Italian 1401 Online JanTerm 2019

Instructor

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Virtual office hours (Zoom): by appointment, Monday-Friday.

RESPONSE TIME

Please note that my goal is to respond to student communications within 24 hours during weekdays. If for some reason I am unable to do so, I will follow up as soon as possible. I also always try to let you know ahead of time if I will be unreachable.

ASSIGNMENT FEEDBACK

My goal is to return graded assignments to you within 48 hours. If for some reason I am unable to do so, I will do my best to let you know in advance and will return your graded assignment to you as soon as possible.

COURSE DEVELOPER

This course was developed by Daniele Forlino in collaboration with the Academic Technology Services Office for Dedman College. It follows the Dedman College Guidelines for Online Course Development, as well as the SMU World Languages and Literatures Guidelines for Online Courses.

COURSE DESCRIPTION

Italian 1401: Beginning Italian I (4 credits) is a 5-week, fully online course. Students will meet virtually for weekly, synchronous (real-time) speaking activities, but the majority of the work will be completed asynchronously on Canvas, SMU's Learning Management System (LMS).

PREREQUISITE

This course is reserved for students with no previous knowledge of Italian.

LEARNING OUTCOMES

Upon completion of the course a successful student will be able to do the following:

- CLO 1 **Listening**: Demonstrate ability to understand simple, sentence-length speech, one utterance at a time, using familiar vocabulary and structures.

- CLO 2 **Reading**: Demonstrate ability to understand short, non-complex texts that convey basic information using familiar vocabulary and structures.
- CLO 3 **Speaking**: Express themselves in uncomplicated communicative situations related to familiar topics by responding to direct questions or requests for information, with responses typically consisting of short statements and discrete sentences.
- CLO 4 **Writing**: Write short, simple communications and requests for information in loosely connected texts framed in present time, with some references to other time frames.
- CLO 5 **Explore**: Compare cultural elements (practices, values, beliefs) of Italy to their own culture (in English).

MODULE LEVEL OUTCOMES
Throughout the modules in this course there are module-level outcomes listed. Next to each module level outcome (e.g., MLO 1.1) there is a number or numbers in parenthesis. That number or numbers correspond to the above course level outcomes (e.g., CLO 1). Everything you do in this course flows back to these course level outcomes.

EXPECTATIONS

WORKLOAD
As an intensive online language course, you will be expected to complete activities on a daily basis. The expected time required to complete all of the activities in this course is approximately **40 hours per week**, though this is a general estimate and will vary from student to student. Although there will be set due dates for quizzes, exams, writing assignments, and synchronous activities (see below), you will be responsible for pacing yourself through all of the assigned online activities (in Canvas and WileyPLUS) for each unit in order to ensure that all assignments for the week have been submitted before you take the unit exam.

SYNCHRONOUS (REAL-TIME) MEETINGS
Unlike in traditional, face-to-face language courses, your participation in this course will consist mainly of submitting work online. While you will be able to work at your own pace for many assignments, there will also be many opportunities for synchronous (real-time) interaction. You will attend mandatory weekly meetings (45 minutes total) with your instructor and other classmates (on Zoom) and complete collaborative activities.

GRADING

Your work and overall performance will be recorded on Canvas. Students can access their current weighted average at any time under the Total Column.

SCALE

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

BREAKDOWN and LATE WORK POLICIES

Assignments	Description	Percentage
WileyPLUS	Daily online activities and self-tests are aimed at allowing students to practice reading, analyzing, and responding to authentic (written, audio, and visual) texts in Italian using basic Italian linguistic and grammatical structures in speech and writing. Multiple attempts are permitted, though only the highest score of the first **three attempts** will be recorded. **WileyPLUS activities are due by 11:59 PM on the date they are assigned. No late work will be accepted without prior written approval from the instructor.**	20%
Oral Practice and Oral Presentations	Weekly synchronous meetings with the instructor and other students (with [Zoom](#)) and asynchronous speaking activities, are intended to provide practice using Italian in conversations related to the grammar points and cultural topics covered in each unit. **No late work will be accepted without prior written approval from the instructor. Late submission will be subject to a 20% per day penalty.**	25%
Quizzes	8 vocabulary quizzes. **No late work will be accepted without prior written approval from the instructor. Late submission will be subject to a 20% per day penalty.**	10%
Writing Assignments	4 weekly writing assignments (*Scritture*) related to the grammar points and cultural topics covered in each unit that will allow students to apply cultural and geographical knowledge of major Italian cities and regions, make critical comparisons between the United States and Italy, and describe and express themselves in writing. **No late work will be accepted without prior written approval from**	15%

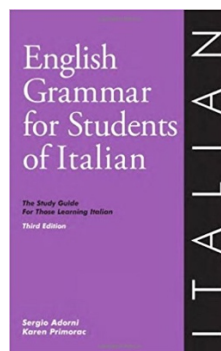|		
	the instructor. **Late submission will be subject to a 20% per day penalty.**	
Unit Exams	3 written exams at the end of each chapter (Units 1, 2, and 3). **Unit exams will open every Friday and close every Sunday at 11:59 PM.** **No extensions will be granted without prior written approval from the instructor.**	15%
Final Exam	Final cumulative exam (*Esame finale*). **Late Final Exams will not be accepted**	15%
TOTAL		**100%**

Statement on Attendance: Because this is a fully online course, attendance will be measured by the timely completion of the required assignments and activities embedded within this course. ***More than five consecutive days of inactivity in a 5-week course is the equivalent of missing 15 days in a semester-long course on campus, which constitutes grounds for failure according to our current departmental policy.*** If you cannot complete an activity on time, communicate directly with the instructor.

MATERIALS

REQUIRED
Branciforte, S. (2015). *Parliamo Italiano: A Communicative Approach*, 5th Ed. Binder Ready Version with WileyPLUS Learning Space LMS Card Set. ISBN: 9781119349099.

RECOMMENDED
Adorni, S., and Primorac, K. (2011). *English Grammar for Students of Italian: The Study Guide for Those Learning Italian.* Ann Arbor, MI: Olivia and Hill Press. ISBN: 9780934034401

Important: You will NOT log into the WileyPLUS website to access your course or the e-book - **everything will be done directly through Canvas**. You will be given step-by-step instructions in the first module of the course on how to access the ebook and online exercises. You can

purchase the textbook and LMS card at the SMU bookstore ahead of time if you wish, but do not attempt to access the online platform (WileyPLUS) until you are prompted to do so during the first module of this course.

TECHNOLOGY

To be successful in this fully online course, students should have basic keyboarding and computer skills, and be comfortable navigating the Internet.

TECHNICAL REQUIREMENTS

The course will occur primarily via canvas.smu.edu, but some other tools will be used:

- Zoom Web Conferencing will be used for virtual (i.e., real-time, synchronous) meetings and office hours with the instructor;
- Kaltura will be used for asynchronous speaking activities (Kaltura is a video platform that allows instructors and students to share video content by uploading, publishing, and searching videos, and embedding video directly in a Canvas course);
- LockDown Browser and a webcam will be required for all online quizzes and exams.
- WileyPlus includes your online textbook and some exercises.

A microphone and webcam are required for recording activities and synchronous meetings. If your device does not have a built-in webcam, one can be purchased at a local electronics store or through an online retailer like Amazon. Be sure that any computer or mobile device(s) you use for this course also meet the technical requirements for Zoom, Canvas, TalkAbroad, WileyPlus, and Kaltura.

RESPONDUS LOCKDOWN BROWSER and MONITOR

Watch this short video to get a basic understanding of LockDown Browser and webcam feature or consult the Quick Start Guide (PDF). Then download and install LockDown Browser here.

To ensure LockDown Browser and the webcam are set up properly, do the following:

- Start LockDown Browser, log into http://canvas.smu.edu, and select this course.
- Locate and select the **Help Center** button on the LockDown Browser toolbar.
- Run the **Webcam Check** and, if necessary, resolve any issues.
- Run the **System & Network Check**. If a problem is indicated, see if a solution is provided in the Knowledge Base. Troubleshooting information can also be emailed to our institution's help desk.

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers)
- Clear your desk of all external materials not permitted — books, papers, other devices
- Remain at your computer for the duration of the test
- If the computer or networking environment is different than what was tested above, repeat the Webcam and System checks prior to starting the test
- To produce a good webcam video, do the following:
    - Avoid wearing baseball caps or hats
    - Ensure your computer or tablet is on a firm surface (a desk or table)

- If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
- Take the exam in a well-lit room and avoid backlighting
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

For additional resources related to Respondus LockDown Browser and Monitor, including a link to download the LockDown Browser iPad App, click here.

PRIVACY POLICIES
- Canvas by Instructure
- Kaltura Video App in Canvas
- Respondus LockDown Browser
- SMU OIT Policies and Legislation
- WileyPLUS
- Zoom

ACCESSIBILITY
- Canvas (see also the Voluntary Product Accessibility Template)
- Kaltura Video App in Canvas
- Respondus LockDown Browser
- WileyPLUS
- Zoom

TECHNICAL SUPPORT
- In addition to the SMU IT Help Desk. NOTE: The Help Desk will be closed for Winter holiday Dec. 24 - Jan. 1. Starting January 2, the Help Desk will be open 8am-6pm M-F for Jan Term. Regular semester hours will not resume until January 18.
- Canvas Student Guide (click Helpon the Global Navigationto search the guides, Chat, or contact Instructure Support via email or phone)
- Zoom Knowledge Base (or Submit a Request)
- WileyPLUS

STUDENT SERVICES
The following services and resources are available to SMU students:
- Altshuler Learning Enhancement Center (ALEC) offers study-skill workshops and can help you with learning strategies and test preparation. Phone: (214) 768-3648.
- Altshuler Writing Center is open most afternoons and a few evenings for students who need technical advice on their assigned papers. To work with someone at the writing center you must make an appointment in advance. Phone: (214) 768-3648.
- my.SMU is the online portal where SMU students can view personal information, emergency contact information, register for AARO (if applicable), view class schedule, enroll in classes, add/drop/swap classes, view grades and view financial aid packages.
- SMU Bookstore: Information on textbooks, buyback, promotions and more.
- SMU Bursar: Information on student finances, bill pay and more.

- SMU Counseling Services: College can be a stressful time. There are many transitions and major life events occurring while you are a college student. If you or a friend is going through a difficult time and needs someone to talk to please seek out the resources provided by the counseling center, located in the Health Center. Phone: (214) 768-2211. 24-hour help: (214) 768-2860.
- SMU Dedman Recreation Center: Regular exercise is one of the best things you can do for your mental and physical well-being!
- SMU Libraries has reference librarians happy to help with your research needs. Contact a librarian at http://askalibrarian.smu.edu/ or call(214) 768-2326.
- SMU OIT provides computing, information processing, and communications resources for faculty, students, and staff, and offers support services to help them use technology effectively and creatively.
- SMU Student Affairs is a network of departments, programs and services focused on supporting students' out-of-classroom experiences and co-curricular learning.

UNIVERSITY POLICIES

DISABILITY ACCOMMODATIONS

DASS Students needing academic accommodations for a disability must first contact Disability Accommodations & Success Strategies (DASS). Students can call (214) 768-1470 or visit http://www.smu.edu/Provost/ALEC/DASS to begin the process and establish eligibility for accommodations. Once registered, students should then schedule an appointment with the professor to make appropriate arrangements. (See University Policy No. 2.4). Students with a disability accommodation must contact DASS and have a letter of accommodation delivered to the instructor no later than the third day of class (a scanned copy of your letter sent by email is acceptable). Please note that accommodations are not retroactive and require advance notice to implement. If you notice that an audio file is missing a transcript when listening comprehension is being assessed, contact your instructor for a transcript if needed.

RELIGIOUS OBSERVANCE

Religiously observant students wishing to be absent on holidays that require missing class should notify their professors in writing at the beginning of the semester, and should discuss with them, in advance, acceptable ways of making up any work missed because of the absence. (See University Policy No. 1.9.)

EXCUSED ABSENCES for UNIVERSITY EXTRACURRICULAR ACTIVITIES

Students participating in an officially sanctioned, scheduled University extracurricular activity should be given the opportunity to make up class assignments or other graded assignments missed as a result of their participation. It is the responsibility of the student to make arrangements with the instructor prior to any missed scheduled examination or other missed assignment for making up the work. (University Undergraduate Catalog).

ACADEMIC INTEGRITY and the SMU HONOR CODE

Southern Methodist University is very proud of being an honorable community of scholars. As a faculty member, I am very proud of this tradition and feel strongly that those who violate the honor code will be dealt with through the University Honor Council. Please take the time to read the SMU Honor Code.

In addition to adhering to the SMU honor code please be aware that I consider the following behaviors to be in direct violation of academic integrity: turning in papers and academic work that is not your own, turning in work you completed in another class, improperly citing content from other academic and non-academic sources, utilizing unauthorized notes during exams and quizzes, or relying on other students, family members, friends, or paid service to complete your assignments and exams. Please note that for the Department of World Languages and Literatures, <u>any use of translation software that is not specifically authorized by the instructor constitutes cheating</u>. If you have any questions about what constitutes academic dishonesty, please don't hesitate to ask me.

MODULE CALENDAR

Dates	Topic	Overview
Dec. 13-15	Course Information Module	• Review Course Information and Syllabus • View and complete all activities in the **START HERE** Module
Dec. 16-22	Unità Preliminare. Per cominciare Unità 1. Visitare	• View and complete all activities in the **WEEK 1** Module • Complete WileyPlus activities for Unità 1
Dec. 23-29	Unità 2. Studiare	• View and complete all activities in the **WEEK 2** Module • Complete WileyPlus activities for Unità 2.
Dec. 30-Jan. 5	Unità 3. Abitare	• View and complete all activities in the **WEEK 3** Module • Complete WileyPlus activities for Unità 3
Jan. 6-14	Unità 4. Comprare	• View and complete all activities in the **WEEK 4** Module • Complete WileyPlus activities for Unità 4
Jan. 15-16	Final Exam Preparation	• Complete the Final Exam Review

Jan. 16	Final Exam	• Complete the final feedback survey and Final Exam

Remember: *Unit exams will open every Friday and close every Sunday at 11:59 pm. New modules will become available as early as Friday evening at 11:59 pm, provided the exam for the previous week has been submitted. WileyPLUS activities are due by 11:59 pm on the date they are assigned.*