

LANGUAGE LAB SPAN 1411.22**CRN: 82808****1 CREDIT HOUR****Online platforms:** SHSU ONLINE-BLACKBOARD and MySpanishLab**DAYS & TIME:** One hour per week: 50 minutes meetings/ **Tuesdays 9:00 am – 9:50 am****CLASSROOM:** FOL Audio/Video Interactive Language Lab, **ABIV Room 307.****Fall 2017****Instructor:** Sujey Myers**Office:** ABIV 316

Office hours:

Mondays	1-3 pm or by appointment
Tuesdays	by appointment only
Wednesday	by appointment only
Thursdays	2-3 pm or by appointment
Friday	9-12 pm & 1-3 pm

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**UNIVERSITY, GENERAL COLLEGE OF HUMANITIES & SOCIAL SCIENCES AND
DEPARTMENT OF FOREIGN LANGUAGES POLICIES
AMERICANS WITH DISABILITIES ACT**

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the University. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance are expected to visit with the Office of Services for Students with Disabilities located in the Counseling Center. The students should then make arrangements with their individual instructors so that appropriate strategies can be considered, and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired. SHSU adheres to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations for students with disabilities. If a student has a disability that may affect adversely his/her work in this class, the student is encouraged to register with the SHSU Counseling Center and to talk with the instructor about how best to deal with the situation. All disclosures of disabilities will be kept strictly confidential. **NOTE: No accommodation can be made until the student registers with the counseling Center.**

Please refer to: Americans with Disabilities Act – Students with

Disabilities <http://www.shsu.edu/dotAsset/9edd8433-cad5-40d1-b4bf-6a91b08f90e4.pdf>**RELIGIOUS HOLIDAYS**

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. 3“Religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

Please refer to Observance of Religious / Holy Days <http://www.shsu.edu/dotAsset/0953c7d0-7c04-4b29-a3fc-3bf0738e87d8.pdf>**CODE OF CONDUCT**Please refer to University Code of Conduct <https://netreg.shsu.edu/mirror/codeofconduct.html>**CLASSROOM (and Virtual Classroom) RULES OF CONDUCT**Please refer to <https://www.shsu.edu/students/guide/dean/codeofconduct.html>**ACADEMIC DISHONESTY**

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

YOUR ENROLLMENT IN THIS CLASS CONSTITUTES YOUR LEGAL AND MORAL OBLIGATION TO THE HONOR CODE. Because this course is a listening, speaking, reading, and writing one, I encourage you to work together. **HOWEVER**, plagiarism--copying others' work without crediting them for it--is legally and ethically unacceptable--**AND GROUNDS FOR FAILURE, NOT JUST IN THE ASSIGNMENT, BUT IN THE CLASS.**

Paraphrases, as well quotes must be documented.

Please refer to the University's policy on Academic

Dishonesty <http://www.shsu.edu/dotAsset/728eec25-f780-4dcf-932c-03d68cade002.pdf>

PHILOSOPHY

This is an UNIVERSITY-LEVEL ACADEMIC COURSE WITH APPROPRIATE ACADEMIC REQUIREMENTS. You earn your grade on that basis. You do not receive university credit for "ethnic consciousness" or language ability per se. Academic credit is based upon your intellectual and academic efforts, willingness and ability to reflect upon and respond to requirements of the class.

INTERACTION

RESPECT FOR OTHERS' VIEWS AND SPACE, not necessarily in agreement with one's own, is required on the part of every participant, including what is expressed, shared, etc., in the course of class interaction.

RESPECT FOR OTHERS IN GENERAL, particularly in the case of disagreement about class management issues, is required on the part of every participant. Presentation style is important. Treat others as you would have them treat you!

PERFORMANCE CONCERNS

Faculty are committed to facilitating each student's performance. Students must be committed to maximizing their own performance. This is a dual responsibility.

Please evaluate your personal class progress at least weekly, beginning at the first of the semester, and particularly after your first grade. Take responsibility and action right away! Do not wait until mid-semester and certainly do not wait until late in the semester to act on your concerns.

If you are concerned about your progress, please follow this chronological format:

1. Are you personally spending (minimum) time to complete the daily assignments (3 hours daily)? (Very many students need more preparation time for language acquisition classes; you may personally need more and you may need study-strategy assistance! Ask for help!)
2. Have you contacted the SAM Center about study-skills suggestions/workshops in general?
3. Are you following the suggested syllabus scenarios to incorporate the target language into your life and maximize your experience?
4. Have you contacted your professor via personal appointment to discuss specific actions which will help you improve your performance?
5. Have you arranged study sessions with other students in the class or a tutor?

GENERAL STUDENT RESPONSIBILITIES

YOU ARE RESPONSIBLE FOR ALL MATERIAL, YOU ARE PERSONALLY & SOLELY RESPONSIBLE FOR YOUR ACTIVITIES (ASKING QUESTIONS OR DOING HOMEWORK) IN ORDER TO MEET YOUR PERSONAL EXPECTATIONS AND DESIRE

FOR SUCCESS/GRADE. Probable daily time needed for homework outside class will be a minimum of one to two hours per hour. "Homework" is largely left to your discretion--you must assess how well you understand and how much practice, reading or written work outside of class you need. You are responsible for anything and everything in the syllabus, book or online materials. You are expected to keep in contact with the professor and other students as personally needed.

GENERAL FACULTY RESPONSABILITIES

I INTEND TO BE AVAILABLE TO DISCUSS, ADVISE, ETC., AS MUCH AS POSSIBLE but please set prior appointment times via email.

I INTEND TO RETURN ASSIGNMENTS WITH COMMENTARY AND/OR GRADES AS SOON AS POSSIBLE, usually within a week.

DEADLINES

Syllabus assignments will be performed or posted for each day/unit. Daily grades will be assigned at the professor's discretion. In case of serious illness or death in the family, advance or concurrent notice of your absence is required. Call or email and leave a message and, if possible, send the corresponding assignment to your instructor. NO LATE PAPERS OR EXAMS WITHOUT WRITTEN EXCUSE (DOCTOR, HOUSEMOTHER, MORTICIAN, ETC.) AND USUALLY MUST BE MADE UP AS SOON AS POSSIBLE.

NO FOOD OR DRINK (INCLUDING WATER) OR CONSUMABLES OF ANY KIND ARE PERMITTED IN ANY CLASSROOM AT ANY TIME. NO EXCEPTIONS WITHOUT FORMAL MEDICAL ACCOMODATION VIA THE COUNSELING CENTER.

LAPTOPS OR OTHER ELECTRONIC DEVICES IN THE CLASSROOM ARE ALLOWED ONLY BY PRIOR WRITTEN PERMISSION OF PROFESSOR.

CELL PHONES & PAGERS

The use by students of telephone and pagers or any device that performs these functions during class-time is prohibited unless specifically permitted by the instructor. All such devices should be turned off or put in a silent or vibrate mode and should not be visible during class. At no time should students answer a call or page during class or leave the classroom to answer a call or page. Failure to comply with this policy could result in expulsion from the classroom or with three or more offenses, failure of the course.

Any use of a telephone or pager or any device that performs these functions during a test period is prohibited. These devices should not be present during a test or should be stored securely in such a way that they cannot be seen or used by the student. Even the visible presence of such a device during the test period will result in a zero for that test. Use of these devices during a test is considered de facto evidence of cheating and could result in a charge of academic dishonesty (see student code of conduct <http://www.shsu.edu/students/guide/StudentGuidelines2010-2012.pdf#page=29>)

If there is an emergency situation for a student, that student should inform the instructor and place himself/herself in a seat near the door where an exit for a phone call would be only minimally disruptive. Other arrangements for handling potential emergency situations may be granted at the discretion of the instructor.

ATTENDANCE IS REQUIRED for lab sessions. If you are absent without making arrangements with the professor, with or without justification, your grade will be affected. Students are encouraged to "buddy" with other students to get class notes/assignments. Always refer to your syllabus and day to day schedule on Blackboard.

It is the student's responsibility to request and turn in make-up work, which normally must be completed within one week after returning. Permitting make-up work, granting full or partial credit, etc. are at the discretion of the professor according to university guidelines.

Student Absence Notification Policy

The student is responsible for communicating directly with his or her instructor(s) when he or she is going to miss or has missed class. If possible, students should notify instructors and make arrangements for missed assignments before the absence occurs. Excusing the student is at the sole discretion of the faculty member.

http://www.shsu.edu/students/StudentGuidelines2007_2008.pdf (SHSU Student Guidelines)

The term “**excused absence**” is discretionary and solely up to the professor of record. The status “excused absence” refers to the allowance of makeup or late work and will not erase a physical absence from the lab. A student who has missed lab cannot be counted present.

http://www.shsu.edu/students/StudentGuidelines2007_2008.pdf (SHSU Student Guidelines)

RELIGIOUS /HOLY DAYS.

Please refer to Observance of Religious / Holy Days <http://www.shsu.edu/dotAsset/0953c7d0-7c04-4b29-a3fc-3bf0738e87d8.pdf>

TARDY POLICY

On the second tardy, the student will be marked absent. Please note that tardiness will negatively affect your grade as the absences accumulate.

IF YOU WANT TO USE OUR FOREIGN LANGUAGES AUDIO/VIDEO LAB (AB4 307)

VISITORS in the Language lab

All students who are enrolled in FL classes may use the lab during regular hours but must register with the lab monitor.

All LAB visitors, including students not enrolled in the lab section must register with the Department of Foreign Languages. Unregistered visitors cannot remain in the lab. Children escorted or not, cannot be admitted into the lab at any time.

STUDENT RESPONSIBILITIES in the AB4 307 Audio/Video lab:

Students, please note that you are responsible for damages occurring to your lab workstation. You are also responsible for leaving your workspace in a clean and tidy state.

5. STUDENT CONDUCT AND DISCIPLINE

Student Misconduct. . . Specific examples of misconduct for which students may be subject to disciplinary action include, but are not limited to, the following: (1) Commission of an act that would constitute an offense under appropriate federal, state, or municipal law.

(8) Stealing, destroying, defacing, damaging, or misusing component property (including misuse of fire or life-safety equipment or property) or property belonging to another.

Please refer to: <https://www.shsu.edu/students/guide/dean/codeofconduct.html>.

ENRICHMENT ACTIVITY FOR THE LANGUAGE OF ANY LANGUAGE COURSE YOU ARE ENROLLED IN—OR ANY OTHER OF THE 16 LANGUAGES AVAILABLE THROUGH ROSETTA STONE.

-Rosetta Stone, all languages, has been purchased by FOLG for use via the SHSU NG Library website. It can be accessed beginning immediately, for free, by all SHSU faculty, staff, and students. You can find the link here: <http://shsulibraryguides.org/alldatabases/p>

-Contact person at the Library: *Erin Cassidy, Associate Professor, Web Services Librarian History and Foreign Languages Librarian Newton Gresham Library SHSU Box 2179, Phone: 936-294-4567. Email: ecassidy@shsu.edu*

IF YOU WANT TO USE THE FOLG LAB DURING REGULAR HOURS IF SPACE IS AVAILABLE:

POLICIES

SECTION II: FOREIGN LANGUAGES AUDIO/VIDEO LAB

STUDENT RESPONSIBILITIES Students, please note that you are responsible for damages occurring to your lab workstation. You are also responsible for leaving your workspace in a clean and tidy state.

VISITORS in the Language lab

All LAB visitors, including students not enrolled in the lab section at that day/time must register with the Department of Foreign Languages. Unregistered visitors cannot remain in the lab. Children escorted or not, cannot be admitted into the lab.

CLASSROOM RULES OF CONDUCT

Problems of a disciplinary nature are not tolerated in the Languages lab. Students who pose a discipline problem will be asked to leave the lab immediately and will not be readmitted for the remainder of the day (a notice will be sent to the FOL office).

University Code of Conduct <https://netreg.shsu.edu/mirror/codeofconduct.html>

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VISITORS in the Language lab

All LAB visitors, including students not enrolled in the lab section at that day/time must register with the Department of Foreign Languages. Unregistered visitors cannot remain in the lab. Children escorted or not, cannot be admitted into the lab.

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II. SPECIFIC COURSE POLICIES AND INFORMATION

ONE OVERALL AND OFFICIAL **ESSENTIAL** COURSE (IDEA) OBJECTIVE

GAINING A BROADER UNDERSTANDING AND APPRECIATION OF INTELLECTUAL/CULTURAL ACTIVITY (MUSIC, SCIENCE, LITERATURE, ETC.)

TWO OVERALL AND OFFICIAL **IMPORTANT** COURSE (IDEA) OBJECTIVES

GAINING FACTUAL KNOWLEDGE (TERMINOLOGY, CLASSIFICATIONS, METHODS, TRENDS)

DEVELOPING SKILL IN EXPRESSING ONESELF ORALLY OR IN WRITING

DESCRIPTION OF COURSE

The student completes a one-hour class per week. Students must register in Lab Class concurrently with the Lecture Class. Lab acts as a platform for learning, practicing and developing language skills through the instructor activities and computer technology. Student will have an increased awareness of appreciation for foreign languages and skills in the technology used in language and culture acquisition. The primary objectives of this course are:

- To enable them to learn better pronunciation through stress on word accent, intonation, and rhythm.
- To develop good linguistic competence through accuracy in grammar, pronunciation, vocabulary, and syntax.

- To enrich the discourse competence and to prepare the learner to be able to produce contextualize written text and speech.
- To acquire communication skills in both spoken & written language to use in a wide range of communication strategies.

REQUIRED TEXTBOOK AND REFERENCE/READING LIST

SPAN 1411 & 1412 –**Puntos de partida.**

REQUIRED SUPPLIES

- Spanish: Access card and Access code and Instructor's ID code or course code
 - mhhm.com
- An active SHSU computer account
- Active SHSU email account
- Access to an SHSU on campus PC (Mac computers are often not compatible with vendor software)
- Other materials may be required by your instructor/professor

OPTIONAL TEXTS, REFERENCES OR SUPPLIES

- English/to Foreign language/English dictionary
- Optional mass-compliant USB device for backup storage of assignments and grades.
- Your professor's name, email address, phone number, office number and office hours. Your course number and section.

COURSE FORMAT:

The student completes a one-hour class per week (MTWR) in the lab. The classroom will provide the necessary background for learning, but individual effort outside the classroom is essential to develop the language skills.

EVALUATION/GRADES (Assessment)

Total attendance=5%

One mandatory lab attendance per week on your lab time and day. Absences could affect your final grade.

Laboratory Participation= 5%

Participating during the activities which the instructor develops during the hour session. Participation means being a part of the communicative activities and completing assigned homework in class.

STUDENT RESPONSIBILITIES in the Languages Audio/Video lab:

Students are responsible for damages occurring to their lab workstation. They also responsible for leaving their workspace clean and tidy state.

VISITORS in the Language Lab (For employees and students)

All LAB visitors must register with the Department of Foreign Languages (E305). Unregistered visitors cannot remain in the lab. Children, escorted or not, cannot be admitted into the lab.

CELL PHONES & PAGERS in the Language Lab (For employees and students)

Please refer to Section 5.2.22 of the Code of Conduct.

CELL PHONES AND PAGERS must be on vibrate during class time except in pre-arranged-with-the-professor possibility of medical emergency to avoid grade sanctions.

Code of Student Conduct and Discipline

5. STUDENT CONDUCT AND DISCIPLINE

5.2 Student Misconduct.... Specific examples of misconduct for which students may be subject to disciplinary action include, but are not limited to, the following: (1) Commission of an act that would constitute an offense under appropriate federal, state, or municipal law.

(8) Stealing, destroying, defacing, damaging, or misusing, component property (including misuse of fire or life-safety equipment or property) or property belonging to another.

Please refer to: <http://www.shsu.edu/students/guide/StudentGuidelines2013-2016.pdf#page=34>
Problems of a disciplinary nature are not tolerated in the Languages lab. Students who pose a discipline problem will be asked to leave the lab immediately and will not be readmitted for the remainder of the day (a notice will be sent to the FOL office).

Please refer to: <http://www.shsu.edu/students/guide/StudentGuidelines2013-2016.pdf#page=34>

LAB ATTENDANCE POLICY AND ETIQUETTE

Students must attend their assigned hours Per Week.

You must participate in lab, attending in the lab one hour per week as enrolled.

SHSU Student Absence Notification Policy

The student is responsible for communicating directly with his or her instructor(s) when he or she is going to miss or has missed class. If possible, students should notify instructors and make arrangements for missed assignments before the absence occurs. Excusing the student is at the sole discretion of the faculty member.

<http://www.shsu.edu/students/guide/StudentGuidelines2013-2016.pdf#page=69> (SHSU Student Guidelines)

The term “**excused absence**” is discretionary and solely up to the professor of record. The status “excused absence” refers to the allowance of makeup or late work and will not erase a physical absence from the lab. A student who has missed lab cannot be counted present.

<http://www.shsu.edu/students/guide/StudentGuidelines2013-2016.pdf#page=69> (SHSU Student Guidelines)

TARDY POLICY

Lab sessions are interactive. Therefore, students must enter the lab in a timely manner and not arrive at their convenience. If a student enters the room 10 minutes after the class has started they are to be accounted absent. It is required that a student must be the lab for 50 minutes.

Please note, tardiness will negatively affect your grade as the absences accumulate.

ETIQUETTE

When you leave the lab at the end of the class, please help put back the headphones on the left of the screen and push in the chair with its arms up. Please help make the lab clean and neat. Also, please lower your headphone volume whenever you listen to audio/visual assignments.

DEADLINES

In case of serious illness or FAMILY EMERGENCY, advance or concurrent notice of your absence is required. Call or email your lab monitor and your professor.

Week	Chapter
Week 1 8/28-9/1	Chapter 1
Week 2 9/4-9/8	Chapter 1
Week 3 9/11-9/15	Chapter 2
Week 4 9/18-9/22	Chapter 2
Week 5 9/25-9/29	Chapter 2
Week 6 10/2-10/6	Chapter 3
Week 7 10/9-10/13	Chapter 3
Week 8 10/16-10/20	Chapter 4
Week 9 10/23-10/27	Chapter 4
Week 10 10/30-11/1	Chapter 4
Week 11 11/6-11/10	Chapter 5
Week 12 11/13-11/17	Chapter 5
Week 13 11/20-11/24	Thanksgiving Break
Week 14 11/27-12/1	Chapter 5
Week 15 12/4-12/8	No Labs