



Advanced Placement® (AP®) Spanish (APSPAN) A Syllabus

Course Name

APSPAN A

Advanced Placement® (AP®) Spanish – Semester A

Course Information

APSPAN A is the first semester of this two-semester course.

AP Spanish Language students practice perfecting their Spanish speaking, listening, reading, and writing skills. They study vocabulary, grammar, and cultural aspects of the language, and then apply what they learn in extensive written and spoken exercises. The course addresses the broad themes of Global Challenges, Science and Technology, Contemporary Life, Personal and Public Identities, Families and Communities, and Beauty and Aesthetics. By the end of the course, students will have an expansive vocabulary, a solid, working knowledge of all verb forms and tenses, strong command of other language structures, and an ability to use language in many different contexts and for varied purposes. The equivalent of a college-level language course, AP Spanish Language prepares students for the AP exam and for further study of Spanish language, culture, or literature. Throughout the course, students are evaluated with assessments specifically designed to prepare them for the content, form, and depth of the AP Exam.

Prerequisite: Three to four years of Spanish or equivalent native fluency

This course has been authorized by the College Board® to use the AP® designation.

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Course Delivery Method

Online

Contacting Your Instructor

You may contact your instructor through the Blackboard messaging system. Technical support is available 24/7 at www.k12.ttu.edu.

Course Objectives

After completing this course, you should be able to:

1. perfect your Spanish speaking, listening, reading, and writing skills;
2. review vocabulary, grammar, and cultural aspects of the language, applying what you learn in extensive written and spoken exercises;
3. address the broad themes of global challenges, science and technology, contemporary life, personal and public identities, families and communities, and beauty and aesthetics; and
4. have an expansive Spanish vocabulary, a solid, working knowledge of all verb forms and tenses, strong command of other language structures, and an ability to use language in many different contexts and for varied purposes.

APSPAN addresses the required Texas Essential Knowledge and Skills (TEKS). These can be found at the [Texas Education Agency](http://www.tea.state.tx.us) website.

Textbook and Materials

Textbook(s)

There is no required text to purchase for this course.

Materials

Required:

- Any Spanish-English, English-Spanish Dictionary
- Microphone

Optional:

- *AP Spanish: Preparing for the Language Examination*, 3rd ed. José M. Diaz, Margarita Leicher-Prieto, and Gilda Nissenberg (Prentice Hall, 2007)
ISBN-10: 0131660942 / ISBN-13: 9780131660946

Technical Requirements

- Internet access – preferably high speed (for accessing Blackboard)
- Email
- Word processing software such as Microsoft Word
- Adobe Reader (download from [Adobe.com](http://adobe.com))
- Audio and video capabilities (for watching/listening to course content)

Technical Skill Requirements

Be comfortable with the following:

- using a word processor
- Internet search engines and browsers

Course Organization

This course consists of five units and a final exam. Each unit contains the following:

- Introduction and Instructions
- Learning Objectives and Curriculum Standards
- Learning Activities
- Assignments

Each unit includes several activities that present content knowledge. Each unit also includes multiple graded assignments to ensure that you learn the content that has been presented in the activities. Some of the assignments are automatically-graded quizzes, and some are written assignments or activities that your instructor will grade. Be sure you read all instructions carefully and ask your instructor for help if something is not clear.

Course Outline

Please note that the Unit Tests will be hidden from you until you have completed all unit lessons and activities in the Course Content area.

Unit	Topic	Approximate Time for Completion
Unit 1	The Hispanic Family	Four weeks
Lesson 1	What is in a Name?	
Lesson 2	The Family Tree	
Lesson 3	Traditions and Customs	
Lesson 4	Wrap-Up	
Unit 2	Education	Four weeks
Lesson 1	High School and College	
Lesson 2	School Subjects and Professions	
Lesson 3	Student Life	
Lesson 4	Wrap-Up	

Unit	Topic	Approximate Time for Completion
Unit 3	Health and Nutrition	Four weeks
Lesson 1	The Human Body	
Lesson 2	A Healthy Appetite	
Lesson 3	Staying in Shape	
Lesson 4	Wrap-Up	
Unit 4	Recreation and Pastimes	Four weeks
Lesson 1	Champions!	
Lesson 2	Traveling Tales	
Lesson 3	Free Time	
Lesson 4	Wrap-Up	
Unit 5	Semester Wrap-Up	One week
Lesson 1	Semester Review and Wrap-Up	
Final Exam	Units 1-5	

Assignment Schedule

Each of the following must be completed to complete the course. Items with an asterisk (*) indicate that these are summative assessments for the course.

Unit	Weeks	Assignments
1	1-4	1.1.5 Discuss: Our Class Community 1.1.8 Project: Speaking Spanish 1.1.9 Quiz: Wrap-Up 1.2.8 Journal: My Family 1.2.9 Quiz: Wrap-Up 1.3.6 Discuss: Critical Review 1.3.9 Project: Interpersonal Speaking 1.3.10 Quiz: Wrap-Up *1.4.2 Test (CST): The Hispanic Family
2	5-8	2.1.8 Journal: My Most Memorable Memory 2.1.9 Quiz: Wrap-Up 2.2.6 Discuss: Critical Review 2.2.9 Project: Presentational Speaking 2.2.10 Quiz: Wrap-Up

Unit	Weeks	Assignments
		2.3.8 Quiz: Wrap-Up *2.4.2 Test (CST): Education
3	9-12	3.1.7 Project: Informally Speaking 3.1.8 Quiz: Wrap-Up 3.2.6 Discuss: Critical Review 3.2.8 Journal: Interpersonal Writing 3.2.9 Quiz: Wrap-Up 3.3.7 Project: Presentational Speaking 3.3.8 Quiz: Wrap-Up *3.4.2 Test (CST): Health and Nutrition
4	13-16	4.1.7 Practice: Winning the Championship 4.1.8 Quiz: Wrap-Up 4.2.6 Project: Summer/Winter in Argentina 4.2.7 Quiz: Wrap-Up 4.3.7 Discuss: Critical Review 4.3.8 Quiz: Wrap-Up *4.4.2 Test (CST): Recreation and Pastimes
5	17	5.1.2 Exam: Semester 1 Exam
		5.1.3 Final Exam: Written Exam 5.1.4 Final Exam: Spoken Exam

Course Detailed Description

UNIT 1: THE HISPANIC FAMILY

LESSON 1 OVERVIEW: WHAT IS IN A NAME?

1.1.1 Study: Hispanics in the United States

Take a brief look at the various Hispanic communities living in the United States.

Duration: 1 hr

1.1.2 Study: Listening: Short Dialogues and Narratives

Learn how to approach the first section of the listening portion of the AP Exam, which includes short dialogues and narratives.

Duration: 1 hr

1.1.3 Checkup: Listening Comprehension Practice

Listen to dialogues and use your listening-comprehension skills to answer questions.

Duration: 30 mins

1.1.4 Checkup: Grammatically Speaking

Learn and practice regular present-tense verb conjugations.

Duration: 1 hr

1.1.5 Discuss: Our Class Community

Engage in a discussion with fellow classmates and your teacher to get to know each other better.

Duration: 45 mins; Scoring: 40 points

1.1.6 Checkup: Focus on the Language

Learn and practice using subject pronouns.

Duration: 1 hr

1.1.7 Checkup: Improving Your Oral Spanish

Learn tips that will help you improve your Spanish speaking skills.

Duration: 30 mins

1.1.8 Project: Speaking Spanish

Work on your pronunciation of vowels. Then, choose a strategy for improving your oral Spanish and describe what you did.

Duration: 45 mins; Scoring: 40 points

1.1.9 Quiz: Wrap-Up

Take a quiz to assess your understanding of the material.

Duration: 30 mins; Scoring: 20 points

LESSON 2 OVERVIEW: THE FAMILY TREE

1.2.1 Study: The Hispanic Family

Become more acquainted with the priorities and values of the typical Hispanic family.

Duration: 1 hr

1.2.2 Study: Reading Comprehension: Skills and Strategies

Learn some useful tips and strategies for the reading comprehension section of the AP Exam.

Duration: 1 hr

1.2.3 Read: Reading Comprehension Practice

Practice your reading comprehension skills as you learn about Hispanic families.

Duration: 30 mins

1.2.4 Checkup: Grammatically Speaking

Learn and practice using irregular forms of present-tense verb conjugations.

Duration: 1 hr 30 mins

1.2.5 Checkup: Listening Practice

Learn and practice using irregular forms of present-tense verb conjugations.

Duration: 1 hr 30 mins

1.2.6 Checkup: Focus on the Language

Learn and practice using gender and number with nouns.

Duration: 1 hr 30 mins

1.2.7 Study: Essay-Writing Tips

Learn tips to help you improve the overall presentation of your essays, particularly the ones you write as part of interpersonal-writing tasks.

Duration: 1 hr

1.2.8 Journal: My Family

Write about yourself and your family using the vocabulary and grammar that you have learned.

Duration: 45 mins; Scoring: 40 points

1.2.9 Quiz: Wrap-Up

Take a quiz to assess your understanding of the material.

Duration: 30 mins; Scoring: 20 points

LESSON 3 OVERVIEW: TRADITIONS AND CUSTOMS

1.3.1 Study: Hispanic Traditions

Become acquainted with some of the traditions of Hispanic families.

Duration: 1 hr

1.3.2 Study: Listening Strategies for Dialogues

Explore listening strategies for several types of dialogue.

Duration: 30 mins

1.3.3 Checkup: Dialogue Listening Practice

Practice your skills for listening to dialogue.

Duration: 30 mins

1.3.4 Checkup: Grammatically Speaking

Learn and practice spelling and stem changes in the present tense.

Duration: 1 hr

1.3.5 Read: Literature Reading

Read a short literary work and answer questions to show your comprehension.

Duration: 2 hrs

1.3.6 Discuss: Critical Review

Discuss the topics and theme of your reading with your classmates.

Duration: 45 mins; Scoring: 40 points

1.3.7 Checkup: Focus on the Language

Learn and practice accentuation, punctuation, and sentence structure.

Duration: 1 hr

1.3.8 Study: Interpersonal Speaking

Explore techniques that will improve your Spanish-language conversation skills.

Duration: 1 hr

1.3.9 Project: Interpersonal Speaking

Exercise your Spanish-language conversation skills.

Duration: 45 mins; Scoring: 40 points

1.3.10 Quiz: Wrap-Up

Take a quiz to assess your understanding of the material.

Duration: 30 mins; Scoring: 20 points

LESSON 4 OVERVIEW: WRAP-UP

1.4.1 Review: The Hispanic Family

Prepare for the unit test by reviewing key concepts and skills.

Duration: 2 hrs

1.4.2 Test (CST): The Hispanic Family

Take a computer-scored test to assess what you have learned in this unit.

Duration: 25 mins; Scoring: 40 points

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UNIT 2: EDUCATION

LESSON 1 OVERVIEW: HIGH SCHOOL AND COLLEGE

2.1.1 Study: Schools in Mexico

Explore aspects of Mexico's educational system and learn appropriate vocabulary.

Duration: 1 hr

2.1.2 Study: Improving Reading Comprehension

Learn how to identify the main idea of a passage and read for detail.

Duration: 1 hr

2.1.3 Read: Reading Skills Practice

Practice your content analysis skills.

Duration: 30 mins

2.1.4 Checkup: Grammatically Speaking

Learn and practice the regular forms of the preterit tense.

Duration: 1 hr

2.1.5 Study: Presentational Writing Strategies

Practice the skills you'll use on the writing part of the AP Exam.

Duration: 45 mins

2.1.6 Checkup: Focus on the Language

Learn and practice using definite and indefinite articles.

Duration: 1 hr

2.1.7 Study: Free Response: Writing

Learn some useful tips and strategies to use on the free-response writing part of the AP Exam.

Duration: 1 hr

2.1.8 Journal: My Most Memorable Memory

Use the vocabulary and grammar that you have learned to describe one of your most memorable experiences in high school.

Duration: 1 hr; Scoring: 40 points

2.1.9 Quiz: Wrap-Up

Take a quiz to assess your understanding of the material.

Duration: 30 mins; Scoring: 20 points

LESSON 2 OVERVIEW: SCHOOL SUBJECTS AND PROFESSIONS

2.2.1 Study: School Subjects and Professions

Read about professions and learn vocabulary for academic subjects and professions.

Duration: 1 hr

2.2.2 Study: Listening Strategies for Short Narratives and Longer Passages

Learn listening strategies for the types of passages found on the AP Exam.

Duration: 1 hr

2.2.3 Checkup: Listening Practice

Check your listening comprehension skills as you learn about professions in Mexico.

Duration: 30 mins

2.2.4 Checkup: Grammatically Speaking

Learn the irregular forms and stems of the preterit tense and practice using them.

Duration: 1 hr

2.2.5 Read: Literature Reading

Read a short literary work and answer questions to show your understanding.

Duration: 2 hrs

2.2.6 Discuss: Critical Review

Discuss the topics and theme of your reading with your classmates.

Duration: 45 mins; Scoring: 40 points

2.2.7 Checkup: Focus on the Language

Learn and practice using correct agreement and placement of adjectives.

Duration: 1 hr

2.2.8 Study: Free Response: Speaking

Learn some useful tips and strategies to improve your listening skills and your success on the speaking part of the AP Exam.

Duration: 1 hr

2.2.9 Project: Presentational Speaking

Practice your pronunciation while you speak on a topic that is based on two prompts.

Duration: 45 mins; Scoring: 40 points

2.2.10 Quiz: Wrap-Up

Take a quiz to assess your understanding of the material.

Duration: 30 mins; Scoring: 20 points

LESSON 3 OVERVIEW: STUDENT LIFE**2.3.1 Study: Student Life**

Hear about issues important to college students and learn relevant vocabulary.

Duration: 1 hr

2.3.2 Study: Vocabulary Recognition 1

Learn to recognize common Latin and Greek roots.

Duration: 1 hr

2.3.3 Read: Life as a Mexican University Student

Read about life in Mexican universities and then answer questions to show your understanding.

Duration: 1 hr 30 mins

2.3.4 Checkup: Grammatically Speaking

Learn and practice spelling and stem changes in the preterit tense.

Duration: 1 hr

2.3.5 Read: Reading Comprehension

Read a passage and answer questions about what you read.

Duration: 45 mins

2.3.6 Checkup: Focus on the Language

Learn and practice using reflexive pronouns and verbs.

Duration: 1 hr

2.3.7 Practice: Writing a Presentational Essay

Become familiar with the presentational essay-writing part of the AP Exam.

Duration: 30 mins

2.3.8 Quiz: Wrap-Up

Take a quiz to assess your understanding of the material.

Duration: 30 mins; Scoring: 20 points

LESSON 4 OVERVIEW: EDUCATION WRAP-UP

2.4.1 Review: Education

Prepare for the unit test by reviewing key concepts and skills.

Duration: 2 hrs

2.4.2 Test (CST): Education

Take a computer-scored test to assess what you have learned in this unit.

Duration: 25 mins; Scoring: 40 points

UNIT 3: HEALTH AND NUTRITION

LESSON 1 OVERVIEW: THE HUMAN BODY

3.1.1 Study: A View from the Inside

Learn vocabulary related to the human body.

Duration: 1 hr

3.1.2 Checkup: Medicine in Central America

Listen to a narrative to learn about medical issues in Central America and then answer questions to demonstrate your understanding.

Duration: 1 hr

3.1.3 Checkup: Listening Exercise

Listen to a short passage and answer questions about what you heard.

Duration: 45 mins

3.1.4 Checkup: Grammatically Speaking

Review the formation and use of the imperfect tense.

Duration: 1 hr

3.1.5 Checkup: Interpersonal Speaking

Take part in a simulated conversation.

Duration: 30 mins

3.1.6 Checkup: Focus on the Language

Learn and practice general agreement between subjects and verbs and between verbs and modifiers.

Duration: 1 hr

3.1.7 Project: Informally Speaking

Practice the skills you'll use on the interpersonal-speaking section of the AP Exam.

Duration: 45 mins; Scoring: 40 points

3.1.8 Quiz: Wrap-Up

Take a quiz to assess your understanding of the material.

Duration: 30 mins; Scoring: 20 points

LESSON 2 OVERVIEW: A HEALTHY APPETITE

3.2.1 Study: A Healthy Appetite

Explore different foods and learn appropriate vocabulary.

Duration: 1 hr

3.2.2 Study: Structural Analysis of Written Passages

Learn to identify structures of written passages that will increase your comprehension.

Duration: 1 hr

3.2.3 Checkup: Short Dialogues and Narratives: Healthy Lifestyle

Use your structural analysis skills to analyze a written passage.

Duration: 30 mins

3.2.4 Checkup: Grammatically Speaking

Learn and practice when to use the preterit and imperfect tenses.

Duration: 1 hr

3.2.5 Read: Literature Reading

Read a literary work and answer questions to show your understanding.

Duration: 2 hrs

3.2.6 Discuss: Critical Review

Discuss the topics and theme of your reading with your classmates.

Duration: 45 mins; Scoring: 40 points

3.2.7 Checkup: Focus on the Language

Learn and practice using demonstrative pronouns and adjectives.

Duration: 1 hr

3.2.8 Journal: Interpersonal Writing

Practice the skills you'll use on the interpersonal-writing section of the AP Exam.

Duration: 45 mins; Scoring: 40 points

3.2.9 Quiz: Wrap-Up

Take a quiz to assess your understanding of the material.

Duration: 30 mins; Scoring: 20 points

LESSON 3 OVERVIEW: STAYING IN SHAPE

3.3.1 Study: Get in Shape!

Explore aspects of physical fitness, nutrition, and hygiene while learning appropriate vocabulary.

Duration: 1 hr

3.3.2 Study: Listening: Long Dialogues and Narratives

Learn some useful tips and strategies for approaching long dialogues and narratives in the listening section of the AP Exam.

Duration: 1 hr

3.3.3 Practice: Health Habits

Listen to dialogues about health issues and then answer questions to show your understanding.

Duration: 1 hr

3.3.4 Checkup: Grammatically Speaking

Learn and practice how to distinguish between the uses of the preterit and imperfect tenses with verbs of state.

Duration: 1 hr

3.3.5 Study: Interpersonal Writing

Learn and practice using possessive pronouns and adjectives.

Duration: 1 hr

3.3.6 Checkup: Focus on the Language

Learn and practice using possessive pronouns and adjectives.

Duration: 1 hr

3.3.7 Project: Presentational Speaking

Get some practice with a presentational speaking item like the one you'll encounter on the AP Exam.

Duration: 45 mins; Scoring: 40 points

3.3.8 Quiz: Wrap-Up

Take a quiz to assess your understanding of the material.

Duration: 30 mins; Scoring: 20 points

LESSON 4 OVERVIEW: WRAP-UP

3.4.1 Review: Health and Nutrition

Prepare for the unit test by reviewing key concepts and skills.

Duration: 2 hrs

3.4.2 Test (CST): Health and Nutrition

Take a computer-scored test to assess what you have learned in this unit.

Duration: 25 mins; Scoring: 40 points

UNIT 4: RECREATION AND PASTIMES

LESSON 1 OVERVIEW: CHAMPIONS!

4.1.1 Study: Fun in the Sun

Develop an understanding of the important role of sports in the Hispanic world and learn related vocabulary.

Duration: 1 hr

4.1.2 Study: Tips on Reading Comprehension

Use your reading comprehension skills to answer questions.

Duration: 30 mins

4.1.3 Checkup: Grammatically Speaking

Learn and practice using compound tenses.

Duration: 1 hr

4.1.4 Checkup: Listening to Long Dialogues and Narratives

Listen to passages and answer questions about what you hear.

Duration: 30 mins

4.1.5 Checkup: Focus on the Language

Learn and practice using interrogative pronouns and adjectives.

Duration: 1 hr

4.1.6 Study: Circumlocution

Learn how to use circumlocution as a test-taking strategy.

Duration: 1 hr

4.1.7 Practice: Winning the Championship

Write a short essay that answers a question and uses sources provided in the activity.

Duration: 45 mins; Scoring: 40 points

4.1.8 Quiz: Wrap-Up

Take a quiz to assess your understanding of the material.

Duration: 30 mins; Scoring: 20 points

LESSON 2 OVERVIEW: TRAVELING TALES

4.2.1 Study: On the Road Again

Explore travel and tourism in Spanish-speaking countries while learning important vocabulary.

Duration: 1 hr

4.2.2 Study: Vocabulary Recognition 2

Learn how to use prefixes and suffixes.

Duration: 1 hr

4.2.3 Checkup: Grammatically Speaking

Learn and practice using compound tenses with the verb haber and past participles.

Duration: 1 hr

4.2.4 Checkup: Tourism in Cuba

Listen to a narrative about tourism in Cuba and then answer questions to demonstrate your understanding.

Duration: 1 hr

4.2.5 Checkup: Focus on the Language

Learn and practice the verb gustar and other similar verbs.

Duration: 1 hr

4.2.6 Project: Summer/Winter in Argentina

Practice the skills you'll need to use on the interpersonal-speaking section of the AP Exam.

Duration: 45 mins; Scoring: 40 points

4.2.7 Quiz: Wrap-Up

Take a quiz to assess your understanding of the material.

Duration: 30 mins; Scoring: 20 points

LESSON 3 OVERVIEW: FREE TIME

4.3.1 Study: Having Fun!

Explore different free-time activities in Spanish-speaking countries.

Duration: 1 hr

4.3.2 Study: In the News

Learn how to read articles from Caribbean newspapers.

Duration: 1 hr

4.3.3 Checkup: Grammatically Speaking

Learn and practice differentiating between verbal and adjectival forms of compound perfect tenses.

Duration: 1 hr

4.3.4 Read: ¡Leemos!

Answer reading comprehension items like those you'll encounter on the AP Exam.

Duration: 45 mins

4.3.5 Checkup: Focus on the Language

Learn the differences between saber and conocer and practice using them.

Duration: 1 hr

4.3.6 Read: Literature Reading

Read a literary work and answer questions to show your understanding.

Duration: 2 hrs

4.3.7 Discuss: Critical Review

Discuss the topics and theme of your reading with your classmates.

Duration: 45 mins; Scoring: 40 points

4.3.8 Quiz: Wrap-Up

Take a quiz to assess your understanding of the material.

Duration: 30 mins; Scoring: 20 points

LESSON 4 OVERVIEW: RECREATION AND PASTIMES WRAP-UP

4.4.1 Review: Recreation and Pastimes

Prepare for the unit test by reviewing key concepts and skills.

Duration: 2 hrs

4.4.2 Test (CST): Recreation and Pastimes

Take a computer-scored test to assess what you have learned in this unit.

Duration: 25 mins; Scoring: 40 points

UNIT 5: REVIEW AND EXAM

LESSON 1 OVERVIEW: REVIEW AND EXAM

5.1.1 Review: Semester 1 Review

Prepare for the semester exam by reviewing key concepts covered in this semester.

Duration: 3 hrs

5.1.2 Exam: Semester 1 Exam

Take a computer-scored exam to demonstrate your mastery of concepts and skills covered in this semester.

Duration: 1 hr 20 mins; Scoring: 140 points

5.1.3 Final Exam: Written Exam

Take a teacher-scored exam to demonstrate your mastery of writing skills covered in this semester.

Duration: 1 hr 5 mins; Scoring: 84 points

5.1.4 Final Exam: Spoken Exam

Take a teacher-scored exam to demonstrate your mastery of speaking skills covered in this semester.

Duration: 25 mins; Scoring: 56 points

Course Credit

The course grade will be calculated as follows:

- 50% coursework average;
- 50% summative assessment average, including the final exam;
- A passing course grade is 70 or higher.

Students must attempt all assignments in the course. The final exam will not be available until all assignments have been accepted and graded by the teacher.

Students who score below 70% on the final exam will be eligible for one re-exam opportunity.

Coursework

The graded assignments within each unit are formative in nature. This means that they are designed to assist you in applying and demonstrating the unit concepts, as well as identifying areas in which you need additional review. You may use all the unit's learning activities to assist you as you complete the graded assignments.

Summative Assessments

Summative assessments are those that allow you to demonstrate mastery of the course objectives. For summative assessments, you will NOT be allowed to use the learning materials. These are opportunities for you to show what you have learned by that point in the course. The summative assessments for this course are as follows:

- Unit Tests **(20% of Course Grade)**
- Final Exam **(30% of Course Grade)**

Course Completion and Extensions

- Students may not complete the course in less than 30 days.
- All courses expire six months after the enrollment date. Student may purchase a single three-month extension for a fee.
- Extensions are non-refundable and non-transferrable.

Academic Integrity

It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and high standard of integrity. The attempt of students to present as their own any work not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offenders liable to serious consequences, possibly suspension.

“Scholastic dishonesty” includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such an act.

Student Expectations

You will be expected to log into the Blackboard course regularly to be aware of possible announcements/reminders and to pace your progress in the course.

Students are expected to maintain an online environment conducive to learning, which includes “netiquette” (Internet etiquette). Please review the basic rules for [Online Discussion Netiquette](#). Ensure that your email messages, discussion board postings, and other electronic communications are thoughtful and respectful. Diverse opinions are welcome in this course, and you are expected to demonstrate an open mind and courtesy when responding to the thoughts and ideas of others.

The following are prohibited:

- making offensive remarks in email or the discussion board;
- using inappropriate language or discussing inappropriate topics online;
- spamming;

- hacking;
- using TTU or Blackboard email or discussion boards for commercial purposes;
- using all caps (considered shouting in online communications); and
- cyber-bullying or online harassment of any type.

Inappropriate behavior shall result in consequences ranging from a request to correct the problem, to removal from the course or even the university, depending on the severity of the behavior. Disciplinary actions will be taken according to the TTU K-12 Student Handbook.

Communication

- You can expect a reply from your instructor within 2 business days.
- Use the Blackboard Course Messages tool for sending messages to your instructor.

Submitting Assignments

You will submit all assignments through the Blackboard Assignment Tool, rather than by email. For assignments that require you to upload a PDF or other document, please title your assignment files “lastName_firstName_assignmentName.xxx (.pdf, .doc, .xl, .jpg, etc.)”.

Technical Difficulties

Getting Help

For student assistance with Blackboard, visit [TTU K-12 Support](#).

Computer Problems

A working computer is necessary for online coursework. Computer problems will not be accepted as a valid reason for failure to complete course activities within the allotted time frame. Identify a second computer, before the course begins, that you can use if you experience computer problems.

Server Problems

When the Blackboard server needs to be taken down for maintenance, the Blackboard administrator will post an announcement in your course informing you of the time and date. If the server experiences unforeseen problems, your course instructor will notify you.

Lost or Corrupted Files

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of technology failure (e.g., Blackboard server crash or virus infection, students' own computer problems, loss of files in cyberspace, etc.) or any disputes, the instructor may request or require you to resubmit the files. In some

instances, the instructor may need to open another attempt within Blackboard, so communication with your instructor is critical in these circumstances.