it is very important for you to make at least 2 posts for each one of the Participation items in General Discussions. The postings have to be written in Spanish. They must be meaningful and related to the course. You can ask questions, respond to questions, post a web site, share resources that can help the class, or share any tips on how to learn Spanish. This is like being present in class and asking questions or participating in group discussions.

### **END OF SEMESTER SURVEY (BONUS) (1%)**

There will be only ONE opportunity for extra credit.

You can complete the end-of-the semester survey, inside eCourseware/Assessment/Quizzes section, and one point will be added to your final grade.

### **GRADING SCALE**

97-100: A+  
93-96.99: A  
90-92.99: A-  
87-89.99: B+  
83-86.99: B  
80-82.99: B-  
77-79.99: C+  
73-76.99: C  
70-72.99: C-  
67-69.99: D+  
63-66.99: D  
60-62.99: D  
0-59.99: F

## Assignments and Participation

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### ASSIGNMENTS AND PARTICIPATION

Here is a list of assignments for the course.

#### **WEEK 1: ORIENTATION: DUE AUGUST 24**

- Introduction to the class (eCourseware/Discussions): Video recorded message introducing yourself to the class
- Orientation quiz (Inside eCourseware/Quizzes)
- Review quiz (Inside eCourseware/Quizzes)
- Vistas Supersite (Instructions provided inside Orientation tab): Register your Vistas Supersite Code
- LinguaMeeting (Instructions provided inside Orientation tab): Register for your LinguaMeeting chat sessions
- Basic conversation questions (Inside eCourseware/Dropbox)

#### **WEEK 2: CHAPTER 12 (A) LA VIVIENDA: DUE AUGUST 31**

- Vistas Supersite Chapter 12 Work: Vistas web page
- Journal Topic 1: eCourseware/Discussions
- Participation 1: eCourseware/Discussions (final due date September 14)

#### **WEEK 3: CHAPTER 12 (B) LA VIVIENDA: DUE SEPTEMBER 8**

- Vistas Supersite Chapter 12 Work: Vistas web page



- Vistas Supersite: Lesson Test Chapter 12 [**ONLY ONE ATTEMPT ALLOWED/45 MINUTE-LIMIT**]
- LinguaMeeting Chat 1: LinguaMeeting web page (final due date September 14)
- LinguaMeeting Follow-up 1: eCourseware/Dropbox (final due date September 14)
- Participation 1: eCourseware/Discussions (final due date September 14)

#### **WEEK 4: CHAPTER 13 (A) LA NATURALEZA: DUE SEPTEMBER 14**

- LinguaMeeting Chat 1: LinguaMeeting web page
- LinguaMeeting Follow-up 1: eCourseware/Dropbox
- Vistas Supersite Chapter 13 Work: Vistas web page
- Journal Topic 2: eCourseware/Discussions
- Participation 1: eCourseware/Discussions

#### **WEEK 5: CHAPTER 13 (B) LA NATURALEZA: DUE SEPTEMBER 21**

- Vistas Supersite Chapter 13 Work: Vistas web page
- Vistas Supersite: Lesson Test Chapter 13 [**ONLY ONE ATTEMPT ALLOWED/45 MINUTE-LIMIT**]
- LinguaMeeting Chat 2: LinguaMeeting web page (final due date September 28)
- LinguaMeeting Follow-up 2: eCourseware/Dropbox (final due date September 28)
- Participation 2: eCourseware/Discussions (final due date October 12)

#### **WEEK 6: CHAPTER 14 (A) EN LA CIUDAD: DUE SEPTEMBER 28**

- LinguaMeeting Chat 2: LinguaMeeting web page
- LinguaMeeting Follow-up 2: eCourseware/Dropbox
- Vistas Supersite Chapter 14 Work: Vistas web page
- Journal Topic 3: eCourseware/Discussions
- Participation 2: eCourseware/Discussions (final due date October 12)

#### **WEEK 7: CHAPTER 14 (B) EN LA CIUDAD: DUE OCTOBER 5**

- Vistas Supersite Chapter 14 Work: Vistas web page
- Vistas Supersite: Lesson Test Chapter 14 [**ONLY ONE ATTEMPT ALLOWED/45 MINUTE-LIMIT**]
- Writing Assessment 1: eCourseware/Dropbox
- LinguaMeeting Chat 3: LinguaMeeting web page (final due date October 12)
- LinguaMeeting Follow-up 3: eCourseware/Dropbox (final due date October 12)
- Participation 2: eCourseware/Discussions (final due date October 12)

## **WEEK 8: CHAPTER 15 (A) EL BIENESTAR: DUE OCTOBER 12**

- LinguaMeeting Chat 3: LinguaMeeting web page
- LinguaMeeting Follow-up 3: eCourseware/Dropbox
- Vistas Supersite Chapter 15 Work: Vistas web page
- Journal Topic 4: eCourseware/Discussions
- Participation 2: eCourseware/Discussions

## **WEEK 9: CHAPTER 15 (B) EL BIENESTAR: DUE OCTOBER 19**

- Vistas Supersite Chapter 15 Work: Vistas web page
- Vistas Supersite: Lesson Test Chapter 15 [**ONLY ONE ATTEMPT ALLOWED/45 MINUTE-LIMIT**]
- LinguaMeeting Chat 4: LinguaMeeting web page (final due date October 26)
- LinguaMeeting Follow-up 4: eCourseware/Dropbox (final due date October 26)
- Participation 3: eCourseware/Discussions (final due date November 16)

## **WEEK 10: CHAPTER 16 (A) EL MUNDO DE TRABAJO: DUE OCTOBER 26**

- LinguaMeeting Chat 4: LinguaMeeting web page
- LinguaMeeting Follow-up 4: eCourseware/Dropbox
- Vistas Supersite Chapter 16 Work: Vistas web page
- Journal Topic 5: eCourseware/Discussions
- Participation 3: eCourseware/Discussions (final due date November 16)

## **WEEK 11: CHAPTER 16 (B) EL MUNDO DE TRABAJO: DUE NOVEMBER 2**

- Vistas Supersite Chapter 16 Work: Vistas web page
- Vistas Supersite: Lesson Test Chapter 16 [**ONLY ONE ATTEMPT ALLOWED/45 MINUTE-LIMIT**]
- LinguaMeeting Chat 5: LinguaMeeting web page (final due date November 9)
- LinguaMeeting Follow-up 5: eCourseware/Dropbox (final due date November 9)
- Participation 3: eCourseware/Discussions (final due date November 16)

## **WEEK 12: CHAPTER 17 (A) UN FESTIVAL DE ARTE: DUE DATE NOVEMBER 9**

- LinguaMeeting Chat 5: LinguaMeeting web page
- LinguaMeeting Follow-up 5: eCourseware/Dropbox
- Vistas Supersite Chapter 17 Work: Vistas web page
- Journal Topic 6: eCourseware/Discussions

- Participation 3: eCourseware/Discussions (final due date November 16)

### **WEEK 13: CHAPTER 17 (B) UN FESTIVAL DE ARTE: DUE DATE NOVEMBER 16**

- Vistas Supersite Chapter 17 Work: Vistas web page
- Vistas Supersite: Lesson Test Chapter 17 [**ONLY ONE ATTEMPT ALLOWED/45 MINUTE-LIMIT**]
- Writing Assessment 2: eCourseware/Dropbox
- LinguaMeeting Chat 6: LinguaMeeting web page (final due date November 20)
- LinguaMeeting Follow-up 6: eCourseware/Dropbox (final due date November 20)
- Participation 3: eCourseware/Discussions

### **WEEK 14: FINAL WEEK: DUE DATE NOVEMBER 20**

- LinguaMeeting Chat 6: LinguaMeeting web page
- LinguaMeeting Follow-up 6: eCourseware/Dropbox
- Bonus End of Semester Survey (1%)
- Review your grades

## **Assignments and participation**

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### **CLASS PARTICIPATION**

Students need to actively participate in the course. This means that you need to thoroughly read and study the material in the section "Presentations and tutorials." Also, students must check the course bulletin board frequently for announcements. In addition, students must actively participate in threaded discussion events located inside eCourseware/Communication/Discussion board: Questions and Answers about Spanish SPAN 2010. In addition, you need to participate inside the General Discussion - Questions and Answers - located under Discussions.

### **PUNCTUALITY**

Remember that this course consists of 14 weeks.

- Week 1 corresponds to the Orientation module
- Week 2 and 3 corresponds to the module for Chapter 12
- Week 4 and 5 corresponds to the module for Chapter 13
- Week 6 and 7 corresponds to the module for Chapter 14
- Week 8 and 9 corresponds to the module for Chapter 15
- Week 10 and 11 corresponds to the module for Chapter 16

- Week 12 and 13 corresponds to the module for Chapter 17
- Week 14 corresponds to the module for Last Assignments

You will need to complete all assignments (Introduction Video, Review Quiz, Orientation Quiz, Basic Conversation Questions, Journal Topics, LinguaMeeting chats and follow-ups, participation comments, Writing Assessments, Lesson Tests, and the end of semester survey) by the deadlines indicated in the section "Weekly Assignments and Schedule" on eCourseware.

## **COURSE GROUND RULES**

Participation is required; students need to learn how to navigate in eCourseware, the Vistas Supersite Plus, and the LinguaMeeting platform, and keep abreast of course announcements; students must use the assigned university e-mail address rather than a personal e-mail address; students should address technical problems immediately; students must observe course etiquette at all times.

# Guidelines for Communication

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During this course you will communicate with your instructor by using the University of Memphis email address. In addition, you can use the Discussion board on eCourseware to communicate with your instructor and/or classmates.

\*Please do not use the email inside eCourseware.

When completing assignments listed inside the Weekly Schedule and Assignments, use the target language Spanish; unless otherwise specified.

Review below the guidelines for using the University of Memphis email, discussion groups/eCourseware, discussion video note/eCourseware, and speaking portfolio/eCourseware.

## **EMAIL: UNIVERSITY OF MEMPHIS EMAIL**

- Always include a subject line.
- Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emotions might be helpful in some cases.
- Use standard fonts.
- Do not send large attachments without permission.
- Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.
- Respect the privacy of other class members

## **DISCUSSION GROUPS: ECOURSEWARE**

- Review the discussion threads thoroughly before entering the discussion. Be a lurker, then a discussant.
- Try to maintain threads by using the "Reply" button rather starting a new topic.
- Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of others' ideas.
- Be patient and read the comments of other group members thoroughly before entering your remarks.
- Be cooperative with group leaders in completing assigned tasks.
- Be positive and constructive in group discussions.
- Respond in a thoughtful and timely manner.

## **LINGUAMEETING SESSIONS**

- Prepare beforehand.
- Be respectful with your native coach and your classmates in the session.
- Use Spanish as much as possible.

## **DISCUSSION VIDEO NOTE: ECOURSEWARE**

- Introduce yourself to the other learners by using the video note
- Write your message before producing your video note
- Maximum available video note time is 3 minutes

This video will guide you on how to create your video note.

## **VIDEO NOTE TRANSCRIPTION**

# University of Memphis Online Degree Resources

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The University of Memphis offers services the following resources to you: Registration, advising, learning support, technology support, career services, tutoring, and more. Each of these services provide you an opportunity to reach your personal and professional goals in a fully online environment and at times and days convenient for you. See the links below to learn more about services available to you as a UofM Global student.

[Link to the University of Memphis Online Degree Resources](#)

## Plagiarism and Integrity

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Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class in addition to other possible disciplinary sanctions which may be imposed through the regular institutional disciplinary procedures. Expectations for academic integrity and student conduct are described in detail on the website of the Office of Student Judicial and Ethical Affairs [University of Memphis Link](#). Please read in particular, the section about "Academic Dishonesty"

## Library and Other Resources

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Links to library materials (such as electronic journals, databases, interlibrary loans, digital reserves, dictionaries, encyclopedias, maps, and librarian support) and Internet resources needed by learners to complete online assignments and as background reading must be included in all courses. The myMemphis Portal system, eCampus Student tab provides access to University library and tutorial services. Other support services are available through the Educational Resources site at: [Library and Other Resources Link](#)

## Recording of Lectures

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Class sessions may be audio/visually recorded for students in the class to refer back to. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you do not consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using available "chat" features, which allows students to type questions and comments live.

Recording of lectures or class presentations is solely authorized for the purposes of individual or group study with other students enrolled in the same class. Distributed recordings are not a transfer of any copyrights in the recording. Public distribution of such materials by students may constitute copyright infringement in violation of federal or state law, or University policy.

Further, the University prohibits the recording or transmission of classroom lectures and discussions by students unless written permission from the instructor has been obtained and all students in the class as well as guest speakers have been informed that audio/video recording may occur.

# Students With Disabilities

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Qualified students with disabilities will be provided reasonable and necessary academic accommodations if determined eligible by the appropriate disability services staff at their home institution. Prior to granting disability accommodations in this course, the instructor must receive written verification of a student's eligibility for specific accommodations from the disability services staff at the home institution. It is the student's responsibility to initiate contact with their home institution's disability services staff and to follow the established procedures for having the accommodation notice sent to the instructor.

## CONTACT INFORMATION

- [Disability Resources for Students Web Site](#)
- [DRS Online Web Site](#)
- DRS email: [drs@memphis.edu](mailto:drs@memphis.edu)
- DRS phone number: 901-678-2880
- Instructions for students transferring from another institution: The process is very simple.
  1. Go to [Register with DRS](#)
  2. Complete the form from the UM Register with DRS and add any additional forms from other institutions
  3. DRS will contact the student

## Tutoring

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The University of Memphis offers two tutoring options; one is a one to one tutoring, and the second option is to use an online tutoring service.

### TUTORING (FACE TO FACE)

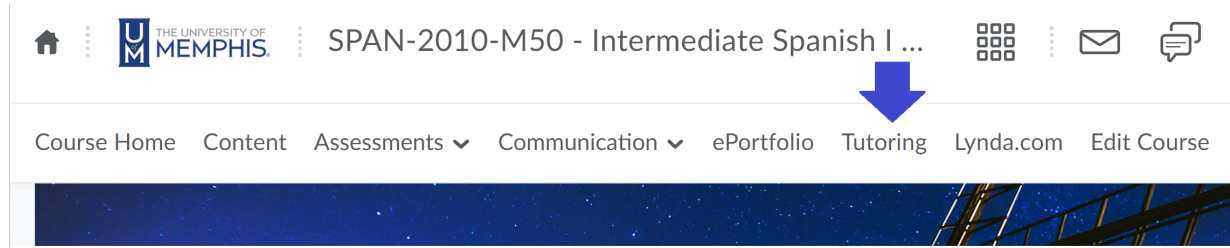
Check this link for days and times of face to face tutoring: [Tutoring Face to Face \(Fall and Spring only\)](#)

### TUTORING (ONLINE)

Tutoring (online) service is free of charge, to the online students.

With Tutoring (online), students experience online tutoring that's fast, simple, and convenient. The service is available 24/7.

To access the service online, you click on the Tab Tutoring at the Main Tool Bar of your course:



Log into Tutoring, using the same University of Memphis username and passcode.

Select the type of tutoring you need.

## Syllabus Changes

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The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course bulletin board.

## Technical Support

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Call the Helpdesk: 901-678-8888

Online Helpdesk link: [HELPDESK](#)