

IMPERIAL VALLEY COLLEGE
Primavera 2014

Prof. Javier Rangel
Español 100 5 unidades
Phone: Ext. 6442

Correo electrónico:
javier.rangel@imperial.edu
CRN:

Mon/Wed: 12:55pm-3:25
Oficina: 1711
Horas de consulta:
MON: 9-10am/3-4pm
WED. 9-10am
T/TH 8-8:30 am

Prerequisite: NONE

!BIENVENIDOS A LA CLASE DE ESPAÑOL!

Faculty Website: BLACKBOARD

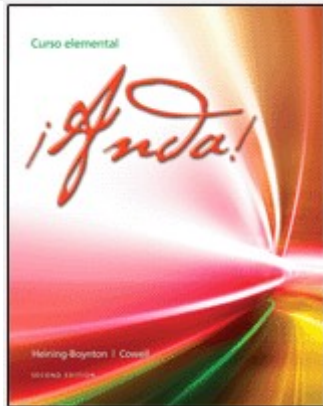
Census Date: 03 FEB 2014

16 JAN 2014

CRN	SUBJ	CRSE		CREDITS	DIVISION
20572	SPAN	100	ELEMENTARY SPANISH I	5.00	ALLS

INSTRUCTOR(S) - (P)primary	TYPE	DAYS	TIME	BUILDING	ROOM
Rangel, Javier (P)	Lecture/Discussion	MW	1255-0325pm	1300	1308
Class Start Date: 21 JAN 2014		Last Date to Add: 01 FEB 2014			
Class End Date: 16 MAY 2014		Deadline to drop WITH "W": 12 APR 2014			

Textos:



iAnda! Curso elemental

Second Edition

by

Audrey L. Heining-Boynton

Glynis S. Cowell

To enter this site, select a chapter from the "Jump to..." menu.

WITH PASSCODE.

Textbook Website: <http://www.myspanishlab.com/>

(REGISTRATION INSTRUCTIONS FOR **MYSpanishLab** and Course ID --including hyphens-- will be provided by your instructor. A LINK WILL BE AVAILABLE VIA BLACKBOARD TO ACCESS MYSpanishLab.

□□Spanish/English Dictionary

STUDENTS MUST PURCHASE THE TEXTBOOK WITH PASSCODE IMMEDIATELY, BOTH ITEMS ARE REQUIRED)

COSTUMER SUPPORT:

<http://247pearsoned.custhelp.com/>

(everytime you speak with customer support request a ticket number)

***Tráiganlo siempre a la clase/Bring it to class every day. It will be impossible for students to pass this class without the textbook material; book and pass code, that is.**

ATTN: THIS COURSE WILL USE THE INTERNET EXTENSIVELY.

COURSE DESCRIPTION: The beginning Spanish course is based on a contrastive analysis between Spanish and English and is designed to develop in the English-speaking student rudimentary abilities in the four basic language skills: hearing, speaking, reading, and writing. The main emphasis is on the present tense of both regular and irregular verbs. The student will be familiarized with those features of Hispanic culture which reflect the different frame of reference from which the native speaker of Spanish views the world. The class is conducted in Spanish. (CSU,UC)

Prerequisites: The student must be able to speak and read English. **Not open to students with native ability in Spanish.** (If you are a Spanish Speaker at any level, See SPAN 220/Formerly SPAN 20A. Spanish 100 is not designed for heritage speakers of Spanish). **IF YOU ARE A SPANISH SPEAKER AND NEED TO LEARN ABOUT ACCENTS, TENSES, VERBAL MOODS, OR NEED WRITING PRACTICE. PLEASE REGISTER FOR SPANISH 220, OR CONSULT YOUR ACADEMIC ADVISOR. THIS COURSE IS NOT DESIGNED FOR SPANISH SPEAKERS.**

For additional oral practice, concurrent enrollment in SPAN 113 (Formerly SPAN 5A) is recommended.

INSTRUCTIONAL METHODS:

The main emphasis is on the present tense of both regular and irregular verbs. Furthermore, the student will be familiarized with those features of Hispanic culture which reflect the different frame of reference from which the native speaker of Spanish views the world. Additional language structures and vocabulary for communication are examined and explored **IN SPANISH.**

Audio Visual

Computer Assisted Instruction

Demonstration

Discussion

Group Activity

Individual Assistance

Lab Activity

Lecture

Distance Learning

We will cover Preliminary lesson + **Lessons 1 through 6 of the text and workbook.** **THIS COURSE IS CONDUCTED ENTIRELY IN SPANISH. STUDENTS ARE EXPECTED TO COMMUNICATE IN SPANISH DURING CLASS TIME.**

STUDENT LEARNING OUTCOMES:

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Research historical or cultural information about a Spanish-speaking country and prepare an oral and/or written presentation. (ILO1, ILO3, ILO4)
2. Organize information about a historical or cultural aspect of a Spanish-Speaking country for a written or oral assignment. (ILO1, ILO3, ILO5)
3. Successfully communicate at the novice/elementary level a personal event in the present tense. (ILO1, ILO2)
4. Describe basic daily life situations using correct grammatical structures, vocabulary and idiomatic expressions. (ILO1)
5. Assess the content and meaning of written Spanish both orally and in writing. (ILO1, ILO4, ILO5)

MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Upon satisfactory completion of the course, students will be able to:

1. Demonstrate knowledge of the Spanish sound system.
2. Use the Spanish writing/spelling system with its diacritical marks, especially the accent.
3. Practice receptive skills through coordinated written and spoken material.
4. Practice productive skills, by repetition, use of cognates, and real-life situations appropriate to the university level.
5. Demonstrate knowledge of grammar to allow for communication from controlled use of language forms to open-ended communicative activities.
6. Demonstrate knowledge of the language skills in speaking, listening, writing, and comprehension according to the American Council on the Teaching of Foreign Language Proficiency Guidelines.

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7. Identify the varieties of Spanish and its speakers through recordings, maps, and videos

Student Responsibilities:

1. Come to class prepared to participate constructively in oral, written and group work based assignments.
2. Be present at every class meeting.
3. Study text material before coming to class.
4. Do assigned homework (mySpanishLab)
5. Turn homework on due dates.
6. Be respectful of yourself, your fellow students and your instructor.
7. Study and be prepared for exams.
8. See your instructor during office hours if you need assistance.
9. Go to the language lab regularly.
10. Study, study, study. There will be time to party when the semester is over.

***Note: it is your responsibility to officially withdraw from the class, if necessary. Your instructor will not drop you automatically, except for CENSUS DAY.**

-- IF YOU MISS 5 CONSECUTIVE TIMES DURING THE SEMESTER YOU WILL BE ASKED TO WITHDRAW FROM COURSE--.

**** This is not a typical class in which students attend and just listen to the lecture. As a student, you will be asked to participate in Spanish (write, read, and respond to questions in Spanish). In a nutshell, you will be able to perform what you have learned in Spanish.**

You will have a tardy when you arrive after roll call. *It is **your** responsibility to let me know that you came in late, in order to remove the absence mark. I will not backdate attendance records. **If you feel that you are unable to attend class for the entire period (or entire semester), it is strongly recommended that you do not take this course.**

Attention: For every unexcused absence students will be penalized one (1) percentage point out of your total grade. This will also apply to leaving class during lectures.

PLEASE PROVIDE A DOCTOR'S NOTE IF YOU ARE ABSENT FOR MEDICAL REASONS UPON YOUR RETURN TO CLASS. EMPLOYMENT RELATED ABSENCENSES ALSO REQUIRE A WRITTEN NOTE IN ORDER TO BE EXCUSED.

EVERYONE must be here for the final examinations. NO EXCEPTIONS. IF YOU DO NOT TAKE THE FINAL EXAM YOU WILL RECEIVE AN "F" GRADE FOR THE COURSE.

NOTE: It is not "ok" to leave class because "something came up" or because you cannot stay for lecture that day. IF STUDENTS LEAVE DURING CLASSTIME, OR DO NOT RETURN AFTER OUR CLASS BREAK, STUDENTS WILL BE PENALIZED AS MENTIONED ABOVE.

You are expected to return as soon as possible from bathroom breaks. (Please let me know, and provide proof, if you have a medical condition which requires you to take constant bathroom breaks).

You are expected to study and prepare the material assigned for each day in order to actively participate in class activities. Your professor will ask you to explain what you studied the current session. You are expected to give your full attention during the class period. Talking during a lecture or discussion, reading or writing material not pertaining to this class, or sleeping will not be tolerated. If a student sleeps in class, he/she will be marked absent, and will not receive participation points for the day.

THIS IS A FIVE (5) UNIT CLASS. PREPARE AND STUDY ACCORDINGLY. THERE WILL BE PLENTY OF HOMEWORK.

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No cellular phones or pagers. NO TEXT MESSAGING DURING CLASS.

You will lose one (1) participation points when you are observed talking on the cell phone or text messaging during class time.

If you're here for this class, you're here for this class.

Your willing, voluntary and eager participation in all class activities (and this includes active listening and group work) will be appreciated and rewarded. Oral as well as written and group participation make up part of your final grade. Disruptive behavior or deliberate falsifications of information are grounds for dismissal from class and/or from the college for the duration of the semester. This is a Spanish language class. Not speaking enough Spanish in class lowers your participation grade.

NOTE: LEARNING A LANGUAGE HAS ABOLUTELY NOTHING TO DO WITH THE STUDENT'S RACIAL, ETHNIC, RELIGIOUS, SOCIAL CLASS OR GENDER BACKGROUND.

GRADING:

Presentacion oral	10%	A	100-90
*Pruebas (Prelim. + lessons 1-5)	20%	B	89-80

Tarea en MySpanishLab Homework	20%
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Final Exam (1)	25%	C	79-70
Oral Midterm	15%	D	69-60
Participación	10%	F	59 or below

ATTN: THIS IS A FIVE (5) UNIT COURSE. STUDENTS WILL NEED TO STUDY EXTENSIVELY FOR THIS COURSE.

You must bring this syllabus to class every day. You are responsible for understanding its content, even if you were not present the first day of class.

IF A STUDENT REGISTERED LATE FOR THIS CLASS IT IS HIS/HER RESPONSIBILITY TO READ AND UNDERSTAND THE CLASS SYLLABUS.

PARTICIPATION/ATTENDANCE:

Attendance is mandatory. Students who are not present on the first day of instruction will be dropped. Once class starts, students will be dropped* from this class on your fifth, consecutive **unexcused absence**. If YOU fail to officially withdraw from the class, and stop coming to class you will receive an <<F>> NO EXCEPTIONS.

Attn: Attendance is the basis for participation, but it is not the only criteria.

***Participation** is graded using the criteria below. The criteria focus on what you demonstrate and do not presume to guess at what you know but do not demonstrate. This is because what you offer to the class is what you and others learn from. I expect the average level of participation to satisfy the criteria for a 10%

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- COME TO EVERY CLASS MEETING
- BE WILLING TO LEARN
- INTERACT IN SPANISH WITH YOUR INSTRUCTOR AND OTHER STUDENTS
- TAKE NOTES
- OPEN AND CLOSE THE TEXTBOOK WHEN INSTRUCTED.
- BE RESPECTFUL OF OTHERS
- EXPRESS A POSITIVE ATTITUDE TOWARD THE TARGET LANGUAGE.
- IF YOU NEED HELP CONTACT YOUR INSTRUCTOR.
- RESPOND AND VOLUNTEER YOUR ANSWERS IN CLASS.
- PRACTICE, PRACTICE PRACTICE.

Grade	Criteria
0	Absent.
3%	<ul style="list-style-type: none"> <input type="checkbox"/> Present, not disruptive. <input type="checkbox"/> Tries to respond when called on but does not offer much. <input type="checkbox"/> Demonstrates very infrequent involvement in discussion.
5%	<ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates adequate preparation: knows basic case or reading facts, but does not show evidence of trying to interpret or analyze them. <input type="checkbox"/> Offers straightforward information (e.g., straight from the case or reading), without elaboration or very infrequently (perhaps once a class). <input type="checkbox"/> Does not offer to contribute to discussion, but contributes to a moderate degree when called on. <input type="checkbox"/> Demonstrates sporadic involvement.
8%	<ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates good preparation: knows case or reading facts well, has thought through implications of them. <input type="checkbox"/> Offers interpretations and analysis of case material (more than just facts) to class. <input type="checkbox"/> Contributes well to discussion in an ongoing way: responds to other students' points, thinks through own points, questions others in a constructive way, offers and supports suggestions that may be counter to the majority opinion. <input type="checkbox"/> Demonstrates consistent ongoing involvement.
10%	<ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates excellent preparation: has analyzed case exceptionally well, relating it to readings and other material (e.g., readings, course material, discussions, experiences, etc.). <input type="checkbox"/> Offers analysis, synthesis, and evaluation of case material, e.g., puts together pieces of the discussion to develop new approaches that take the class further. <input type="checkbox"/> Contributes in a very significant way to ongoing discussion: keeps analysis focused, responds very thoughtfully to other students' comments, contributes to the cooperative argument-building, suggests alternative ways of approaching material and helps class analyze which approaches are appropriate, etc. <input type="checkbox"/> Demonstrates ongoing very active involvement.

HOMEWORK:

The Student Activities /Workbook are to be done online (Lecciones 1-5 including “preliminary”) and should be kept up to date by every student. You must complete assigned workbook activities online in order to get credit. They are due on exam days -unless assigned otherwise. If you have a problem or issues with use of technology in the classroom, please take a class that do not requires students to do their homework online.

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Plan to study 1-2 hours or more a day on **your own**. It is important when learning a foreign language to practice listening, speaking, reading, and writing skills as much as you can **in and outside of the classroom**. Do you have friends that speak Spanish? Do you have a clear plan to succeed in this class? Remember, this is a five unit course

. You must do all workbook activities assigned in order to get credit. Submit homework on time. The workbook activities are to be done online before every class. The due date will be on the day of the exam, usually. We will cover Preliminary lesson + **Lessons 1 through 6 of the text and workbook.**

No late homework will be accepted.

NOTE: I may track your progress online any given day. Neither absence nor tardiness will be considered an excuse for missing assignments, incomplete work, or quizzes. **You are responsible for the work missed during your absence.**

Ask a fellow student for information about missing work, or Check “Reading/Assignment Schedule” for assignments missed in BLACKBOARD.

IF YOU ENCOUNTER TECHNICAL PROBLEMS IN “MYSpanishLAB” PLEASE CONTACT COSTUMER SUPPORT. YOUR INSTRUCTOR CANNOT HELP YOU WITH TECHNICAL ISSUES.

ORAL MIDTERM: Your midterm will consist of a short (5 minutes) oral interview in Spanish with your instructor. The oral interview will take place during class time. SEE SCHEDULE for exact date. The questions for this interview will be based on chapter topics covered so at that point. Students are expected to include the words, grammar, idiomatic expressions, and cultural information learned. **No note reading during interview. Instructor may elaborate ask students to elaborate on their answers.**

ORAL PRESENTATION: During the last week of instruction (MAY 5TH – MAY 10TH) you will deliver an oral presentation. This is done in front of the instructor not in front of the class. The topics will be assigned in class.

The oral exam will be graded on the student’s ability to communicate effectively in a conversational situation **IN SPANISH**.

Presentations will be graded on content, preparation, creativity, vocabulary, fluency, pronunciation, and ability to communicate in the **target language**.

More information regarding this exam will be provided by the instructor later.

The oral presentation topic must be about a Spanish speaking country: its history, culture, or society.

REMEMBER: STUDENTS MUST APPLY THE GRAMMAR AND VOCABULARY LEARNED IN CLASS. LIKE OUR CHAPTER EXAMS, THE PRESENTATION MUST INCLUDE INFORMATION ABOUT A COUNTRY’S SOCIETY, CULTURE, TRADITIONS, CURRENT EVENTS, AND DEMOGRAPHIC DATA.

NOTE: INSTRUCTOR MAY ASK PRESENTER TO ELABORATE IN ANY GIVEN POINT DURING PRESENTATION.

THIS IS AN ORAL PRESENTATION IN SPANISH. STUDENTS WILL NOT BE ALLOWED TO READ, OR USE NOTES AT THE TIME OF DELIVERY. IF YOU READ YOUR PRESENTATION YOU WILL NOT RECEIVE CREDIT.

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WRITTEN EXAMS (EXÁMENES) AND QUIZZES (PRUEBAS):

1. There will be six (6) EXAMS to be programmed through our MySpanishLab site.
2. EXAMS MUST BE TAKEN UNDER INSTRUCTOR'S SUPERVISION. OTHERWISE, EXAMS WILL NOT BE ACCEPTED AS PART OF YOUR GRADE.
3. YOU WILL ONLY GET ONE ATTEMPT PER EXAM. DO NOT SUBMIT YOUR ANSWERS UNTIL YOU HAVE COMPLETED ALL QUESTIONS.
4. IF YOU SUBMIT YOUR ANSWERS "BY MISTAKE" YOU WILL HAVE YOU WILL NOT BE ABLE TO RETAKE THE EXAM.

5. IMPORTANT:

You will take the exams online. The system will penalize you for poorly typed answers. Thus, you must answer carefully in Spanish. You will be responsible for the correct orthography in Spanish (grammar, punctuation, and word accentuation.) If you have difficulty with this approach, please find an instructor that is not using this evaluation system.

THE FINAL exam will be comprehensive. That is, it will cover everything since day 1. Exams and quizzes will cover geography, grammar, homework assignments, and class discussions on history, vocabulary, and culture. FINAL EXAM WILL BE HELD ON MONDAY, MAY 12, 2014.

NOTE: IF YOU DO NOT TAKE THE FINAL EXAM YOU WILL RECEIVE AN "F" FOR THE COURSE.

Please note that the exams are going to be given in the first hour, don't be late otherwise you will lose time. There will be NO MAKE-UP TESTS OR QUIZZES -Except in cases of documented medical emergencies, at the discretion of the professor. For reasons of fairness and the integrity of the class, there are NO EXCEPTIONS. **You must be present on these days, or you will automatically receive a zero. NO EXCEPTIONS.** Make sure you plan on getting to class on time and always come prepared for a quiz.

Note: THERE WILL BE NO SPECIAL EXAM PREPARATION HANDOUTS PROVIDED BY INSTRUCTOR. THE ONLINE HOMEWORK SECTION SERVES THAT PURPOSE.

Participation:

Attendance is the basis for your participation, but it is not the only criteria. See above for description of what is considered good quality participation in this class. Attending class is not enough.

.NOTE: 3% PTS WILL BE DEDUCTED from the overall grade FOR EVERY UNEXCUSED ABSENCE. Student must provide a note from his/her doctor.

Also note: when doing homework and taking exams, you are to save your answers constantly, every 30 sec. or so, in case there is a system disconnect. If you lose your data, you will have to submit your answers again.

ACADEMIC INTEGRITY

- Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.

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- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question. Anyone caught cheating will receive a zero (0) on the exam or assignment and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following:
 - o plagiarism
 - o copying or attempting to copy from others during an examination or on an assignment;
 - o communicating test information with another person during an examination;
 - o allowing others to do an assignment or portion of an assignment
 - o use of a commercial term paper service

Students will treat each other and the professor with verbal and nonverbal dignity and respect. Do not use profanity under any circumstances. Offensive behavior of any kind will not be accepted. SEE STANDARDS OF STUDENT CONDUCT BELOW.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor. **Consider:** specifics for your class/program
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.

Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children

Student Counseling and Health Services

Required Language: Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

STUDENTS WITH DISABILITIES STATEMENT:

PLEASE SEE APPROPRIATE SECTION IN COLLEGE CATALOGUE.

Any students with a documented disability who may need additional accommodations should notify the instructor or the Disabled Student Program and Services (DSP&S) office as soon as possible.

Disabled Student Programs and Services is designed to provide supportive services to students with physical disabilities, learning disabilities, psychological disabilities, developmental delay, acquired brain injury, visual impairments, health problems and to students that are deaf and hard of hearing. The program provides priority registration, counseling, class scheduling, tutoring, mobility assistance, interpreting, alternate text production, adaptive physical education, special parking, and health and wellness assessments.

We are located in the
Mel Wendrick Access Center (Building 2100)
(760) 355-6312 or (760) 355-4174 (TDD)

IMPORTANT DATES:

PLEASE SEE SCHEDULE OF CLASSES OR IMPORTANT DATES

[http://www.imperial.edu/index.php?](http://www.imperial.edu/index.php?option=com_docman&task=doc_view&gid=2802&Itemid=762)

[option=com_docman&task=doc_view&gid=2802&Itemid=762](http://www.imperial.edu/index.php?option=com_docman&task=doc_view&gid=2802&Itemid=762)

¡Bienvenidos a la clase de español!

CRONOGRAMA TENTATIVO DEL CURSO

SEE ATTACHED TENTATIVE SCHEDULE FOR THIS CLASS.

Instructors are required to clear their rosters of inactive enrollment as of census. Inactive enrollment in a course is defined as the following:

As of each census day, any student who has

(1) Been identified as a no show, defined as a student who fails to attend the first class meeting. For online classes, it is a student who fails to complete the initial required activity,

OR

(2) Been dropped for excessive absences, defined as a student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week. Online courses will substitute required activities for absences/class meetings.

An instructor may drop a student after census and up until the final drop deadline (75% of the course) if the student has excessive absences and is no longer participating in the

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class as long as said procedures are specifically noted in the class syllabus. However there is no responsibility on the part of the instructor to do so.

Students who no longer wish to participate in class are responsible for dropping themselves using the online registration system. Specific instructions and deadlines are listed each term in the Class Schedule.

Professor: Javier Rangel
SPRING 2014
Español _____
CRN : _____

COURSE OUTLINE AGREEMENT

Course agreement contract: By signing this note understand and agree to comply with the information outlined in the course syllabus and with the instructions of conduct of the instructor.

Name :(print) _____

Signature: _____

Date: _____

Please return to the instructor on the second class meeting, after reading the syllabus carefully.

STANDARDS OF STUDENT CONDUCT

Imperial Valley College is maintained for the purpose of providing students in the community with programs of instruction in higher education. The College is concerned with the fostering of knowledge, the search for truth and the dissemination of ideas. Free inquiry and free expression are indispensable to the achievement of these goals. As members of the College community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Students at Imperial Valley College may rightfully expect that the faculty and administration will maintain an environment where there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on campus. As members of the College community, students shall be encouraged to develop the capacity for critical judgement and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner. Students shall assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. Students shall observe the rules and regulations of the College and shall refrain from conduct which interferes with the College's teaching and administration, or which unreasonably interferes with the rights of others. Misconduct while on the college campus, or at

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a College-sponsored function for which students and student organizations are subject to disciplinary action includes, but is not limited to, the following:

(1) Willful disobedience to lawful directions of College officials acting in the performance of their duties.

(2) Violation of College rules and regulations, including those concerning student organizations, the use of College facilities, or the time, place and manner of public expression or distribution of material.

(3) Dishonesty, such as cheating, or for knowingly furnishing false information to the college.

(4) Willful persistent smoking where smoking has been prohibited.

(5) Unauthorized entry to, or use of College facilities.

(6) Forgery, alteration, or misuse of College documents, records, or identification.

(7) Disruption of classes, administration, disciplinary procedures or unauthorized College activities.

(8) Theft of, or damage to property belonging to the College, a member of the College community, or campus visitor.

(9) Disorderly, lewd, indecent, or obscene conduct or expression.

(10) Assault, battery, or the threat of force or violence directed toward any member of the College community or campus visitor.

(11) Unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance and possession, use, or distribution of alcohol.

(12) Possession, while on the College campus or at a College sponsored function, of any instrument or weapon of a kind commonly known as a blackjack, fire bomb, billy club, brass knuckles, dagger, or firearm (loaded or unloaded) such as a pistol, revolver, or rifle, or any knife having a blade longer than five (5) inches, any switch-blade longer than two (2) inches, or any metal pipe, bar, or instrument used, or intended to be used as a club, or to be used to threaten bodily harm.

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(13) Commission of any crime on campus, or commission of a crime off-campus, when such off-campus crime is of such a nature that the College needs to impose sanctions in addition to those imposed by the criminal authorities for the protection of other students, or to safeguard the academic process.

Violation of such rules are subject to the following types of disciplinary actions.

(1) Warning.

(2) Reprimand.

(3) Disciplinary action.

(4) Restitution, reimbursement for damage or misappropriation of

property.

(5) Suspension or removal by instructor.

(6) Expulsion

The complete policy on Standards of Student Conduct, Disciplinary Action, and Due Process can be found in the Handbook for Faculty Advisors and Student Leaders in the Student Affairs Office or online at <http://student.imperial.edu>.

IMPORTANT NOTE:

Your instructor reserves the right to amend any aspects of this SYLLABUS/OUTLINE

It is your responsibility to keep track of changes announced in class

THE AMOUNT OF EXAM QUESTIONS DOES NOT EQUATE TO THE PERCENTAGE VALUE OF EXAMS. THUS, EXAMS WILL CONTAIN AS MANY QUESTIONS AS NECESSARY.

Take a Tour - Student : MyLanguageLabs 2012-2013 Release

http://www.youtube.com/watch?v=bcO1_FqESaA&feature=autoplay&list=PL438260E1CA115A66&playnext=1

MyLanguageLabs Student Registration Video

<http://www.youtube.com/watch?v=IJo7Mb5d3JM&feature=relmfu>