



K-12

TEXAS TECH

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

Course Name

APSPAN B

Advanced Placement® (AP®) Spanish – Semester B

Course Information

APSPAN B is the second 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 using your Canvas Inbox. Technical support is available 24/7 at [TTU K-12](#).

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](#) 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 Canvas)
- Email
- Word processing software such as Microsoft Word
- Adobe Reader (download from [Adobe.com](#))

- Audio and video capabilities (for watching/listening to course content)
- PDF app (free options available)

Technical Skill Requirements

Be comfortable with the following:

- using a word processor
- Internet search engines and browsers
- creating PDFs (see **Requirements for Creating PDFs** in the Syllabus section of your course)

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.

Submitting Assignments

All course work will be completed in the Apex system (quizzes, discussions, practice assignments, journals, etc.). When submitting a Practice Assignment, you will submit it through the **Apex system > Messages > New Message** tool and choose your instructor. This will be the place where you upload file attachments showing your work on the assignment. Your instructor will receive the assignment submission and grade it, then provide feedback that will be sent back to you through Apex messages.

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 some assignments will be hidden from you when you start the course. As you move through the units and complete assignments, more will unlock for you.

Unit	Topic	Approximate Time for Completion
Unit 6	The Arts	Four weeks
Lesson 1	In the Eye of the Beholder	
Lesson 2	Author! Author!	
Lesson 3	The Latin Beat	
Lesson 4	Wrap-Up	
Unit 7	Commerce	Four weeks
Lesson 1	Going Shopping	
Lesson 2	In Style	
Lesson 3	Money Matters	
Lesson 4	Wrap-Up	
Unit 8	Changing Technology	Four weeks
Lesson 1	Get Connected!	
Lesson 2	Communication Around the World	
Lesson 3	Getting There	
Lesson 4	Wrap-Up	
Unit 9	Government and Politics	Four weeks
Lesson 1	Building a Nation	
Lesson 2	Community Action	
Lesson 3	Social Awareness	
Lesson 4	Wrap-Up	
Unit 10	Semester Review and Practice AP Exam	One week
Lesson 1	Semester Review	
Final Exam	Units 6-10	

continued →

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
6	1-4	6.1.7 Practice: Hispanic Art Forms 6.1.8 Quiz: Wrap-Up 6.2.5 Discuss: Critical Review 6.2.7 Project: Presentational Speaking 6.2.8 Quiz: Wrap-Up 6.3.7 Journal: Interpersonal Writing 6.3.8 Quiz: Wrap-Up *6.4.2 Test (CS): The Arts
7	5-8	7.1.6 Project: Interpersonal Speaking 7.1.7 Quiz: Wrap-Up 7.2.5 Discuss: Critical Review 7.2.7 Practice: Presentational Writing 7.2.8 Quiz: Wrap-Up 7.3.7 Project: Presentational Speaking 7.3.8 Quiz: Wrap-Up *7.4.2 Test (CS): Commerce
8	9-12	8.1.5 Journal: Interpersonal Writing 8.1.8 Discuss: Critical Review 8.1.9 Quiz: Wrap-Up 8.2.7 Project: Presentational Speaking 8.2.8 Quiz: Wrap-Up 8.3.6 Practice: Presentational Writing 8.3.7 Quiz: Wrap-Up *8.4.2 Test (CS): Changing Technology
9	13-16	9.1.7 Project: Interpersonal Speaking 9.1.8 Quiz: Wrap-Up 9.2.6 Practice: Presentational Writing 9.2.7 Quiz: Wrap-Up 9.3.4 Project: Presentational Speaking 9.3.7 Discuss: Critical Review 9.3.8 Quiz: Wrap-Up *9.4.2 Test (CS): Government and Politics

Unit	Weeks	Assignments
10	17	10.1.1 Discuss: Wrapping Up *AP Spanish B – Final Exam – Objective Portion (quiz) *AP Spanish B – Final Exam – Written Portion (quiz) *AP Spanish B – Final Exam – Spoken Portion (record online)

Course Detailed Description

UNIT 6: THE ARTS

LESSON 1: IN THE EYE OF THE BEHOLDER

6.1.1 Practice: Looking Forward to the Second Semester

Learn about the format and goals of this semester. See what to expect and how to succeed in this part of the course.

Duration: 30 mins

6.1.2 Study: The Arts

Explore art and sculpture and learn important vocabulary.

Duration: 1 hr

6.1.3 Checkup: Art History

Listen to learn about the history of art in Spain and then answer questions to show your understanding.

Duration: 1 hr

6.1.4 Checkup: Grammatically Speaking

Review and practice progressive compound tenses.

Duration: 1 hr

6.1.5 Read: Reading about Art

Read about art and answer questions to show your understanding.

Duration: 45 mins

6.1.6 Checkup: Focus on the Language

Review and practice adverbs and adverb substitutions.

Duration: 1 hr

6.1.7 Practice: Hispanic Art Forms

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

Duration: 45 mins; Scoring: 40 points

6.1.8 Quiz: Wrap-Up

Take a quiz to assess your understanding of the material.

Duration: 30 mins; Scoring: 20 points

LESSON 2: AUTHOR! AUTHOR!

6.2.1 Study: The World of Books

Explore different authors and literary works while learning important vocabulary.

Duration: 1 hr

6.2.2 Study: Tone and Characterization Analysis

Develop your reading skills as you identify a passage's characters, genre, tone, and attitude.

Duration: 1 hr

6.2.3 Checkup: Listening Practice

Listen to long passages and answer questions about what you hear.

Duration: 45 mins

6.2.4 Practice: Grammatically Speaking

Review and practice the future tense.

Duration: 1 hr

6.2.5 Discuss: Critical Review

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

Duration: 45 mins; Scoring: 40 points

6.2.6 Checkup: Focus on the Language

Review and practice infinitives and gerunds.

Duration: 1 hr

6.2.7 Project: Presentational Speaking

Using provided sources, compose a response to a question and present it orally.

Duration: 45 mins; Scoring: 40 points

6.2.8 Quiz: Wrap-Up

Take a quiz to assess your understanding of the material.

Duration: 30 mins; Scoring: 20 points

LESSON 3: THE LATIN BEAT

6.3.1 Study: Moving to the Music

Explore music from the Spanish-speaking world and learn important vocabulary.

Duration: 1 hr

6.3.2 Checkup: All about Music

Listen to learn about Latin music and then answer questions to demonstrate your understanding.

Duration: 1 hr

6.3.3 Read: Reading About Music

Review and practice the conditional tense.

Duration: 1 hr

6.3.4 Checkup: Grammatically Speaking

Review and practice the conditional tense.

Duration: 1 hr

6.3.5 Checkup: Musical Connections

Review and practice direct and indirect object pronouns.

Duration: 30 mins

6.3.6 Checkup: Focus on the Language

Review and practice direct and indirect object pronouns.

Duration: 30 mins

6.3.7 Journal: Interpersonal Writing

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

Duration: 45 mins; Scoring: 40 points

6.3.8 Quiz: Wrap-Up

Take a quiz to assess your understanding of the material.

Duration: 30 mins; Scoring: 20 points

LESSON 4: THE ARTS WRAP-UP

6.4.1 Review: The Arts

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

Duration: 2 hrs

6.4.2 Test (CS): The Arts

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

Duration: 25 mins; Scoring: 40 points

UNIT 7: COMMERCE

LESSON 1: GOING SHOPPING

7.1.1 Study: At the Market

Explore shopping areas in the Andes region and learn important vocabulary.

Duration: 1 hr

7.1.2 Read: Daily Shopping

Read a passage to learn about shopping in South America and then answer questions to demonstrate your understanding.

Duration: 1 hr 30 mins

7.1.3 Checkup: Grammatically Speaking

Review and practice the subjunctive versus the indicative mood.

Duration: 1 hr

7.1.4 Study: Interpersonal Writing

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

Duration: 45 mins

7.1.5 Checkup: Focus on the Language

Review and practice making comparisons of equality and inequality.

Duration: 1 hr

7.1.6 Project: Interpersonal Speaking

Participate in a simulated conversation like the one you'll encounter on the AP Exam.

Duration: 45 mins; Scoring: 40 points

7.1.7 Quiz: Wrap-Up

Take a quiz to assess your understanding of the material.

Duration: 30 mins; Scoring: 20 points

LESSON 2: IN STYLE

7.2.1 Study: Exploring Styles

Explore clothing and fashion in Spanish-speaking countries as you learn important vocabulary.

Duration: 1 hr

7.2.2 Checkup: Changing Styles

Listen to learn about changing styles in South America and then answer questions to demonstrate your understanding.

Duration: 1 hr

7.2.3 Practice: Grammatically Speaking

Review and practice conjugations in the present subjunctive.

Duration: 1 hr 30 mins

7.2.4 Read: Literature Reading

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

Duration: 2 hrs

7.2.5 Discuss: Critical Review

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

Duration: 45 mins; Scoring: 40 points

7.2.6 Practice: Focus on the Language

Learn and practice superlatives and irregular superlatives and comparisons.

Duration: 1 hr

7.2.7 Practice: Presentational Writing

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

Duration: 45 mins; Scoring: 40 points

7.2.8 Quiz: Wrap-Up

Take a quiz to assess your understanding of the material.

Duration: 30 mins; Scoring: 20 points

LESSON 3: MONEY MATTERS

7.3.1 Study: Learning about Currency

Explore currencies and learn important vocabulary.

Duration: 1 hr

7.3.2 Checkup: ¡Escucha bien!

Listen to long passages and answer questions about what you hear.

Duration: 45 mins

7.3.3 Read: Reading the News

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

Duration: 1 hr

7.3.4 Checkup: Grammatically Speaking

Review and practice the subjunctive mood with noun, adjective, and adverb clauses.

Duration: 1 hr

7.3.5 Checkup: Presentational Speaking

Using provided sources, compose a response to a question and present it orally.

Duration: 45 mins

7.3.6 Checkup: Focus on the Language

Review and practice forming and using the passive voice and its substitutes.

Duration: 1 hr

7.3.7 Project: Presentational Speaking

Use spoken and written sources to compose a response to a question and present it orally.

Duration: 45 mins; Scoring: 40 points

7.3.8 Quiz: Wrap-Up

Take a quiz to assess your understanding of the material.

Duration: 30 mins; Scoring: 20 points

LESSON 4: COMMERCE WRAP-UP

7.4.1 Review: Commerce

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

Duration: 2 hrs

7.4.2 Test (CS): Commerce

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

Duration: 25 mins; Scoring: 40 points

UNIT 8: CHANGING TECHNOLOGY

LESSON 1: GET CONNECTED!

8.1.1 Study: Computers and the Internet

Explore computers and the Internet and learn new vocabulary.

Duration: 1 hr

8.1.2 Read: Technical Savvy

Read about technology and then answer questions to demonstrate your understanding.

Duration: 45 mins

8.1.3 Checkup: Presentational Writing

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

Duration: 45 mins

8.1.4 Study: Cognates: Friend or Foe?

Learn the most common cognates and how to use them on the AP Exam.

Duration: 1 hr

8.1.5 Journal: Interpersonal Writing

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

Duration: 45 mins; Scoring: 40 points

8.1.6 Practice: Focus on the Language

Review and practice compound and simple prepositions.

Duration: 1 hr

8.1.7 Read: Literature Reading

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

Duration: 2 hrs

8.1.8 Discuss: Critical Review

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

Duration: 45 mins; Scoring: 40 points

8.1.9 Quiz: Wrap-Up

Take a quiz to assess your understanding of the material.

Duration: 30 mins; Scoring: 20 points

LESSON 2: COMMUNICATION AROUND THE WORLD

8.2.1 Study: Global Communication

Explore various means of communication around the world and learn important vocabulary.

Duration: 1 hr

8.2.2 Checkup: Listening Practice

Practice your listening skills while learning about accessing cultural resources through digital mediums.

Duration: 1 hr

8.2.3 Read: Reading about Telenovelas

Read to learn about telenovelas and then answer questions to demonstrate your understanding.

Duration: 1 hr

8.2.4 Checkup: Grammatically Speaking

Review and practice how to use the past subjunctive mood.

Duration: 1 hr

8.2.5 Read: Increasing Communication

Read to learn about communication and then answer questions to demonstrate your understanding.

Duration: 1 hr 30 mins

8.2.6 Checkup: Focus on the Language

Learn when to use *por* and *para*.

Duration: 1 hr

8.2.7 Project: Presentational Speaking

Using provided sources, compose a response to a question and present it orally.

Duration: 45 mins; Scoring: 40 points

8.2.8 Quiz: Wrap-Up

Take a quiz to assess your understanding of the material.

Duration: 30 mins; Scoring: 20 points

LESSON 3: GETTING THERE

8.3.1 Study: Getting Around

Explore modes of transportation in Hispanic countries and learn related vocabulary.

Duration: 1 hr

8.3.2 Checkup: Presentational Writing

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

Duration: 45 mins

8.3.3 Checkup: Grammatically Speaking

Review and practice using hypothetical *si* clauses.

Duration: 1 hr

8.3.4 Checkup: Riding Along

Review and practice using hypothetical *si* clauses.

Duration: 1 hr

8.3.5 Checkup: Focus on the Language

Review and practice prepositional pronouns.

Duration: 1 hr

8.3.6 Practice: Presentational Writing

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

Duration: 45 mins; Scoring: 40 points

8.3.7 Quiz: Wrap-Up

Take a quiz to assess your understanding of the material.

Duration: 30 mins; Scoring: 20 points

LESSON 4: CHANGING TECHNOLOGY WRAP-UP

8.4.1 Review: Changing Technology

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

Duration: 2 hrs

8.4.2 Test (CS): Changing Technology

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

Duration: 25 mins; Scoring: 40 points

UNIT 9: GOVERNMENT AND POLITICS

LESSON 1: BUILDING A NATION

9.1.1 Study: National Power

Explore the histories and governments of South American countries and learn important vocabulary.

Duration: 1 hr

9.1.2 Study: Reading Skills

Learn how literary devices and figures of speech can help you. Find comparisons and contrasts, link words, and learn to decode unfamiliar vocabulary in a passage.

Duration: 1 hr

9.1.3 Checkup: Interpersonal Writing

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

Duration: 45 mins

9.1.4 Checkup: Grammatically Speaking

Review and practice the formal and informal command forms.

Duration: 1 hr

9.1.5 Checkup: Interpersonal Speaking

Participate in a simulated conversation like the one you'll encounter on the AP Exam.

Duration: 45 mins

9.1.6 Checkup: Focus on the Language

Review and practice relative pronouns.

Duration: 1 hr

9.1.7 Project: Interpersonal Speaking

Participate in another simulated conversation in preparation for the AP Exam.

Duration: 45 mins; Scoring: 40 points

9.1.8 Quiz: Wrap-Up

Take a quiz to assess your understanding of the material.

Duration: 30 mins; Scoring: 20 points

LESSON 2: COMMUNITY ACTION

9.2.1 Study: Members of a Community

Explore components of communities in South America and learn related vocabulary.

Duration: 1 hr

9.2.2 Checkup: Listening Comprehension Skill Builder

Listen to learn about communities in South America and then answer questions to demonstrate your understanding.

Duration: 1 hr

9.2.3 Checkup: Grammatically Speaking

Learn and practice all of the compound tenses and moods.

Duration: 1 hr

9.2.4 Read: Reading about Gauchos

Read to learn about Gauchos and then answer questions to demonstrate your understanding.

Duration: 1 hr

9.2.5 Checkup: Focus on the Language

Learn and practice indefinite and negative expressions.

Duration: 1 hr

9.2.6 Practice: Presentational Writing

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

Duration: 45 mins; Scoring: 40 points

9.2.7 Quiz: Wrap-Up

Take a quiz to assess your understanding of the material.

Duration: 30 mins; Scoring: 20 points

LESSON 3: SOCIAL AWARENESS

9.3.1 Study: Expand Your Vision

Explore various social issues in the Spanish-speaking world and learn important vocabulary.

Duration: 1 hr

9.3.2 Study: Immigration and Assimilation

Check your understanding of various social issues in the Spanish-speaking world.

Duration: 1 hr

9.3.3 Checkup: Grammatically Speaking

Learn the sequence of tenses and practice your skills.

Duration: 1 hr

9.3.4 Project: Presentational Speaking

Using provided sources, compose a response to a question and present it orally.

Duration: 45 mins; Scoring: 40 points

9.3.5 Checkup: Focus on the Language

Learn and practice using verb-governed prepositions.

Duration: 1 hr

9.3.6 Read: Literature Reading

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

Duration: 2 hrs

9.3.7 Discuss: Critical Review

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

Duration: 45 mins; Scoring: 40 points

9.3.8 Quiz: Wrap-Up

Take a quiz to assess your understanding of the material.

Duration: 30 mins; Scoring: 20 points

LESSON 4: GOVERNMENT AND POLITICS WRAP-UP

9.4.1 Review: Government and Politics

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

Duration: 2 hrs

9.4.2 Test (CS): Government and Politics

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

Duration: 25 mins; Scoring: 40 points

UNIT 10: REVIEW AND EXAM

LESSON 1: SEMESTER 2 REVIEW AND EXAM

The objective and written portions are proctored online exams. The spoken portion requires you to record yourself using the Record Media tool in canvas as you respond to audio prompts. You will be on video for all three portions of the exam.

10.1.1 Discuss: Wrapping Up

Discuss with your classmates any final questions that you may have about the AP Exam.

Duration: 45 mins; Scoring: 40 points

10.1.2 Review: Semester 2 Review

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

Duration: 6 hrs

***AP Spanish B – Final Exam – Objective Portion**

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

***AP Spanish B – Final Exam – Written Portion**

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

Duration: 1 hr 5 mins; Scoring: 84 points

Practice Recording in Canvas

You may practice recording the spoken portion of the exam in Canvas using the Record Media tool. You have up to 5 attempts for this practice.

Duration: 10-30 minutes; Scoring: 0 points – practice only

***AP Spanish B – Final Exam – Spoken Portion**

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.

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)**
 - AP Spanish B – Final Exam – Objective Portion (15%)
 - AP Spanish B – Final Exam – Written Portion (9%)
 - AP Spanish B – Final Exam – Spoken Portion (6%)

Course Completion

- Students may not complete the course in less than 30 days.
- All courses expire six months after the enrollment date.

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 Canvas 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 Canvas 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 Canvas Inbox for sending messages to your instructor.
- Apex Messages will be used for submitting assignments that your instructor must grade.

Technical Difficulties

Getting Help

For student assistance with Canvas, 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 Canvas server needs to be taken down for maintenance, the Canvas 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., Canvas 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 Canvas, so communication with your instructor is critical in these circumstances.