

(Language X) 1001— Fall 2007
COURSE GUIDELINES AND SYLLABUS
UNIVERSITY OF MISSOURI—ST. LOUIS

Instructor:

Phone:

Office:

E-mail:

Office hours:

Course Web Page: <http://mygateway.umsl.edu>

I. Required Course Materials:

- *(elementary text and ancillaries detailed here)*
- A headset with microphone, available for purchase in the bookstore.
- Access to a computer and the internet.

II. Course Description and Objectives:

(Language X) 1001 is the first semester of (Language X) study at the university level. No previous knowledge of the language is assumed. In this course we will begin to develop communicative skills in the (Language X) language. Communication requires abilities in four skills that will be nurtured in this course: listening, speaking, reading, and writing. Likewise, knowledge of culture is required to communicate in a second language; therefore, many aspects of (Language X) culture will be presented, explored and assessed.

By the end of the semester, students should function at a Novice-Mid level of proficiency in speaking and listening, and at the Novice-High level of proficiency in reading and writing, as established by the American Council on the Teaching of Foreign Languages, and as determined through oral and written assessments.

III. Instructional Strategies:

Class time is used primarily to practice speaking and listening skills in the target language. Therefore, a significant portion of in-class time is spent working in pairs and small groups while the instructor moves about the class monitoring, facilitating and assisting students. All in-class communication is expected to be in (Language X). Grammar explanations and presentations are typically covered in out-of-class materials. Students are responsible for preparing these course materials and seeking assistance if further clarification is needed.

MyGateway should be checked daily. Your instructor will use this tool to post announcements and assignments. Some of these assignments may require the use of Microsoft Word or the use of the online VoiceBoard and/or VoiceEmail function. This means that some homework – whether written or recorded -- may be submitted electronically, either through MyGateway, email, or directly from a website or software. Assignments will also be given directly from the textbook. Students should expect that some quizzes and/or portions of course exams may be administered electronically.

IV. Grading System:

The final course grade is based on the following:

Participation = 10%

Oral/ listening = 45%

Reading/Writing = 45%

The letter grade is calculated in the following manner:

100 – 93 % = A	79 – 77 % = C+	62-60% = D-
92 – 90 % = A-	76 – 73 % = C	59% or less = F
89 – 87 % = B+	72 – 70 % = C-	
86 – 83 % = B	69 – 67% = D+	
82 – 80 % = B-	66-63% = D	

V. Assessment:

- Written exams will assess students' knowledge of vocabulary, grammar and culture, and their proficiency in reading and writing. Students are advised to take note now of the written test dates on the syllabus so that these days will not be a surprise. There will be no make-up exams unless there is a valid excuse and arrangements are made with the instructor **prior to the exam**. Written documentation may be required to take make-up exams, which must be taken within three class days of the original exam date.
- Oral exams will assess students' oral proficiency, including listening and speaking skills. These exams will consist of interviews, in-class presentations, online voice messages, or other forms of evaluation. Again, there are no make-up oral exams unless there is a valid excuse and arrangements are made with the instructor **prior to the exam**. Written documentation may be required to take make-up exams, which must be taken within three class days of the original exam date.
- Participation includes actively listening to the instructor and peers, asking questions in (Language X), collaborating in group activities, staying on task when working with partners or in groups, responding to questions, etc. and requires that students prepare appropriately before class. Daily participation helps students develop proficiency in the four skills, and especially in speaking and listening. The participation grade is determined according to attendance, preparation before class, use of (Language X), and contribution to classroom tasks (see attached *Participation Assessment Criteria*).
- Quizzes may be given at any time. Therefore, students need to keep up with the information covered in class to be prepared for any announced or unannounced quiz. Any aspect of the language that has been studied in class or assigned for homework may be assessed and quizzes may be administered using traditional pen and paper, clickers, Wimba Voice Tools, or other similar tools. **No make-up quizzes are permitted.**
- Homework must be completed regularly and thoughtfully in order to be successful in this course. Speaking and listening activities using Wimba VoiceBoard or VoiceEmail will assist students in developing their oral skills. Additionally, the completion of the assigned online textbook exercises is required and will be computer graded/checked and reviewed by the instructor. After completing an exercise, students will check their answers using the computer submittal process. To receive credit for each chapter, ALL assigned exercises must be completed, corrected, and submitted prior to the designated deadline. In addition, students will write short compositions, as assigned during the semester. These compositions must be typed or word-processed unless otherwise directed by the instructor. These and other assignments may be done during class or may be assigned for homework, as determined by the instructor.
- Final Exam: The final exam is comprehensive (see Syllabus for final exam dates). Department policy states that any student not present for the final exam, and who has not made prior arrangements for an alternate exam time will receive a zero for the final exam grade. No exams are given prior to the scheduled final exam date.

VI. Special Policies and Needs

- Please do not hesitate to ask for help. If you are confused and need clarification, please notify your instructor immediately and take advantage of the announced office hours. There are also free tutors available through the Language Resource Center (555 Clark Hall). The Resource Center can be reached through the main Foreign Language Office, Clark Hall 554. A schedule will be posted on the door of Clark 554 and Clark 555. Do keep in mind that the tutors are not allowed to do your homework! They are there to help you understand

and practice the material. If you are not able to meet with a tutor during the regularly scheduled time, you may request free one-on-one tutoring sessions at times that fit your schedule. Please contact Jim Karslake (Administrative Assistant and Resource Center Coordinator) at 516-6242 if you would like to make an individual appointment with a tutor.

Dictionaries, networked computers, and other resources are also available in the Resource Center.

- Students are reminded that according to the College of Arts & Sciences, a grade of C- or better is required in 1001 to enter 1002. If the instructor believes that a student may be in danger of falling below a C- average, the student may be referred to the Center for Student Success (CSS) via the *Early Alert System*. The CSS offers assistance tailored to special instructional needs. Learn about the Early Alert System in the online Student Planner at:

http://www.umsl.edu.studentlife/dsa/student_planner/academics/earlyalert.htm.

- Students with disabilities who believe they may need accommodations in this class are encouraged to contact the Disability Access Services Office in 144 Millennium Student Center at 516-6554 as soon as possible to ensure that such accommodations are arranged in a timely fashion. After contacting this office, please speak with the course instructor so that the necessary arrangements can be made.
- Students choosing to withdraw from class after the first four weeks of class will receive an “Excused” grade, provided they are passing the course at that time. Otherwise, a “Failing” grade is given (See *UM-SL Bulletin*). Questions about refund deadlines and policies should be directed to the Office of the Registrar.
- No activated pagers or cell phones are allowed in the classroom. Please be considerate and turn off all electronic devices before class and refrain from using them until class has been dismissed.
- Academic dishonesty, such as cheating and plagiarism, is defined in the Code of Student Conduct (see *UMSL Bulletin*) as follows: The term **cheating** includes but is not limited to (i) use of any unauthorized assistance in taking quizzes, tests, or examinations; (ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) acquisition or possession without permission of tests, or other academic material belonging to a member of the university faculty or staff; or (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations. The term **plagiarism** includes, but is not limited to: (i) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; (ii) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (iii) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.
Therefore, in consideration of the above:
 - No cheating or plagiarism will be tolerated.
 - The student will receive a grade of zero (0) on the assignment (quiz, homework, take-home paper, final exam, composition) for cheating or plagiarism.
 - All dishonesty is required to be reported to the proper University authority.
- The use of any translating software programs (freetranslation.com, babelfish.altavista.com, to name a few, although this list is by no means exhaustive) to complete homework assignments, writing tasks, etc for this class is not permitted. Any materials submitted to the instructor that are found to have been prepared with the assistance of these websites or similar software will receive a grade of zero and will be dealt with in accordance with the above stated academic dishonesty policy.

**TENTATIVE SYLLABUS
(Language X) 1001 — Fall 2007**

August	20	October	15	
	21		16	
	22		17	
	23		18	
August	27	October	22	
	28		23	
	29		24	
	30		25	
September		October	29	
	4		30	
	5		31	
	6	November	1	
September	10	November	5	
	11		6	
	12		7	
	13		8	
September	17	November	12	
	18		13	
	19		14	
	20		15	
September	24	November	19	Thanksgiving
	25		20	Thanksgiving
	26		21	Thanksgiving
	27		22	Thanksgiving
October	1	November	26	
	2		27	
	3		28	
	4		29	
October	8	December	3	
	9		4	
	10		5	
	11		6	

Final Exam (including listening comprehension, pronunciation, reading & writing):

Date:

Location:

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Participation Assessment Criteria (*)

Daily participation in class helps students to develop proficiency in the four skills, especially speaking and listening. Participation includes active listening, asking questions, collaborating in group activities, responding to questions, etc. The participation grade is determined according to attendance, use of (Language X), and contribution to classroom tasks. At the end of each (day/week) the instructor will record the number of points earned for participation. Each (day/week) is worth **5 points**.

Points	Description
5	Outstanding. Came to class on time and came prepared. Spoke mostly in (Language X). Always participated in classroom activities, and encouraged others to participate. Always listened to classmates and instructor. Always answered questions voluntarily, without being called on. Did the assigned homework.
4.5	Very Good. Came late to class but came prepared. Spoke mostly in (Language X). Always participated in classroom activities, and encouraged others to participate. Always listened to classmates and instructor. Answered questions voluntarily and when called on. Did the assigned homework.
4	Good. Came late to class but came prepared. Spoke mostly in (Language X). Almost always participated in classroom activities, and encouraged others to participate. Always listened to classmates and instructor. Answered questions when called on. Did the assigned homework.
3.5	Adequate. Came late to class but was generally prepared. Usually spoke in (Language X). Usually participated in classroom activities and encouraged others to participate. Usually listened to classmates and instructor. Usually answered questions when called on. Did a majority of the assigned homework.
3	Poor. Came late to class and/or came unprepared. Rarely spoke in (Language X). Rarely participated in classroom activities or encouraged others to participate. Rarely listened to classmates and instructor. Rarely answered questions when called on. Only did some of the assigned homework.
2.5	Deficient. Came late to class and came unprepared. Rarely or never spoke in French. Was disruptive during classroom tasks. Never listened to classmates or instructor. Never answered questions when called on. Did not do the assigned homework.
0	Absent. Did not attend class.

(*) Adapted from "Participation Self-Assessment" by Tony Houston, published in *Foreign Language Annals*, vol. 38, no. 3, Fall 2005.