Italian 1402 Online JanTerm 2019

Instructor

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World Languages and Literatures
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Virtual office hours (Zoom): Fridays, 9-10 am (CST) & by appointment: https://smu.zoom.us/my/cabot

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 Aria Zan Cabot 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 1402: Beginning Italian II (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
C- or better in ITAL 1401 or the appropriate placement exam score. Students meeting these requirements will be able to enroll. Otherwise, approval from the WLL adviser is required for enrollment.

LEARNING OUTCOMES
COURSE LEVEL 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, 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) OPPORTUNITIES**
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 weekly meetings (45 minutes total) with your instructor and other classmates (on Zoom) and with a conversation partner (on TalkAbroad). Missing either of these weekly meetings deprives not only you but also your learning partner(s) of an opportunity to practice Italian in authentic contexts. Finally, if at any point during the course you have questions, concerns, or doubts, you are welcome to "stop by" during my virtual office hours (on Zoom), send me an email, or set up an appointment at another time.

**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**

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**BREAKDOWN and LATE WORK POLICIES**

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<tr>
<th>Assignments</th>
<th>Description</th>
<th>Percentage</th>
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<tr>
<td>WileyPLUS</td>
<td>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 <strong>three attempts</strong> will be recorded. <strong>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.</strong></td>
<td>25%</td>
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<td>Participation and Oral Practice</td>
<td>Weekly synchronous meetings with the instructor and other students (with <strong>Zoom</strong>) and native speakers (with <strong>TalkAbroad</strong>), as well as asynchronous speaking activities, are intended to provide practice using Italian in conversations related to the grammar points and cultural topics covered in each unit. <strong>No late work will be accepted without prior written approval from the instructor.</strong></td>
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<tr>
<td>Quizzes</td>
<td>8 vocabulary quizzes. <strong>No late work will be accepted without prior written approval from the instructor.</strong></td>
<td>10%</td>
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<tr>
<td>Writing Assignments</td>
<td>4 weekly writing assignments (<strong>Scritture</strong>) 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. <strong>Late assignments will be penalized 10 points.</strong></td>
<td>15%</td>
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### Unit Exams
3 written exams at the end of each chapter (Units 5, 6, and 7). **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.**

### Final Exam
Final cumulative exam (*Esame finale*). **No extensions will be granted without prior written approval from the instructor.**

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**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**

**RECOMMENDED**

**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;
- TalkAbroad will be used for synchronous speaking activities with native speakers of Italian;
- 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.

TalkAbroad
This course requires the use of TalkAbroad for real-time, weekly 10-minute conversations with Italian conversation partners. In order to complete a TalkAbroad conversation you will need a computer with an internet browser that is WebRTC enabled. Current acceptable browsers are the most recent versions of Google Chrome and Mozilla Firefox. **Important:** TalkAbroad conversations cannot be completed using a cell phone or any mobile devices. To create an account, go to [www.talkabroad.com](http://www.talkabroad.com) and click on the **Login** button on the top right of the screen. On the login page click **Register Student Account**, fill out the registration form and then click on **Create Account**. You will be sent an email which contains a verification link, click on it to finish the registration process. Upon verifying your email you will be prompted to enter the section code for our class. **Section Code:** Cabot2018-7413. If you are not registered for the correct section your professor will be unable to view or grade your completed conversations. For more detailed instructions and for assistance with scheduling conversations throughout the course, please refer to the TalkAbroad [Student Instruction Manual](#).

PRIVACY POLICIES
- Canvas by Instructure
- Kaltura Video App in Canvas
- Respondus LockDown Browser
- SMU OIT Policies and Legislation
- TalkAbroad
- 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](#), here are some useful resources:
- [Canvas Student Guide](#) (click Help on the Global Navigation to search the guides, Chat, or contact Instructure Support via email or phone)
- Zoom Knowledge Base (or [Submit a Request](#))
- TalkAbroad support (or email the support team, chat through the direct chat on the website, or tweet them @Talkabroad).
- 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/](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](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, any use of translation software that is not specifically authorized by the instructor constitutes cheating. If you have any questions about what constitutes academic dishonesty, please don't hesitate to ask me.

**MODULE CALENDAR**

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<tr>
<th>Dates</th>
<th>Topic</th>
<th>Overview</th>
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| 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 5. Mangiare       | • View and complete all activities in the [Unità 5](#) Module  
• Complete WileyPlus activities for Unità 5 |
| Dec. 23-29  | Unità 6. Rilassarsi    | • View and complete all activities in the [Unità 6](#) Module  
• Complete WileyPlus activities for Unità 6. |
| Dec. 30-Jan. 5 | Unità 7. Vestirsi     | • View and complete all activities in the [Unità 7](#) Module  
• Complete WileyPlus activities for Unità 7 |
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<tr>
<th>Date</th>
<th>Activity</th>
<th>Tasks</th>
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<tr>
<td>Jan. 6-14</td>
<td>Unità 8. Lavorare</td>
<td>- View and complete all activities in the Unità 8 Module</td>
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<td>- Complete WileyPlus activities for Unità 8</td>
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<td></td>
<td>- Complete the Final Exam Review</td>
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<tr>
<td>Jan. 15</td>
<td>Final Exam Preparation</td>
<td>- Complete the OPIc test</td>
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<tr>
<td>Jan. 16</td>
<td>Final Exam</td>
<td>- Complete the final feedback survey and Final Exam</td>
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**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.