­Prefix Number (MCL xxx): Course Title (3 credit hours)

| **COURSE LOGISTICS** | |
| --- | --- |
| **Instructor:** Your Name | **Term:** TBD |
| **Email**: your UK email  \*preferred contact method | **Section:** Prefix Number-Section (MCL xxx-xxx) |
| **Office**: POT xxxx | **Class days and meeting times:** MWF 9:00-9:50 a.m. (Choose a real meeting pattern if not this one) |
| **Office telephone number:** (859) xxx-xxxx | **Classroom:** TBD |
| **Virtual office hours (via Zoom)**: TR 11:00 a.m.-12:00 p.m. | **Course website:** [Canvas](http://uk.instructure.com) |

# Canvas Information

**Please note: all course announcements will be made via Canvas, so be certain that you have Canvas notifications turned on** (Account / Notifications) so that you receive an email when an announcement is made. If you need help with Canvas, you have several options: 1) click the help button (it has a question mark on it) on the lower left side of the screen after you’ve logged in to Canvas; 2) contact [IT Customer Services](https://uky.service-now.com/techhelp?id=kb_article&sysparm_article=KB0011425&sys_kb_id=4aa37afa1b8fb1506e7e86e0604bcb2d) or 3) consult the [Canvas Student Guide](https://community.canvaslms.com/docs/DOC-10701). The Canvas Student Guide features info on how to submit assignments, including uploading audio and image files, which you will need to do for this course. **All work must be submitted through Canvas (not via email, in person, etc., unless otherwise stated by your instructor).**

# Contacting Your Instructor

If you need to contact your instructor outside of class, you may send an email to your instructor’s official UK email from your own official UK email; send a message through Canvas (Inbox); or attend your instructor’s office hours. **Per university regulations, your instructor will not respond to messages sent from a non-UK email address**. **Please allow at least two business days (48 hours, Monday-Friday) for your instructor to respond via Canvas or email**. If you have a question about your grade or other course-related issue, please consult the syllabus and Canvas first to see if your question has already been answered there; then contact your instructor.

# Course Description (Catalog)

If this course is already listed [in the catalog](http://catalogs.uky.edu/content.php?filter%5B27%5D=FR&filter%5B29%5D=&filter%5Bkeyword%5D=&filter%5B32%5D=1&filter%5Bcpage%5D=1&cur_cat_oid=11&expand=&navoid=610&search_database=Filter&filter%5Bexact_match%5D=1#acalog_template_course_filter) and you don’t want to change the description, use the one from the catalog; if a new course or changing description, use new description. Please keep this short.

# Course Prerequisites

List prereqs here. If none, list:

None.

# Required Materials

List texts to purchase here. If no purchase required, list:

All course readings and audio/visual materials will be made available via Canvas at no cost to student.

# Associated Expenses

[If applicable, list expenses for items other than “Required Materials,” such as costs for field trips, proctoring fees, or polling software devices.] If none, list:

None.

# Activities Outside of Regular Class Meeting

[If applicable, describe activities outside of regularly scheduled class-required interactions, such as required special/departmental events and field trips.] If none, list:

None.

# Skill and Technology Requirements

For this course, you will need access to a device (ideally a laptop computer) with the following:

* Working UK email address
* Headset with microphone
* Webcam
* The latest version of Adobe Acrobat Reader ([available here](http://get.adobe.com/reader/)) ([accessibility statement](https://www.adobe.com/accessibility/products/reader.html))
* Microsoft Office ([available free to students here](http://download.uky.edu/)) ([accessibility statement](https://www.microsoft.com/en-us/accessibility))
* Canvas access ([login with linkblue](https://uk.instructure.com)) ([accessibility statement](https://www.instructure.com/canvas/accessibility))
* Zoom (available as part of Canvas) ([accessibility statement](https://zoom.us/accessibility))
* Respondus Lockdown Browser (available as part of Canvas) ([accessibility statement](https://web.respondus.com/accessibility-lockdown/))
* Scanner or other device (like smart phone or digital camera) that will allow you to submit scans or photographs of written work
* Recording device (like smart phone) or app to submit audio files for speaking activities
* 1-5 Mbps broadband connection

# For Help with Technical Issues

* For help with your account (trouble logging into Account Manager, MyUK, Canvas, Office365), contact UK’s Information Technology Services (ITS) Service Desk, [online](https://uky.service-now.com/techhelp?id=kb_article&sysparm_article=KB0011425&sys_kb_id=4aa37afa1b8fb1506e7e86e0604bcb2d) or by phone: (859) 218-HELP (4357). You can also submit a [Customer Services Assistance Request Form](https://uky.service-now.com/techhelp?id=kb_article&sysparm_article=KB0013267&sys_kb_id=21ab84d41b8eb150ab28a681604bcbf0) or [chat with ITS](https://uky.service-now.com/techhelp?id=kb_article&sysparm_article=KB0012778&sys_kb_id=3c74c2d81bc03d90ab28a681604bcb62).
* For assistance with [Canvas](https://uk.instructure.com/), you can click the help button (it has a question mark on it and is available 24/7) on the lower left side of the screen after you’ve logged in, or consult the [Canvas Student Guide](https://community.canvaslms.com/docs/DOC-10701) which features info on how to submit assignments, including uploading audio and other types of files.
* For help with Zoom, consult [Zoom Video Communications Technical Support](https://support.zoom.us/hc/en-us/articles/201362003-Zoom-Video-Communications-Technical-Support) (use Education plan subscriber’s information).
* For help with Respondus Lockdown Browser, see the [Quick Start Guide](https://web.respondus.com/wp-content/uploads/2019/08/RLDB-QuickStartGuide-Instructure-Student.pdf).

# UK Core Student Learning Outcomes

If you are proposing a course for UK Core approval, those learning outcomes must be on your syllabus. You can [access them here](https://drive.google.com/drive/folders/1sjhkrS1HR_8Cg5vZfawNycLEUkbh4dsj). Remember that we can only propose one UK Core area per course. If you are not proposing a UK Core course, delete this section.

# Student Learning Outcomes

At the end of the course, the student should be able to:

* List student learning outcomes here, and double-check to be sure they follow [Bloom’s Taxonomy Guidelines](https://mcl.as.uky.edu/sites/default/files/Bloom%27sTaxonomyofLearningOutcomes.docx).

# Course Grading

## Grading Scale

90-100=A 80-89=B 70-79=C 60-69=D 0-59=E

(If the course is at the 400G- or 500-level, it must have a grading scale for both undergraduate and graduate students. There must also be differentiated expectations for undergraduate and graduate students. The differential expectations involve either the graduate students completing additional or distinct assignments that are consistent with graduate-level scholarship, or the graduate students being subject to different grading criteria that reflects the higher (graduate) standard. The “D” grade is not applicable to graduate students.

Sample grading scale for graduate students:

90-100=A 80-89=B 70-79=C Below 70%=E)

## Mid-term Grade

Mid-term grades will be posted in myUK by the deadline established in the [Academic Calendar](https://registrar.uky.edu/academic-calendars/university).

## Grade Breakdown

(See sample below; adjust to match your course’s grade breakdown)

| **Assessment** | **Percentage** |
| --- | --- |
| Attendance and Participation | 20% |
| Homework (Listening and audio recordings, 13) | 20% |
| Quizzes (13) | 20% |
| Midterm Oral Exam | 20% |
| Final Exam | 20% |
| **FINAL COURSE GRADE** | **100%** |

# Activities and Assignments

## Submission of Assignments

* Students missing any graded work due to an excused absence are responsible for informing the instructor via official UK email or Canvas Inbox about their excused absence within one week following the period of the excused absence (except where prior notification is required) and for making up the missed work shortly thereafter.
* You should consult the assignments list available on Canvas; your instructor will not contact you to let you know what you have missed. It is your responsibility to find out and to submit the work by the deadline established by your instructor when you discuss your makeup work. **If you do not initiate this discussion by providing your excuse within one week of your absence, you will not be permitted to make up missed work.**
* If absence is unexcused, no late work will be accepted.
* All work must be submitted via Canvas (not via email, in person, etc.) unless your instructor tells you otherwise.

## Returning Assignments to Students

[If stated in the syllabus, an instructor may have a policy to not return exams (and other graded material) to students, if students have reasonable access to their exams (and other graded material) during at least one regularly scheduled class meeting.] If this is not applicable to your course, please list:

Assignments will be returned to students in class or on Canvas in a timely manner.

## Attendance and Participation

Change heading to your assessment name and describe below.

## Homework

Change heading to your assessment name and describe below.

## Quizzes

Change heading to your assessment name and describe below.

## Midterm Oral Exam

Change heading to your assessment name and describe below.

## Final Exam

Change heading to your assessment name and describe below.

# Attendance Policy and Excused Absences

* **Attendance is required from all of us to create a productive, successful and positive learning experience. Please make every effort to be present and participate actively.**
* If you are not able to complete assignments by the due date, or you cannot attend class when an in-class assessment is scheduled because of a reason listed below as excused, and you submit this excuse via email or Canvas Inbox within one week of your absence, we will accept late work with no penalty according to a plan agreed upon by instructor and student within one week of absence (unless prior notification is required). See Submission of Assignments section for more details.
* Senate Rules define the following as acceptable reasons for excused absences: (a) significant illness, (b) death of a family member, (c) trips for members of student organizations sponsored by an educational unit, trips for University classes, and trips for participation in intercollegiate athletic events, (d) major religious holidays, (e) interviews for graduate/professional school or full-time employment post-graduation, and (f) other circumstances found to fit “reasonable cause for nonattendance” by the instructor of record. Students should notify the professor of absences prior to class when possible.
* If you will not complete work on time or will miss an in-class assessment due to a major religious holiday, you are responsible for notifying the instructor in writing (email or Canvas Inbox is fine) of anticipated observance of such holidays **no later than the last day in the semester to add a class**. If you will not complete work on time due to interviews for graduate or professional school or full-time employment post-graduation, you must inform your instructor **prior to your interview** or you will not receive an extension to submit your work.
* Falsification of excuses is a violation of UK’s [Code of Student Conduct](http://www.uky.edu/studentconduct/code-student-conduct) and [will be reported](https://cm.maxient.com/reportingform.php?UnivofKentucky&layout_id=0) to the Dean of Students. You will earn a zero on all work missed on a day for which you present a falsified excuse, among other consequences as determined by the Dean of Students.

# Accommodations Due to Disability

* In order to receive accommodations in this course, you must provide a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. Visit the [DRC website](http://www.uky.edu/DisabilityResourceCenter), email them ([drc@uky.edu](mailto:drc@uky.edu)), contact them by phone at (859) 257-2754, or visit one of their offices, either in the East Wing of the Gatton Student Center (160 Avenue of Champions), Suite C300D, or at 725 Rose Street in the Multidisciplinary Science Building, Suite 407.
* Accommodations are not retroactive and will only begin once you have provided your Letter of Accommodation.

# ­Class Conduct

* Your instructor seeks to create an environment of mutual respect and expects everyone to treat everyone else courteously. Disagreements may happen, and in fact spirited debate and discussion can lead to some of the best interactions and learning opportunities of a course. Please be sure your participation in discussions does not include attacks of a personal nature or statements denigrating another on the basis of race, sex, gender, religion, sexual orientation, age, national/regional origin or other aspects of personal identity. Any student who violates these guidelines will be instructed to leave the virtual or physical space and will receive a zero for any work that day.
* When working with your peers, please remember to be empathetic and that this course is a safe space for making mistakes. That said, also keep in mind that everyone in this course is juggling multiple tasks (e.g., jobs, family, other classes). It is important to meet deadlines, especially those which affect your classmates.
* Think about your audience and the relevance of your message before hitting the “submit” button on work submitted online. Take time to make sure your message is correct in its form and content; always use standard capitalization and language. Do not submit any work in “texting” language (including emojis); everything you do in this class should be professional. Be concise and descriptive, and limit sarcasm, which can be hard to interpret in a web-based environment.

# Inclement Weather

Should inclement weather affect 1) your ability to attend class or 2) your access to the internet and your ability to complete work in a timely manner, please reach out to your instructor as soon as possible to inform them of the situation so that a plan can be put in place to allow you to complete your work with deadline extensions. If weather is dangerous in Lexington, please be sure to check Canvas to see if your instructor has canceled or moved any class meetings to Zoom.

# TCEs

Teacher Course Evaluations allow you to offer feedback that instructors use to make plans for future semesters. Your feedback is valuable to your instructor and to the department. Near the end of the semester, you will receive emails from the university to let you know when evaluations are available; you will be able to access them at the link you receive via email. Please take the time to leave feedback (including written comments).

# Important Links

* [Academic Policy Statements](https://universitysenate.uky.edu/standard-academic-policy-statements)
* [Rules Regarding Academic Offenses](https://universitysenate.uky.edu/academic-offenses-rules-undergraduate-and-graduate-students)
* [Diversity, Equity, and Inclusion Statement](https://universitysenate.uky.edu/syllabus-statement-diversity-equity-and-inclusion-dei)

* [Resources Available to Students](https://universitysenate.uky.edu/resources-available-students)
  + [Distance Learning Library Services](https://libraries.uky.edu/DLLS), Carla Cantagallo, DL librarian, (859) 218-1240, [carla@.uky.edu](mailto:carla@uky.edu)
  + [Interlibrary Loan](https://libraries.uky.edu/ILL)
  + [Tutoring and Coaching Resources](https://studentsuccess.uky.edu/academicresources)
  + [University Health Services](https://ukhealthcare.uky.edu/university-health-service/student-health/our-student-services)
  + [Basic Needs and Services](https://studentsuccess.uky.edu/tracs/basic-needs)
    - [Big Blue Pantry](https://studentsuccess.uky.edu/tracs/services/big-blue-pantry) (Frazee Hall 016); anyone with a UK ID can obtain nonperishable food items
    - [United Way](http://www.uwbg211.org/) (dial 211); housing, food, and a basic needs resource finder
    - [Greenhouse 17](http://www.greenhouse17.org/) (800) 544-2022; domestic violence shelter with a 24-hour crisis hotline

# Academic Integrity

## Generative Artificial Intelligence

Because a major focus of this course is on developing your language/writing skills, you must complete assignments for this course entirely on your own. You may not copy from any online sites (e.g. Course Hero or Chegg) or utilize composition technologies (e.g. ChatGPT or other GenAI software). Work submitted by students—all process work, drafts, low stakes writing, final versions, and all other submissions—will be generated by the students themselves. For the purpose of this course, any use of these sites or tools will be considered academic misconduct and consequences will follow University policies. If you have any questions or concerns about this policy, contact your instructor before submitting any assignments.

## Language-Course Specific Policies

(Delete if not applicable)

In language courses, our goal is for students to improve their proficiency in the language they are learning. The best way to ensure that this happens is to **do your own work**. When instructors see mistakes that students make, this allows us to address these mistakes in class, so everyone can learn from them. If students turn in work that is not their own, their learning suffers, and their proficiency does not increase. There are two types of plagiarism/cheating particular to language courses that we ask you to avoid:

* One of the most common ways in which students plagiarize in language courses is by using **online translators** in place of their own original writing/speaking. Students often do not realize that this is plagiarism, and the line between using an online dictionary and an online translator is fine. A basic rule to keep in mind is that if you have used the internet to create anything beyond a phrase—if you have a complete sentence that is not your own work—this is considered plagiaristic. **Please do not use online translators in this course, because they inhibit your own acquisition of the language you are trying to learn.** WordReference is an acceptable online dictionary and is fine to use (check especially the forum where native speakers help with vocabulary). But **online translators** often produce language that is easily recognizable as computer-generated and **will result in a zero on the assignment** and may be reported to university authorities.
* The second most common way students plagiarize/cheat in language classes is **getting help on assignments from tutors or other experienced speakers of the language**.
  + Things that are fine (great, even!)
    - Asking a tutor or other experienced speaker of the language for a word or phrase (not an entire sentence)
    - Asking that person to explain a grammar concept
    - Speaking the language outside of class with that person (this one is excellent! The more you speak, the better.)
  + Things that are cheating, and that will result in at least a zero on the assignment, and penalties for tutors/experienced speakers/classmates, if they are students at UK:
    - Asking someone to do your work for you
    - Asking someone to proofread, correct, or otherwise “look over” work you have done
    - Asking for translations of entire sentences
    - Asking someone what is covered on a test or other assessment you have not yet taken
* Finally, to limit the temptation and distraction during all in-class assessments, you must put away your cell phone before beginning the assessment. **If you have your phone on your desk, in your lap, or anywhere visible to the instructor, you will automatically earn a zero on the assessment**.

# Class Recording Policy

* In the interest of preserving student privacy, we do not require you to turn on your camera during Zoom class sessions (assessments are the exception to this rule). You are welcome and encouraged to do so because it may help build community in the virtual classroom, but if you prefer to use audio only, this is fine and will result in no grade penalty. For in-class assessments, we will ask you to use your camera.
* The University of Kentucky Student Code of Conduct defines Invasion of Privacy as using electronic or other devices to make a photographic, audio, or video record of any person without their prior knowledge or consent when such a recording is likely to cause injury or distress.
* Meetings of this course may be recorded. All video and audio recordings of lectures and class meetings, provided by the instructor, are for educational use by students in this class only. They are available only through the Canvas shell for this course and are not to be copied, shared, or redistributed.
* As addressed in the Student Code of Conduct, students are expected to follow appropriate university policies and maintain the security of linkblue accounts used to access recorded class materials. Recordings may not be reproduced, shared with those not enrolled in the class, or uploaded to other online environments.
* If the instructor or a University of Kentucky office plans any other uses for the recordings beyond this class, students identifiable in the recordings will be notified to request consent prior to such use. In anticipation of such cases, students may be asked to complete an “authorization of use” form by a faculty member.
* Video and audio recordings by students are not permitted during the class unless the student has received prior permission from the instructor. Any sharing, distribution, and or uploading of these recordings outside of the parameters of the class is prohibited. Students with specific recording accommodations approved by the Disability Resource Center should present their official documentation to the instructor.

# Course Copyright

* All content for this course, including handouts, assignments, and lectures are the intellectual property of the instructor and cannot be reproduced or sold without prior permission from the instructors. A student may use the material for reasonable educational and professional purposes extending beyond this class, such as studying for a comprehensive or qualifying examination in a degree program, preparing for a professional or certification examination, or to assist in fulfilling responsibilities at a job or internship.
* All other uses of original instructor-provided content require written permission from the instructor(s) in advance.

# Tentative Course Schedule

The schedule is subject to change based on class progress and feedback.  Revisions will be announced on Canvas.

[Please note: No project, lab practical, paper, presentation deadline or oral/listening examination can be scheduled during Prep Week unless it was scheduled in the syllabus AND the course has no final examination (or assignment that acts as a final examination) scheduled during finals week. A course with a lab component may schedule the lab practical of the course during Prep Week if the lab portion does not also require a final examination during finals week. For the fall and spring semesters only, the final exam period is preceded by two Reading Days and a weekend. During that time period, instructors cannot schedule any required interactions (required class meeting or event attendance, due date, etc.), unless it is a weekend class.]

See sample schedules below for either MWF or TR. Edit as necessary or replace with your own schedule.

## MWF

| **Date** | **Topic** | **Homework** |
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| **Week 1** |  |  |
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## TR

| **Date** | **Topic** | **Homework** |
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| **Week 15** |  |  |
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## Final Exam

Include information (date, time, location) about the final exam here. If no final exam, list:

There is no final exam for this course.