

**University of Nevada - Las Vegas**  
**Department of World Languages and Cultures**  
**Spanish 214 - Elementary Spanish II (MW)**  
**Fall 20\_\_**

Instructor Name: \_\_\_\_\_  
Section: \_\_\_\_\_  
Instructor Office: \_\_\_\_\_  
Office Hours: \_\_\_\_\_  
Instructor Phone: \_\_\_\_\_  
Instructor E-mail: \_\_\_\_\_

Spanish Language Program Coordinator:

Office: BEH 347

Office Hours: Mondays and Wednesdays 10:00am-11:00am, Thursdays 10:00pm-12:00pm and by appointment Phone: (702) 895-3448

E-mail: [german.negron@unlv.edu](mailto:german.negron@unlv.edu)

**Course Information:**

Course Title: Intermediate Spanish II

Catalog Prefix & Number: SPAN 214

Semester Credit Hours: 3 credit hours

**General objectives**

- Students will demonstrate intermediate proficiency level in reading, writing, listening and speaking.
- Students will demonstrate cultural of understanding of Hispanic cultures through comparisons and connections with their own culture.
- Students will develop metalinguistic awareness of language as a system and of the ways in which language codes information.

**Specific linguistic and communicative outcomes**

Students will be able to

- combine simple sentences.
- talk about the future.
- talk about hypothetical situations.
- express emotions, opinions, wishes, requests, doubts using the subjunctive mood.

**Course Materials\*:**

-Textbook: Blanco, José A., and Philip Redwine Donley. *Vistas. Introducción a La Lengua Española. 5th Edition*, Boston, MA: Vista Higher Learning, 2015.

-Supersite Plus Card with WebSam (Textbook & WebSam card will be used for Span 113, 114, 213 & 214).

-Spanish/English dictionary

\*Note: Each student is required to have his/her own textbook. Textbook sharing is not allowed. Students are required to bring the textbook to class daily. At the instructor's discretion, failure to bring the required materials to class may constitute an absence.

**WEIGHTING SCALE:**

Homework/Lab	10%
Compositions	15%
Oral presentation	5%
Quizzes	30%
Midterm	20%
Final Exam	20%
Total	100%

**GRADING SCALE:**

A	93-100
A-	90-92
B+	88-89
B	84-87
B-	80-83
C+	78-79
C	74-77
C-	70-73
D+	68-69
D	64-67
D-	60-63
F	59 & Below

**Extra credit policy -**

There will be no extra credit in the class.

**Attendance Policy: -** Class attendance is mandatory.

Student attendance is essential. Steven J. Corbett says that:

“When students miss class, they miss out on important details, changes to the syllabus, and new assignments, not to mention the opportunity for a deeper understanding of a topic. They miss the chance to ask questions, learn from their peers, and show us where we may need to slow down, speed up, or retrace elements of the course content.

Lafrance, M., & Corbett, S. J. (2014, July 14). A 21st-Century Attendance Policy. The Chronicle of Higher Education. Retrieved from <https://www.chronicle.com/article/A-21st-Century-Attendance/147693>

We should add that when a student is absent, he/she cannot collaborate with classmates and participate in pair and group activities, which is an essential part of the language learning process.

Therefore, a student may miss class 3 times for any reason (e.g., medical, hospitalization, jury duty, transportation issues, ROTC, funerals, personal, family, trips, emergency conditions, employment commitments, extra-curricular activities, other course commitments, etc.) without it affecting his/her grade. After three (3) absences, his/her final course grade will be lowered one letter grade for each unexcused absence thereafter. Example: if a student has 4 absences and his/her grade is “B” it will change to a “B-”.

If a student arrives late to class (15 minutes maximum) he/she will still be allowed to sign-in and counted present, however, a tardy will be marked next to his/her name. After 15 minutes you will be allowed to stay in class, however, an absence will count against you. After three (3) tardies, an absence will be counted against the student.

If a student steps out of class for more than 5 minutes (emergencies exempt) or if you depart prior to dismissal by the instructor, you will be counted absent for that class period.

In the event that you represent UNLV at any extracurricular or official activity, extracurricular activities may include, but are not limited to; band, drama, intercollegiate athletics, recruitment, and any other activity sanctioned by a college/school dean, and/or the Executive Vice President and Provost, you must

provide written notification on official UNLV letterhead no less than one (1) week prior to the missed class(es).

Students are expected to be mindful of assignments & due dates as indicated in the course calendar. Also it is the students' responsibility to check **WebCampus daily** for announcements and supplementary exercises. Students who are not properly enrolled are not allowed to sit in class. All classes are primarily taught in Spanish.

**Homework Policy** - All homework is due on the designated due date. Late, e-mailed, faxed, "dropped off later" or hand-written assignments will NOT be accepted for credit. Late assignments may be accepted with a documented excuse as outlined in the attendance policy.

Note: Assignments that are late due to extraordinary circumstances will be evaluated on a "case by case" basis and accepted at the instructor's discretion.

Homework will primarily consist of the online laboratory. Homework may also include any other instructor directed assignments.

**Missed Work for observance of religious holidays**— Any student missing class, quizzes, examinations, or any other class or laboratory work because of observance of religious holidays will be given an opportunity during that semester to make up the missed work. The make-up opportunity will apply to the religious holiday absence only. It is the responsibility of the student to notify the instructor within the first 14 calendar days of the course for Fall and Spring courses (except for modular courses), or within the first 7 calendar days of the course for Summer and modular courses, of their intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit the Policy for Missed Work, under Registration Policies, on the Academic Policies webpage, <https://catalog.unlv.edu/content.php?catoid=6&navoid=531>.

**Representing UNLV in an extracurricular or official activity** - In accordance with the policy approved by the Faculty Senate regarding missed class time and assignments, students who represent UNLV in any official extracurricular activity will also have the opportunity to make up assignments, provided that the student provides official written notification to the instructor no less than one week prior to the missed class(es).

The spirit and intent of the policy for missed classwork is to offer fair and equitable assessment opportunities to all students, including those representing the University in extracurricular activities. Instructors should consider, for example, that in courses which offer a "Drop one" option for the lowest assignment, quiz, or exam, assigning the student a grade of zero for an excused absence for extracurricular activity is both contrary to the intent of the Faculty Senate's policy, and an infringement on the student's right to complete all work for the course.

This policy will not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the University that could reasonably have been avoided. There should be a good faith effort by both the instructor and the student to agree to a reasonable resolution. When disagreements regarding this policy arise, decisions can be appealed to the Department Chair/Unit Director, College/School Dean, and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to: fine arts activities, competitive intercollegiate athletics, science and engineering competitions, liberal arts competitions, academic recruitment activities, and any other event or activity sanctioned by a College/School Dean, and/or by the Executive Vice President and Provost.

**WebSam SuperSite Plus (Online Laboratory and Workbook)\*** - The laboratory will consist of the assigned WebSam exercises for lessons 15-18. All sections and due dates are pre-assigned and must be completed online at: <http://vistas.vhlcentral.com>. Refer to the instructions that your instructor will provide for complete information. If you have a computer that does not meet the system requirements and/or require additional computer help, please visit the Language Resource Center located in FDH 240. (<http://lrc.unlv.edu/>)

Computer issues/login problems, other than those directly attributable to SuperSite program itself (please keep an e-mail log of all correspondence with SuperSite), are not acceptable excuses for incomplete or late work.

**\*NOTE:** Students are required to register with the Supersite program by **Wednesday Sept 04, 2019**. When creating a new account, students must use their REBELMAIL e-mail address.

**Compositions** - There will be a total of four (4) compositions. Students will write two versions of each composition: a draft and a final version. Topics for the compositions are on pages 532, 566 602 and 634. All compositions drafts and final versions **must be typewritten in double space**. Final versions of compositions will be accepted only if a rough draft has been turned in prior to the final draft. Refer to the "Composition Guidelines" for complete information.

Compositions are due within the first 15 minutes of class on the designated due date. Late, e-mailed, faxed, "dropped off later" or hand-written compositions will NOT be accepted for credit. Late compositions may be accepted with a documented excuse as outlined in the attendance policy.

Note: Compositions that are late due to extraordinary circumstances will be evaluated on a "case by case" basis and accepted at the instructor's discretion.

**Oral presentation** - Students are required to talk in front of the class for two and a half minutes. The instructor will provide the topics. This individual oral presentation will take place during the second half of the semester (after the midterm exam). The specific dates for the presentations will be assigned by the instructor. The presentation is worth 5% of your final grade. Students are not allowed to read during the presentation.

**Chapter Quizzes\*** - There will be a total of three (3) quizzes; two will be chapter quizzes and one will be a quiz on the readings. Quiz #1 will cover chapters 15. Quiz #2 will cover chapter 17. Quiz #3 will cover the readings. The material of chapter 16 will be included in the midterm and 18 in the final exam which is comprehensive.

**Examinations** - There will be a total of two (2) examinations: a midterm examination that will cover chapters 15 and 16, and a **comprehensive final examination\*\***.

\*Note - All quizzes/examinations will start promptly at the beginning of the class period, **if you arrive late any information given in your absence will NOT be repeated.**

\*\*Only those students that provide documentation for an illnesses and/or an emergency that directly and/or immediately affects the student on this day, with the reason and date for their absence clearly stated on official letterhead will be allowed a make-up exam. All paperwork must be submitted directly to the instructor. **Personal scheduling conflicts, family and/or employment commitments are not acceptable excuses. Please plan accordingly, attendance is mandatory.**

**Language Placement** - All students MUST take a placement exam prior to enrolling in a course in that language. Students with no prior study, as well as those who have no formal or informal exposure to a language will, understandably, place into the first level course and the exam streamlines that process. Once a student has completed the placement exam, the results will be input into the registrar's database to automatically allow registration into the appropriate level course.

All placement exams are free. The placement exam for Spanish is online: <http://webhttp://webcape.org/ape.org/?acct=unlv>. If that link fails to connect automatically, cut and paste it into your browser. The password to take the exam is "rebel".

The link above leads directly to the test selection page for UNLV. Alternatively, this link: <http://webcape.org/> will lead to the general test site, from which the student can select UNLV on the list of universities. The password to take the test is the same: rebel. The exam may be taken only once per semester.

Heritage Spanish speakers may not enroll in lower-division classes numbered 113, 114, 213, 214 in that language. These students are encouraged to follow the [chart for Spanish placement](https://www.unlv.edu/sites/default/files/page_files/3/Spanish-Placement-Questions.pdf) into 126, 226 or 227 ([https://www.unlv.edu/sites/default/files/page\\_files/3/Spanish-Placement-Questions.pdf](https://www.unlv.edu/sites/default/files/page_files/3/Spanish-Placement-Questions.pdf)), and/or to consult with the department advisor in Spanish: Dr. Galindo ([jorge.galindo@unlv.edu](mailto:jorge.galindo@unlv.edu)). During the summer months, those students should contact the department office for an appointment with the summer advisor.

If students remain in a class for which, in the opinion of the course instructor, they are too advanced, they will be subject to administrative drop.

After initial placement, language courses 113, 114, 213, 214 or, alternatively for heritage Spanish speakers, 126, 226 and 227, must be taken in sequential order. Students may not enroll concurrently in any of these courses in the same language.

Students who have questions about placement should contact the Department of World Languages and Cultures (e-mail [wlc@unlv.edu](mailto:wlc@unlv.edu); phone 702-895-3431).

**Classroom Surveillance**—Nevada Revised Statutes (State Law) 396.970 Surreptitious electronic surveillance on campus; exceptions. [Effective January 1, 2017.]

1. Except as otherwise provided in subsection 2, it is unlawful for a person to engage in any kind of surreptitious electronic surveillance on a campus of the System without the knowledge of the person being observed.
  2. Subsection 1 does not apply to any electronic surveillance:
    - (a) Authorized by a court order issued to a public officer, based upon a showing of probable cause to believe that criminal activity is occurring on the property under surveillance;
    - (b) By a law enforcement agency pursuant to a criminal investigation;
    - (c) By a peace officer pursuant to NRS 289.830;
    - (d) By a uniformed peace officer of the Nevada Highway Patrol Division of the Department of Public Safety pursuant to NRS 480.365;
    - (e) Which is necessary as part of a system of security used to protect and ensure the safety of persons on the campus; or
    - (f) Of a class or laboratory when authorized by the teacher of the class or laboratory.
- (Added to NRS by 1993, 2138; A 2015, 575, 3668, effective January 1, 2017)

### Course calendar

Aug 26	Introduction; Lesson 15
Aug 28	L15
Sept 02	<b>Labor Day Recess</b>
Sept 04	L15 <b>Syllabus agreement due</b> <b>NOTE: Students must be registered at WebSam by today</b>
Sept 09	L15
Sept 11	L15 <b>WebSam 15 due on Sept 15</b>
Sept 16	<b>Quiz #1</b> L16
Sept 18	L16 <b>Composition #1 (draft)</b>
Sept 23	L16
Sept 25	L 16
Sept 30	L 16 <b>Composition #1 (final)</b>
Oct 02	L 16 <b>WebSam 16 due on Oct 06</b>
Oct 07	<b>Midterm</b>
Oct 09	L 17 <b>Composition #2 (draft)</b>
Oct 14	L 17
Oct 16	L 17
Oct 21	L 17 <b>WebSam 17 due on Oct 22</b>
Oct 23	<b>Quiz #2</b> L 18 <b>Composition #2 (final)</b>
Oct 28	L 18
Oct 30	L 18
Nov 04	L 18 <b>Composition #3 (draft)</b>
Nov 06	L 18 <b>WebSam 18 due on Nov 12</b>
Nov 11	<b>Veterans Day Recess</b>
Nov 13	Reading <b>Composition #3 (final)</b>
Nov 18	Reading
Nov 20	Reading <b>Composition #4 (draft)</b> <b>WebSam 18 due on Nov 24</b>
Nov 25	<b>Quiz #3</b> Reading
Nov 27	Readings

	Presentations
Dec 02	Readings Presentations <b>Composition #4 (final)</b>
Dec 04	Review
	<b>Final Exam - TBA</b>

### **Composition Guidelines**

All compositions must follow the following guidelines in order to be accepted for credit (All topics & due dates are outlined on your course calendar):

- Draft & Final Version must be typewritten
- Doubled-spaced
- 12 point font
- Script: Times New Roman
- One (1) inch margins all around
- Word count must be included on the bottom right of the composition
- Final draft must be turned in with the corrected draft STAPLED on the left hand corner.
- Name, Class & Section, Date & Comp #, "Draft" or "Final Version" must be written, single-spaced on the top left hand corner).

### **Example:**

**John Doe**

**Spanish 214 - Section 01**

**18 Sept 2019**

**Comp #1: Draft**

Your instructor will use the following codes when correcting your composition drafts & final versions:

1. Missing accent, punctuation, and/or spelling error
2. Phrase, sentence does not make sense
3. Direct English translation
4. Use of English
5. Wrong verb
6. Wrong word
7. Missing word
8. Wrong conjugation
9. Number, gender and/or agreement error
10. Unnecessary word
11. Incorrect transition
12. Incorrect Vocabulary
13. Word order
14. No topic sentence
15. No conclusion
16. Main points need to be developed
17. Needs title (if applicable)

The draft is worth 60% of the total composition grade, and the corrected final version is worth 40% of the total composition grade. If no final version is turned in, per the syllabus/composition guidelines, the student will receive only 60% of the total composition grade; no final version will be accepted without a draft version. All compositions are due on the indicated due date as stated on the course calendar. Only hard copies of the compositions will be accepted for grading on the due date. No e-mailed, faxed or, "dropped off later" compositions will be accepted. Late compositions will only be accepted with a valid documented excuse as outlined in the course syllabus. Final draft compositions that are turned in without corrections will receive a grade of zero (0). Late compositions due to extraordinary circumstances will be evaluated on a "case by case" basis and accepted at the instructor's discretion.

**Word Count**

**Comp #1 (page 532) - 200 words**

**Comp #2 (page 566) - 225 words**

**Comp #3 (page 602) - 250 words**

**Comp #4 (page 634) - 250 words**

**Spanish Typing Accent Information:**

Windows\*

Á – Alt + 0193	á – Alt + 0225	ü – Alt + 0252
É – Alt + 0201	é – Alt + 0233	¿ - Alt + 0191
Í – Alt + 0205	í – Alt + 0237	¡ - Alt + 0161
Ó – Alt + 0211	ó – Alt + 0243	« - Alt + 0171
Ú – Alt + 0218	ú – Alt + 0250	» - Alt + 0187
Ñ – Alt + 0209	ñ – Alt + 0241	€-Alt+0128
Ü – Alt + 0220		

\*MacIntosh

Acute Accent – Type: Option + E, then the vowel. For instance, to type á hold down Option + E, then type lowercase “A”. To type “Á”, hold down Option + E, then type a capital A.

ñ, Ñ – Type Option + N, then lowercase N for ñ or capital N for Ñ.

ü, Ü – Type Option + U, then lowercase U for ü or capital U for Ü.

¿ - Type Shift + Option + ?

¡ - Option + I

« - Option + \

» - Shift + Option + \

€ - Shift + Option + 2 (May not work for older System 9 fonts)

\*Note: Codes may not work on laptop computers.

Further information about the evaluation of the compositions will be provided by the instructor.

## **University Policies**

### **Public Health Directives**

Students must follow all active UNLV public health directives while enrolled in this class. [UNLV public health directives](https://www.unlv.edu/coronavirus/health-requirements) are found at <https://www.unlv.edu/coronavirus/health-requirements>.

Students who do not comply with these directives may be asked to leave the classroom.

Refusal to follow the guidelines may result in further disciplinary action according to the [UNLV Code of Student Conduct](https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf),

[https://www.unlv.edu/sites/default/files/page\\_files/27/StudentConduct-Code.pdf](https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf), including being administratively withdrawn from the course.

### **Academic Misconduct**

Academic integrity is a legitimate concern for every member of the University community. We all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy, and are encouraged to always take the ethical path whenever faced with choices. Students enrolling at UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's educational mission. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another person, from the Internet or any other source without proper citation of the source(s). See the [Student Conduct Code](https://www.unlv.edu/studentconduct/student-conduct), <https://www.unlv.edu/studentconduct/student-conduct>.

### **Auditing Classes**

Auditing a course allows a student to continue attending the lectures and/or laboratories and discussion sessions associated with the course, but the student will not earn a grade for any component of the course. Students who audit a course receive the same educational experience as students taking the course for a grade, but will be excused from exams, assessments, and other evaluative measures that serve the primary purpose of assigning a grade.

### **Classroom Conduct**

Students have a responsibility to conduct themselves in class and in the libraries in ways that do not interfere with the rights of other students to learn, or of instructors to teach. Use of electronic devices such as pagers, cellular phones, or recording devices, or potentially disruptive devices or activities are only permitted with the prior explicit consent of the instructor. The instructor may rescind permission at any time during the class. If a student does not comply with established requirements or obstructs the functioning of the class, the instructor may initiate an administrative withdrawal of the student from the course.

### **Copyright**

The University requires all members of the University Community to familiarize themselves with, and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you, nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional [copyright policy information](https://www.unlv.edu/provost/copyright) is available at <https://www.unlv.edu/provost/copyright>.

### **Disability Resource Center (DRC)**

The [UNLV Disability Resource Center](https://www.unlv.edu/drc) (SSC-A, Room 143, <https://www.unlv.edu/drc>, telephone

702-895-0866) provides resources for students with disabilities. Students who believe that they may need academic accommodations due to injury, disability, or due to pregnancy should contact the DRC as early as possible in the academic term. A Disabilities Specialist will discuss what options may be available to you. If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to the instructor during office hours, so that you may work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any information you provide is private and will be treated as such. To maintain the confidentiality of your request, please do not approach the instructor in front of others to discuss your accommodation needs.

### **Final Examinations**

The University requires that final exams given at the end of a course occur on the date and at the time specified in the Final Exam schedule. The Final Exam schedule is typically available at the start of the semester, and the classroom locations are available approximately one month before the end of the semester. See the [Final Exam Schedule](https://www.unlv.edu/registrar/calendars), <https://www.unlv.edu/registrar/calendars>.

### **Identity Verification in Online Courses**

All UNLV students must use their Campus-issued ACE ID and password to log in to WebCampus-Canvas.

UNLV students enrolled in online or hybrid courses are expected to read and adhere to the [Student Academic Misconduct Policy](https://www.unlv.edu/studentconduct/misconduct/policy), <https://www.unlv.edu/studentconduct/misconduct/policy>, which states that “acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment” is a form of academic misconduct. Intentionally sharing ACE login credentials with another person may be considered an attempt to use a substitute, and could result in investigation and sanctions, as outlined in the Student Academic Misconduct Policy.

UNLV students enrolled in online courses are also expected to read and adhere to the [Acceptable Use of Computing and Information Technology Resources Policy](https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy), <https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy>, which prohibits sharing university accounts with other persons without authorization.

To the greatest extent possible, all graded assignments and assessments in UNLV online courses should be hosted in WebCampus-Canvas or another UNLV-managed platform that requires ACE login credentials for access.

### **Incomplete Grades**

The grade of “I” (Incomplete) may be granted when a student has satisfactorily completed three-fourths of course work for that semester/session, but cannot complete the last part of the course for reason(s) beyond the student’s control and acceptable to the instructor, and the instructor believes that the student can finish the course without repeating it. For undergraduate courses, the incomplete work must be made up before the end of the following regular semester.

Graduate students receiving “I” grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the period indicated, a grade of “F” will be recorded, and the student’s

GPA will be adjusted accordingly. Students who are fulfilling an Incomplete grade do not register for the course, but make individual arrangements with the instructor who assigned the “I” grade.

### **Library Resources**

Librarians are available to consult with students on research needs, including developing research topics, finding information, and evaluating sources. To make an appointment with a subject expert for this class, please visit the [Libraries' Research Consultation](https://guides.library.unlv.edu/appointments/librarian) website, <https://guides.library.unlv.edu/appointments/librarian>. You can also [ask the library staff](https://ask.library.unlv.edu/) questions via chat and text message at <https://ask.library.unlv.edu/>.

### **Missed Classwork**

Any student missing class, quizzes, examinations, or any other class or laboratory work because of observance of religious holidays will be given an opportunity during that semester to make up the missed work. The make-up opportunity will apply to the religious holiday absence only. It is the responsibility of the student to notify the instructor within the first 14 calendar days of the course for Fall and Spring courses (except for modular courses), or within the first 7 calendar days of the course for Summer and modular courses, of their intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit the Missed Work policy, under Registration Policies, on the [Academic Policies](https://catalog.unlv.edu/content.php?catoid=29&navoid=7326) webpage, <https://catalog.unlv.edu/content.php?catoid=29&navoid=7326>.

In accordance with the policy approved by the Faculty Senate regarding missed class time and assignments, students who represent UNLV in any official extracurricular activity will also have the opportunity to make up assignments, provided that the student provides official written notification to the instructor no less than one week prior to the missed class(es).

The spirit and intent of the policy for missed classwork is to offer fair and equitable assessment opportunities to all students, including those representing the University in extracurricular activities. Instructors should consider, for example, that in courses which offer a “Drop one” option for the lowest assignment, quiz, or exam, assigning the student a grade of zero for an excused absence for extracurricular activity is both contrary to the intent of the Faculty Senate’s policy, and an infringement on the student’s right to complete all work for the course.

This policy will not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the University that could be reasonably avoided. There should be a good faith effort by both the instructor and the student to agree to a reasonable resolution. When disagreements regarding this policy arise, decisions can be appealed to the Department Chair/School Director, College/School Dean, and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to: academic recruitment activities, competitive intercollegiate athletics, fine arts activities, liberal arts competitions, science and engineering competitions, and any other event or activity sanctioned by a College/School Dean, and/or by the Executive Vice President and Provost.

## **Rebelmail**

Rebelmail is UNLV's official email system for students and by University policy, instructors and staff should only send emails to students' Rebelmail accounts. Rebelmail is one of the primary ways in which students receive official University communications, information about deadlines, major Campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the University. Emailing within WebCampus-Canvas is also acceptable.

## **Tutoring and Coaching**

The Academic Success Center (ASC) provides tutoring, academic success coaching, and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, please visit the [ASC website](https://www.unlv.edu/asc), <https://www.unlv.edu/asc>, or call 702-895-3177. The ASC building is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of SSC A, Room 254. Drop-in tutoring is located on the second floor of the Lied Library, and on the second floor of the College of Engineering building (TBE A 207).

## **UNLV Writing Center**

One-on-one or small group assistance with writing is available free of charge to UNLV students at the [Writing Center](https://writingcenter.unlv.edu/), <https://writingcenter.unlv.edu/>, located in the Central Desert Complex, Building 3, Room 301 (CDC 3–301). Walk-in consultations are sometimes available, but students with appointments receive priority assistance. Students may make appointments in person or by calling the Center, telephone 702-895-3908. Students are requested to bring to their appointments their Rebel ID Card, a copy of the instructions for their assignment, and two copies of any writing they have completed on their assignment.

## **Diversity Statement**

As an institution of higher learning, UNLV represents a rich diversity of human beings among its faculty, staff, and students, and is committed to aspiring to maintain a Campus environment that values that diversity. Accordingly, the University supports understanding and appreciation of all members of its community, regardless of race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, gender identity, marital status, pregnancy, genetic information, veteran status, or political affiliation. Please see [University Statements and Compliance](https://www.unlv.edu/about/statements-compliance), <https://www.unlv.edu/about/statements-compliance>.

A successful learning experience requires mutual respect and trust between the students and the instructor. Accordingly, the instructor asks that students be willing to listen to one another's points of view, acknowledging that there may be disagreements, keep discussion and comments on topic, and use first person, positive language when expressing their perspectives.