

Syllabus for SPAN 1401 Online Beginning Spanish I May Term 2019: May 16 - June 17

COURSE DESIGNER & ADMINISTRATOR

Allison Larkin

Lecturer of Spanish
World Languages and Literatures
Clements 339

(214) 768-1321
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INSTRUCTOR: TBD

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(S)

This course was developed by Allison Larkin 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

This course is designed for beginners who are defined as students with minimal to no previous exposure to Spanish. It aims to develop insight into the interconnectedness of the fundamentals of language and its application to communication. The main focus of the course is to provide students with rudimentary linguistic (vocabulary and grammar) and cultural (acquaintance with the Spanish-speaking world) tools that will allow them to further pursue studies of the Hispanic culture. To varying degrees attention is devoted to all four linguistic skills (listening, speaking, reading and writing).

PREREQUISITE

Placement exam or consent of the WLL Advisor or Area Advisor. **Students must complete the Student Information Survey and include the results of their Placement Exam, if applicable. Please contact the Second Language Advisor, Tana Smith (tanasm@smu.edu), if you have questions or concerns regarding your placement.** The instructor has the right to disallow you from taking the class if she or he does not have your placement test results.

FORMAT

This course lasts 30 days and is fully online. Attendees will meet synchronously for many of the activities, but all of the readings and exercises will be completed asynchronously within SMU's Learning Management System - Canvas, the Vista Higher Learning (VHL) Central Site, and/or other outside resources.

The course will be divided as follows:

Start Here Module: May 16
Module 1: May 16 - 20
Module 2: May 21 - 26 (Memorial Day: June 27)
Module 3: May 28 - June 1
Module 4: June 2 - 7 (Break: June 8)
Module 5: June. 9 - 15
Final Review & Final Exam: June. 16 - 17

ATTENDANCE

Attendance in this course is met 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.

Learning Outcomes

COURSE LEVEL OUTCOMES

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

- CLO 1 (Vocabulary): **Describe** his/her immediate environment (e.g. student life, family, hobbies, vacation, etc.) using simple sentences.
- CLO 2 (Grammar): **Form** and **use** the present tense with relative ease as well as form and recognize the past and the future tenses.
- CLO 3 (Culture): **Describe**, **compare**, and **contrast** various cultural components of Spanish-speaking countries and their cultures (e.g. geographical traits, educational systems, socio-political facts and cultural contributions, etc.).
- CLO 4: (Listening): **Comprehend** basic words and phrases from simple questions, statements and commands that refer to personal information and immediate physical setting.
- CLO 5 (Speaking): **Produce** simple sentences and learned phrases within areas of need, with increasing quantity during the semester.
- CLO 6 (Reading): **Extract** main ideas and concepts from simple texts.
- CLO 7 (Writing): **Write** coherent and well-articulated paragraphs (approximately 150 words) about topics in his/her immediate environment.

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.

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](#). **See the upper right-hand section of this page for the weight that each category and/or assignment holds.**

SCALE

- (A) Outstanding work far exceeds what is expected (superior).
 - (A) 93-100
 - (A-) 90-92
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 - (B+) 87-89
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 - (D+) 67-69
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- (F) Unacceptable work demonstrates poor effort and/or understanding (failing).
 - (F) 59 and below

GRADES, DISPUTING GRADES, and REGRADING

The departmental policy requires that all grades be posted on Canvas and available to students within seven calendar days.

All grade disputes are to be made in writing. A student has until one week after receiving his/her grade to dispute the grade in writing. When disputing a grade, you should state the question, the dispute, and the number of points you feel you should have received for the question. Please note that when you ask for a question to be regraded, the entire assignment may be regraded, and there is a possibility of losing points. **Students should keep all course materials that have been returned to them until the end of the semester.** In cases of suspected plagiarism all material the student has handed in during the semester may be subject to review. Inability to produce these materials in the case of a review may result in a lowering of the student's grade for the course.

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Blanco, José A. *Portales: Introductory Spanish I*, 2016. ISBN: 978-1-68004-195-8

Please [purchase an access code to the VHL Central Site \(Supersite\) for Portales](#) to obtain the eCompanion (digital textbook) and the VHL Central Workbook. You must [enroll](#) in your instructor's course. Students planning on continuing to SPANISH 1402 after completing SPAN 1401 should purchase a 12 month access code. Watch this [tutorial video](#) if you need assistance registering on VHL Central and enrolling in your instructor's course.

See Course Components and Technology sections below for more information.

Course Components

VHL CENTRAL ASSIGNMENTS

VHL Central is the online workbook that accompanies the textbook/eBook. Students need to enroll in the instructor's SPAN 1401 section with the textbook *Portales*.

ALL VHL Central Site assignments are due by 11:59pm on the due date indicated.

ALL VHL Assignments will be accepted late for a 20% per day penalty.

It is the student's responsibility to keep track of the due dates and submit the assignments on time.

There are **THREE** types of assignments that will be completed on the VHL Central Site: Explore & Learn, Practice and Self-check "Autoevaluación" assignments, and Chapter Quizzes "Prueba de práctica" assignments. The Explore & Learn, Practice and Self-check "Autoevaluación" assignments include introductions to the material followed by practice exercises that provide an opportunity to practice and reinforce the corresponding material. Students are expected to take detailed notes during the tutorials. Students will receive one grade per chapter for each category of these assignments. Students are permitted and encouraged to reference their textbook to complete these activities.

1. **Explore & Learn:** Explore & Learn activities are **graded on completion** and students have **3 chances** to answer the questions.
2. **Practice and Self-check "Autoevaluación":** Practice activities are **graded on accuracy** and students have **3 chances** to answer the questions. Self-check "Autoevaluación" assignments are graded on accuracy and students have **1 chance** to answer.
3. **Chapter Quizzes "Prueba de práctica":** These are chapter quizzes that are formal evaluation of your knowledge of the corresponding material. They are to be completed **at the end of each chapter**. Chapter quizzes are **graded on accuracy** and you have **1 chance** to answer each question accurately.

CANVAS DISCUSSIONS and SELF-INTRO VIDEO

Class discussions on the cultural content of the course will be held on Canvas in both Spanish and English. You are required to contribute to the discussions by the dates indicated on the course calendar in each module overview page. You will also submit a brief self-introduction video in Spanish via Kaltura. You will be graded on the quality, accuracy, and organization of your submissions as well as the quality of your Spanish, when applicable. **Late submissions will lose 20% the first day late and will not be accepted after the first day late.**

ESCRITURA (WRITING) ASSIGNMENTS

There will be two writing assignments throughout the course. Escritura assignments will be written in Spanish and will be approximately 150 words each. You will submit revisions of the writing assignments which must include the instructor's corrections and feedback. Your writing will be graded on content, grammar, vocabulary, organization and style. **Escritura assignments will be accepted late for a 20% per day penalty.**

PARTNER PRACTICE CHATS

With an assigned partner you must arrange a time to log onto [Zoom](#) to complete a practice conversation in Spanish. The Partner Practice Chat is a recorded videoconference role-play between two or three students. Each student must adjust the settings on their Zoom account to video record the conversation and each student is required to upload a copy of the conversation to Canvas. You will receive a prompt and/or theme to discuss. The Partner Practice Chats reflect what you have studied and should be 1 - 3 minutes total. The Partner Practice Chat is NOT to be read from a script. Partner Practice Chats are graded on content, grammar, vocabulary, delivery, and pronunciation. Recorded submissions in which the participants are not audible nor visible will receive a zero. **Partner Practice Chats will be accepted late for a 20% per day penalty.**

ORAL INTERVIEWS with the INSTRUCTOR

There will be several oral interviews with the instructor via [Zoom](#) to assess oral proficiency in Spanish, which must be scheduled at least 3 days in advance with the instructor. The oral interviews will be based on topics, vocabulary, and grammar covered in the corresponding chapters. During the interview each student has to demonstrate his/her speaking skills and the ability to negotiate meaning in Spanish without the use of notes or other resources. The final interview of the course will be conducted with both a classmate and the instructor. Each student is graded individually and the instructor may partake in the interview if necessary by asking additional questions. If you arrive more than five minutes late for your appointment, you forfeit your appointment. **Failure to schedule an oral interview appointment in advance will result in a ZERO with no opportunity to make up the assessment.** A missed appointment will result in an automatic 20% penalty and the student is responsible for contacting the instructor the same day for a rescheduling opportunity, which is NOT guaranteed and requires the instructor's approval and availability. If the instructor is not contacted by the student, the student will receive a ZERO on the assignment with no opportunity to make up the assessment. The oral interview video submission will be accepted late for a 20% per day penalty.

ORAL PRESENTATION

Each student will be in charge of thoroughly preparing and recording a memorized oral presentation accompanied by a visual component (at least 5 images) via Kaltura. The approximate duration of this activity is 4-5 minutes per student. You will be graded on content, your ability to use the vocabulary and grammar studied in the course, as well as your fluency, visual presentation, pronunciation, and professionalism. You will be required to submit an outline of your oral presentation on Canvas prior to the due date. **The oral presentation will be accepted late for a 20% per day penalty.**

EXAMS

Chapter Exams: There will be two exams over the course of the semester that will be completed on Canvas. Exam #1 will focus on Chapters 1 & 2 and Exam #2 will focus on Chapters 3 & 4. (Chapter 5 will be included on the FINAL EXAM.) These exams will focus on listening, vocabulary, reading comprehension, grammar, and short-answers in Spanish. They will contain material from the textbook, Canvas discussions, and other assigned materials. The cultural component may include any cultural material that has been covered in the course. Although the focus will be on the material from the specific chapters, all exams are comprehensive in the sense that the material studied builds on material

previously learned. If review material comes up indirectly on an exam, you will be expected to know it. **Chapter Exams will be accepted late for a 20% per day penalty.**

Final Exam: The final exam is cumulative (i.e. it covers all the material covered throughout the semester) and will be completed on Canvas. It will test listening, vocabulary, grammar, reading comprehension, and writing. Cultural material may also be included on the final. The final exam will be administered as specified in the official University examination schedule, and shall not be administered during the last week of classes or during the Reading Period or any other time. **Late Final Exams will not be accepted.**

FORMATTING REQUIREMENTS

Typed assignments must adhere to the following formatting requirements:

- Word-processed including accent marks and other special characters
- Double-spaced
- One-inch margins on all sides
- 12 point font (Times, Times New Roman)
- Length (where applicable, predetermined by the instructor)

IMPORTANCE and SIGNIFICANCE of this SYLLABUS

It is of utmost importance that you keep a copy of the syllabus throughout the semester. Thoroughly acquaint yourself with its contents and refer to it frequently. The instructor reserves the right not to address questions whose answers can be found on the syllabus.

Technology

To be successful in this fully online course, students should have basic keyboarding and computer skills, and be comfortable navigating the Internet. This course occurs primarily via canvas.smu.edu. Some activities and resources occur within Vista Higher Learning (VHL) Central. **Be sure that your device or devices meet the technical requirements for all the systems below.** Except for VHL Central contact the SMU [IT Help Desk](#) for all other technologies used in this course. VHL Central support is listed below.

IMPORTANT

A webcam is required for completing recording activities using the Kaltura Video App in Canvas and Respondus LockDown Browser and Monitor. If your laptop or desktop computer does not have a built-in webcam, one can be purchased at a local consumer electronics store or through an online retailer like [Amazon](#).

CANVAS

[Technical requirements](#) and [browser requirements](#) for Canvas are located in the [Canvas Student Guide](#). If you need Technical Support with Canvas, click the Help link on the left side [Global Navigation](#). From there you can Search Canvas Guides, Chat with Support, or Submit a Request for assistance. You can also contact the [SMU IT Help Desk](#) for assistance with Canvas.

VHL CENTRAL

Go to [VHL Central](#) to login.

[Technical requirements](#) for VHL Central are located in the [VHL Central Support Center](#). Use the [VHL Support Request Form](#) to contact their technical support staff.

KALTURA VIDEO APP for CANVAS

For the self-intro video, you will use the [Kaltura Video App for Canvas](#). This will allow you to record from an external device then upload to Canvas or record directly to Canvas using a webcam or mobile device. Access Kaltura by clicking [My Media](#) in the Course Navigation. [Technical requirements](#) for Kaltura.

ZOOM

For the Oral Interviews and Partner Practice Chats, you will use [Zoom](#). This will allow you to have a recorded videoconference with the instructor. [Technical requirements](#) for Zoom.

RESPONDUS LOCKDOWN BROWSER and MONITOR

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this [short video](#) to get a basic understanding of LockDown Browser and the webcam feature. A student [Quick Start Guide \(PDF\)](#) is also available.

Then download and install LockDown Browser from this link:

<http://www.respondus.com/lockdown/download.php?id=951749825>

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 with brims
 - Ensure your computer or tablet is on a firm surface (a desk or table) — not on your lap, a bed, or other surface that might move
 - 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, such as sitting with your back to a window
- 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.

Additional resources related to Respondus LockDown Browser and Monitor, including a link to download the LockDown Browser iPad App, are located at <https://www.smu.edu/OIT/Services/LockDownBrowser>.

OTHER

At a minimum, you must have Microsoft Office 2003, XP, 2007 or OpenOffice. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software,

Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required.

PRIVACY POLICIES

- [Canvas by Instructure](#)
- [Kaltura Video App in Canvas](#)
- [Respondus LockDown Browser](#)
- [SMU OIT Policies and Legislation](#)
- [VHL Central](#)
- [Zoom](#)

ACCESSIBILITY

- Canvas
 - [Accessibility within Canvas](#)
 - [Voluntary Product Accessibility Template](#)
- [Kaltura Video App in Canvas](#)
- [Respondus LockDown Browser](#)
- [VHL Central](#)
- [Zoom](#)

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. Their phone number is (214) 768-3648.
- [Altshuler Writing Center](#)
 - The Altshuler Writing Center is open to all students who need technical advice on their assigned papers. The writing center is open most afternoons and a few evenings. To work with someone at the writing center you must make an appointment in advance. To contact please call (214) 768-3648.
- [DASS](#)
 - Students needing academic accommodations for a disability must first contact [Disability Accommodations & Success Strategies](#) (DASS) at (214) 768-1470 to verify the disability and to establish eligibility for accommodations. They should then schedule an appointment with the professor to make appropriate arrangements. (See [University Policy No. 2.4](#); an attachment describes the DASS procedures and relocated office.) If you have a disability accommodation you must contact DASS and have a letter of accommodation delivered to the instructor no later than the third day of class. You can email a scanned copy of your letter.
- [my.SMU](#)
 - Online portal for SMU students that allows you to 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, events, 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 and their phone number is (214) 768-2211. For 24 hour help contact (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](#)
 - 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](#)
 - OIT provides computing, information processing, and communications resources to satisfy the needs of faculty, students, and staff, and offers comprehensive support services to help them use technology effectively and creatively.
- [SMU Student Affairs](#)
 - 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

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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 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 almost verbatim, improperly citing content from other academic and non-academic sources, copying from others during exams and quizzes, utilizing unauthorized notes during exams and quizzes, relying on other students, family members, friends, or paid service to complete your assignments and exams. *If you have any questions about what constitutes academic dishonesty, please ask me!*

Please, also note that our World Languages and Literatures Department specifically wants to make it clear that any use of translation software that is not specifically authorized by the instructor constitutes cheating.

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With an assigned partner you must arrange a time to log onto [Zoom](#) to complete a practice conversation in Spanish. The Partner Practice Chat is a recorded videoconference role-play between two or three students. Each student must adjust the settings on their Zoom account to video record the conversation and each student is required to upload a copy of the conversation to Canvas. You will receive a prompt and/or theme to discuss. The Partner Practice Chats reflect what you have studied and should be 1 - 3 minutes total. The Partner Practice Chat is NOT to be read from a script. Partner Practice Chats are graded on content, grammar, vocabulary, delivery, and pronunciation. Recorded submissions in which the participants are not audible nor visible will receive a zero. **Partner Practice Chats will be accepted late for a 20% per day penalty.**

ORAL INTERVIEWS with the INSTRUCTOR

There will be several oral interviews with the instructor via [Zoom](#) to assess oral proficiency in Spanish, which must be scheduled at least 3 days in advance with the instructor. The oral interviews will be based on topics, vocabulary, and grammar covered in the corresponding chapters. During the interview each student has to demonstrate his/her speaking skills and the ability to negotiate meaning in Spanish without the use of notes or other resources. The final interview of the course will be conducted with both a classmate and the instructor. Each student is graded individually and the instructor may partake in the interview if necessary by asking additional questions. If you arrive more than five minutes late for your appointment, you forfeit your appointment. **Failure to schedule an oral interview appointment in advance will result in a ZERO with no opportunity to make up the assessment.** A missed appointment will result in an automatic 20% penalty and the student is responsible for contacting the instructor the same day for a rescheduling opportunity, which is NOT guaranteed and requires the instructor's approval and availability. If the instructor is not contacted by the student, the student will receive a ZERO on the assignment with no opportunity to make up the assessment. The oral interview video submission will be accepted late for a 20% per day penalty.

ORAL PRESENTATION

Each student will be in charge of thoroughly preparing and recording a memorized oral presentation accompanied by a visual component (at least 5 images) via Kaltura. The approximate duration of this activity is 4-5 minutes per student. You will be graded on content, your ability to use the vocabulary and grammar studied in the course, as well as your fluency, visual presentation, pronunciation, and professionalism. You will be required to submit an outline of your oral presentation on Canvas prior to the due date. **The oral presentation will be accepted late for a 20% per day penalty.**

EXAMS

Chapter Exams: There will be two exams over the course of the semester that will be completed on Canvas. Exam #1 will focus on Chapters 1 & 2 and Exam #2 will focus on Chapters 3 & 4. (Chapter 5 will be included on the FINAL EXAM.) These exams will focus on listening, vocabulary, reading comprehension, grammar, and short-answers in Spanish. They will contain material from the textbook, Canvas discussions, and other assigned materials. The cultural component may include any cultural material that has been covered in the course. Although the focus will be on the material from the specific chapters, all exams are comprehensive in the sense that the material studied builds on material

previously learned. If review material comes up indirectly on an exam, you will be expected to know it. **Chapter Exams will be accepted late for a 20% per day penalty.**

Final Exam: The final exam is cumulative (i.e. it covers all the material covered throughout the semester) and will be completed on Canvas. It will test listening, vocabulary, grammar, reading comprehension, and writing. Cultural material may also be included on the final. The final exam will be administered as specified in the official University examination schedule, and shall not be administered during the last week of classes or during the Reading Period or any other time. **Late Final Exams will not be accepted.**

FORMATTING REQUIREMENTS

Typed assignments must adhere to the following formatting requirements:

- Word-processed including accent marks and other special characters
- Double-spaced
- One-inch margins on all sides
- 12 point font (Times, Times New Roman)
- Length (where applicable, predetermined by the instructor)

IMPORTANCE and SIGNIFICANCE of this SYLLABUS

It is of utmost importance that you keep a copy of the syllabus throughout the semester. Thoroughly acquaint yourself with its contents and refer to it frequently. The instructor reserves the right not to address questions whose answers can be found on the syllabus.

Technology

To be successful in this fully online course, students should have basic keyboarding and computer skills, and be comfortable navigating the Internet. This course occurs primarily via canvas.smu.edu. Some activities and resources occur within Vista Higher Learning (VHL) Central. **Be sure that your device or devices meet the technical requirements for all the systems below.** Except for VHL Central contact the SMU [IT Help Desk](#) for all other technologies used in this course. VHL Central support is listed below.

IMPORTANT

A webcam is required for completing recording activities using the Kaltura Video App in Canvas and Respondus LockDown Browser and Monitor. If your laptop or desktop computer does not have a built-in webcam, one can be purchased at a local consumer electronics store or through an online retailer like [Amazon](#).

CANVAS

[Technical requirements](#) and [browser requirements](#) for Canvas are located in the [Canvas Student Guide](#). If you need Technical Support with Canvas, click the Help link on the left side [Global Navigation](#). From there you can Search Canvas Guides, Chat with Support, or Submit a Request for assistance. You can also contact the [SMU IT Help Desk](#) for assistance with Canvas.

VHL CENTRAL

Go to [VHL Central](#) to login.

[Technical requirements](#) for VHL Central are located in the [VHL Central Support Center](#). Use the [VHL Support Request Form](#) to contact their technical support staff.

KALTURA VIDEO APP for CANVAS

For the self-intro video, you will use the [Kaltura Video App for Canvas](#). This will allow you to record from an external device then upload to Canvas or record directly to Canvas using a webcam or mobile device. Access Kaltura by clicking [My Media](#) in the Course Navigation. [Technical requirements](#) for Kaltura.

ZOOM

For the Oral Interviews and Partner Practice Chats, you will use [Zoom](#). This will allow you to have a recorded videoconference with the instructor. [Technical requirements](#) for Zoom.

RESPONDUS LOCKDOWN BROWSER and MONITOR

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this [short video](#) to get a basic understanding of LockDown Browser and the webcam feature. A student [Quick Start Guide \(PDF\)](#) is also available.

Then download and install LockDown Browser from this link:

<http://www.respondus.com/lockdown/download.php?id=951749825>

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 with brims
 - Ensure your computer or tablet is on a firm surface (a desk or table) — not on your lap, a bed, or other surface that might move
 - 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, such as sitting with your back to a window
- 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.

Additional resources related to Respondus LockDown Browser and Monitor, including a link to download the LockDown Browser iPad App, are located at <https://www.smu.edu/OIT/Services/LockDownBrowser>.

OTHER

At a minimum, you must have Microsoft Office 2003, XP, 2007 or OpenOffice. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software,

Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required.

PRIVACY POLICIES

- [Canvas by Instructure](#)
- [Kaltura Video App in Canvas](#)
- [Respondus LockDown Browser](#)
- [SMU OIT Policies and Legislation](#)
- [VHL Central](#)
- [Zoom](#)

ACCESSIBILITY

- Canvas
 - [Accessibility within Canvas](#)
 - [Voluntary Product Accessibility Template](#)
- [Kaltura Video App in Canvas](#)
- [Respondus LockDown Browser](#)
- [VHL Central](#)
- [Zoom](#)

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. Their phone number is (214) 768-3648.
- [Altshuler Writing Center](#)
 - The Altshuler Writing Center is open to all students who need technical advice on their assigned papers. The writing center is open most afternoons and a few evenings. To work with someone at the writing center you must make an appointment in advance. To contact please call (214) 768-3648.
- [DASS](#)
 - Students needing academic accommodations for a disability must first contact [Disability Accommodations & Success Strategies](#) (DASS) at (214) 768-1470 to verify the disability and to establish eligibility for accommodations. They should then schedule an appointment with the professor to make appropriate arrangements. (See [University Policy No. 2.4](#); an attachment describes the DASS procedures and relocated office.) If you have a disability accommodation you must contact DASS and have a letter of accommodation delivered to the instructor no later than the third day of class. You can email a scanned copy of your letter.
- [my.SMU](#)
 - Online portal for SMU students that allows you to 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, events, 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 and their phone number is (214) 768-2211. For 24 hour help contact (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](#)
 - 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](#)
 - OIT provides computing, information processing, and communications resources to satisfy the needs of faculty, students, and staff, and offers comprehensive support services to help them use technology effectively and creatively.
- [SMU Student Affairs](#)
 - 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

Students needing academic accommodations for a disability must first register with Disability Accommodations & Success Strategies (DASS). Students can call (214) 768-1470 or visit <http://www.smu.edu/Provost/ALEC/DASS> to begin the process. Once registered, students should then schedule an appointment with the professor as early in the semester as possible, present a DASS Accommodation Letter, and make appropriate arrangements. Please note that accommodations are not retroactive and require advance notice to implement.

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 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 almost verbatim, improperly citing content from other academic and non-academic sources, copying from others during exams and quizzes, utilizing unauthorized notes during exams and quizzes, relying on other students, family members, friends, or paid service to complete your assignments and exams. *If you have any questions about what constitutes academic dishonesty, please ask me!*

Please, also note that our World Languages and Literatures Department specifically wants to make it clear that any use of translation software that is not specifically authorized by the instructor constitutes cheating.