

# Course Syllabus

## JPN213 Intermediate Japanese I

Department of World Languages and Culture, University of Nevada Las Vegas

### ☆ Course Description: (Prerequisite: JPN114 or equivalent level)

Japanese 213 is an intermediate course, continuation of JPN114, designed for students who have completed the elementary levels of Japanese. This course covers Lesson 9, 10, 11, 12, and 13 of Textbook, *GENKI I & II*.

### ☆ World Languages and Cultures Department Rules:

- Students who have studied Japanese in high school or another institution should take the placement exam.
- The students who received a low grade in their previous Japanese course should retake the course. (First retake will replace the original grade.)
- Students cannot take any course lower than those for which they have received credit.
- Students are not allowed to enroll in two Japanese courses (ex. JPN113 and JPN114) during the same semester.

### ☆ REQUIRED Course Materials: → Only the 2<sup>nd</sup> Edition of Genki will be used in class.

\*We will use TWO different textbooks. \*Lesson 13 (Textbook II and Workbook II) is provided on WebCampus.

1. **Textbook:** Banno, Ikeda, Ohno, Shinagawa, Tokashiki (2011). GENKI: An Integrated Course in Elementary Japanese I (2<sup>nd</sup> Edition). Tokyo: The Japan Times, Ltd. (ISBN: 4-7890-1440-3)
2. **Workbook:** Banno, Ikeda, Ohno, Shinagawa, Tokashiki (2011). GENKI: An Integrated Course in Elementary Japanese I Workbook (2<sup>nd</sup> Edition). Tokyo: The Japan Times, Ltd. (ISBN: 4-7890-1441-0)
3. **Kanji Practice Sheet and Worksheets for Homework:** They can be downloaded from WebCampus.

### ☆ Website Information:

1. UNLV World Languages and Cultures Website: [http://liberalarts.unlv.edu/Foreign\\_Languages/index.html](http://liberalarts.unlv.edu/Foreign_Languages/index.html)
2. WebCampus to download class materials: <https://webcampus.unlv.edu/>
3. Publisher's website, *Genki-Online* (Self-study room): [http://genki.japantimes.co.jp/self\\_en](http://genki.japantimes.co.jp/self_en)

### ☆ Student Learning Outcomes: : (Source: ACTFL Proficiency Guidelines [Speaking ~ Writing]: Mid-low)

Upon completion of this course, students will be able to create meaningful sentences and hold conversations by asking and responding to simple questions in some informal settings and transactional situations (familiar topics related to daily activities such as part-time job and trip).

1. **Speaking:** Able to ask and answer questions, initiate and respond to simple statements, and maintain face-to-face conversation through such tasks as ordering a meal, planning a trip, and talking about experiences.
2. **Listening:** Able to understand sentence-length utterances through the situational context related to personal background and needs, social conventions and routine tasks, such as making a purchase.
3. **Reading:** Able to understand main ideas and/or some facts from simple connected texts dealing with basic personal and social needs.
4. **Writing:** Able to write short messages, postcards, and take down simple notes, such as telephone messages in simple sentences on familiar topics. (75 more kanji characters will be covered in this course.)
5. **Culture:** Able to act appropriately in familiar situations such as stating personal needs and purchasing tickets, and appreciate the meaning of basic socio-cultural behavior.

#### ☆ Grading Policies:

1) Homework & Assignments	15%
2) Quizzes	15%
3) Exams	30%
4) Presentation, Essay, & Interview	15%
5) Final Exam	25%

#### ☆ Grading Scale:

100-93% = A	79-77% = C+
92- 90% = A-	76-73% = C
89- 87% = B+	72-70% = C-
86- 83% = B	69-60% = D
82- 80% = B-	59 or below = F

### ☆ Course Policies and Method of Assessment

**Cellular phone, Lap-top Computer or any other electronic device should be turned off during class and be put away in your bag, not in your pocket! (See below for consequence.)**

## 1. Attendance and Participation: (Learning Outcomes Practiced: 1, 2, 3, 4, 5)

Japanese classes offer an important opportunity for students to be exposed to authentic Japanese. You are expected to come to class regularly, on time and participate in all class activities. **First two absences will not affect your grade.** (Your other grades such as homework may be affected if they were not excused absences.) **Each additional absence will result in the loss of 2% of your total grade.** **Tardy that is longer than 30 minutes of class time will be considered as one absence.**

**Please note that doing the following activities 2 times will be counted as one absence.** They are (1) being tardy (less than 30 min.), (2) early departure, (3) leaving more than 5 minutes during class (notify your instructor before leaving the classroom) and (4) an activity that disrupts students' participation such as using a cell phone/computer (or other electronic devices), eating food, doing homework in class or sleeping. After 8 absences, students may receive a warning to drop the course. **Contact your instructor before your absence.** Notify your instructor if your absence is justifiable (ex. religious holiday, UNLV extracurricular activity, emergency situation) and has the official documentation to support it.

## 2. Homework and Assignments: (Learning Outcomes Assessed: 2, 3, 4, 5)

All homework is due within the first 15 minutes of class on the designated day unless your instructor tells you differently. **Late Homework will be accepted as long as it is submitted by the beginning of next class.** However, there will be **50% reduction** (-2pts) from your assignment grade. All the homework must be completed entirely in order to receive credit. If the homework is missing one or more section(s) or has too many errors it will be considered as "Incomplete" (0 pt.). **Absolutely no credit will be given if your assignment is done or is submitted by someone else.** This also applies if your assignment was done during class or if it was copied from someone else's work. **Contact your instructor before due date if you have any questions or problems.**

**Points of each Homework assignment (4 pts. max.):**

4 pts.	→ Everything was completed and submitted on time.
3 pts.	→ Everything was completed and submitted on time, but had a few errors./Re-do work was completed.
2 pts.	→ Late or incomplete work was completed and submitted./Re-do work was assigned.
0 pts.	→ Nothing was submitted. / It was not completed entirely or had too many errors. ("incomplete")*

**Listening Homework:** Use the CD-ROM that is included in the Genki Workbook (2<sup>nd</sup> Edition).

**Kanji Homework:** Use the Kanji Practice Sheet (on WebCampus) to take notes in class and to do the Kanji homework.

## 3. Classroom Quizzes: (Learning Outcomes Assessed: 1, 2, 3, 4, 5)

Quizzes will be given frequently and students are allowed to drop the lowest quiz grade. If you miss a quiz, that will be counted as your lowest score. **Under no circumstances will there be any make-up quizzes.** Some quizzes will be given to test your speaking skills.

## 4. Lesson and Final Exams: (Learning Outcomes Assessed: 2, 3, 4, 5)

There will be three Lesson Exams. The Final Exam will be comprehensive. **Make-ups are given with the submission of the official documentation** that validates the justifiable nature of your absence. Other make -ups will receive 20% reduction.

## 5. Presentation and Interview: (Learning Outcomes Assessed: 1, 2, 3, 4, 5)

You will be assigned to participate in presentation(s) and one-on-one interview with the instructor. Details will be announced later.

Make -up without valid excuse will receive 20% reduction.

## ☆ **Students Responsibilities:**

### **1. Preview the lesson:**

You **MUST** study Vocabulary and *Kanji* assigned for each lesson and read "Grammar" and "Expression Notes" sections in the textbook before class for effective class participation. Use the *Genki-Online* website for self-study and the Student CD to practice listening.

### **2. Rebelmail:**

Please use your Rebelmail (UNLV E-mail Account) or forward it to an account of your choice.

### **3. Add, Drop and/ or Withdraw:**

The last day to add, drop or withdraw and receive 100% refund is **September 2, 2016**. The last day to drop or withdraw from classes or change to audit is **November 4, 2016**. Drops and withdrawals will not be allowed after this date even with the instructor's approval. The instructor must assign a final grade if a student stops coming to class and fails to withdraw by the deadline. (Refer to the Undergraduate Catalog.)

### **4. Getting Assistance:**

If things become unclear and difficult, it is your responsibility to take the initiative and contact the instructor for assistance after class or during

**5. Letter of Recommendation:** Contact the instructor **AT LEAST one month before the deadline** and provide the information such as:

(1) Description of the position/honor (possibly provide a URL/pamphlet); (2) Filled-out form, a pre-addressed, stamped envelope, and/or any other necessary materials; (3) Your resume/CV and/or personal statement; and (4) Any other details that might be helpful.

☆ **Academic Dishonesty/Misconduct:**

**Academic Dishonesty/Misconduct includes, but is not limited to: Cheating, Getting External Assistance, and Plagiarism**

- Cheating is not allowed in class. The actions during a quiz/test considered as cheating (but are not limited to) are: having a cell phone out, looking at other student's quiz/test or a cheating material, putting your hands in your bag and communicating with others.
- Assignments and essays must be completed entirely by each student without any external assistance (ex. help by a tutor/friend, online translations). You should not have another person change your work or copy other people's work.

**Consequences:**

- **Any student found to have committed academic dishonesty/misconduct will receive a grade of "F/ 0 pt." for the work.** Instructor will notify the student and if the act of dishonesty is proved, he/she will receive "F/ 0 pt." for the work. The instructor is required to report it, no matter how large or small, to the Japanese Program. If the second incident was witnessed, the Department and the University will be notified. The student's academic dishonesty/misconduct will be on the official record and he/she will be administratively dropped from the course. The student may appeal a finding of academic dishonesty/misconduct to the Department Chair and go through the University's appeal process.
- **Japanese Program will follow the Academic Dishonesty Policy and Procedure of UNLV.** (Refer to the Undergraduate Catalog or < <http://studentconduct.unlv.edu/misconduct/policy.html> >)

**UNLV Sponsored Activity-**Students who represent UNLV at any official extracurricular activity shall have the opportunity to make up assignments, but the student must provide official written notification to the instructor **no less than one week prior to the first class to be missed.**

# JPN213-“Tentative” Course Schedule & Assignments

Notes: ✓ Worksheets are posted on WebCampus. → WebCampus: <https://webcampus.unlv.edu/>

- ✓ Contact the instructor before the due date if you have any problem downloading.
- ✓ You MUST read the grammar section in the textbook and study vocabulary and Kanji before each lesson!
- ✓ Write your name and HW # on the 1<sup>st</sup> page, and staple and submit all the work together as one packet.
- ✓ Don't turn in your homework if any section/page was missing!

週 (Wk)	コーススケジュール (Course Schedule)		宿題 (Assignments)-
	Grammar (G) / Vocabulary (V) / Kanji (K) / Quizzes		TB: Textbook / WB: Workbook / K: かんじ (on Kanji Practice Sheet)
1 L1	Course Introduction Review of <i>Genki</i> 1(L1~L8)		<b>*Use your CD-ROM to do the WB Listening Comprehension!</b> <b>*Review JPN113&amp;114 Materials (Genki:L1-L8) if you need.</b>
L2	Classroom Expressions / Kanji Review(L3-L8) <b>Lesson 9: かぶき</b> G: 1. Past Tense Short Forms (Verbs) K: 午後前名 / V: Lesson9 Verbs (pp.210-211)		<b>しゅくだい#1:</b> * Download the Syllabus & Schedule from WebCampus. (1) Student Information Sheet with your signature (*Separately) (2) L9 Vocabulary Worksheet (on Webcampus)
2	<b>Labor Day Recess</b>		
L3	<b>Quiz 1</b> G: 1. Past Tense Short Forms (Adjectives), + と思う/ と言う K: 白雨書友 / V: Colors (p.227), Adjectives (p.210)		
3 L4	G: 2. Qualifying Nouns with Verbs & Adjectives K: 間家話少		<b>しゅくだい#2:</b> (1) K: 午後前名 / 白雨書友 (*Use the Kanji Practice Sheet on Webcampus.) (2) Letter Worksheet (Download the worksheet from WebCampus and follow the instruction on the worksheet.) (3) WB: pp. *82 (*You can find a copy on WebCampus), 83-84
L5	<b>Quiz 2</b> G: 3. まだ～ていません G: 4. (Reason)から、…。 / K: 古知来		
4 L6	Lesson9: Dialogues & Review Culture Notes (伝統文化 p.226)		<b>しゅくだい#3:</b> (1) K: 間家話少/ 古知来 (2) WB: pp. 85-86, 87-88, 89(Listening)-90 * Download the L9 Culture Handout and bring it to the class.
L7	<b>Exam 1 (Lesson 9 and L9 Kanji)</b>		
5 L8	<b>Lesson 10: 冬休みの予定</b> G: 1. Comparison between Two Items 2. Comparison among Three or More Items K: 住正年 / V: Lesson10 Verbs (p.231)		<b>しゅくだい#4:</b> (1) L10 Vocabulary Worksheet (on Webcampus) (2) TB: pp. 330(bottom)-332 ⑩スーさんの日記 *A, B, & C *Write the answers for A & B, and copy Sue's e-mail on p.332 (C). (3) WB: pp.141-142 (L9 Kanji)
L9	<b>Quiz 3</b> G: 3. Adjective/Noun +の; 4. ~つもりだ K: 売買町 / V: Lesson10 Adjectives (pp.231-232)		
6 L10	G:5. Adjective +なる; 6. どこかに/どこにも K: 長道雪立		<b>しゅくだい#5:</b> (1)K: :住正年/ 売買町 (2) WB: pp. 91-92; 93-94
L11	<b>Quiz 4</b> G:7. Particle で K: 自夜朝持 / Culture Notes (交通機関 p.247) Mid-term Presentation Guidelines		
7 L12	Lesson 10 Dialogues & Review Oral Quiz Practice K: 手紙好近 (L11 Kanji)		<b>しゅくだい#6:</b> (1) K: 長道雪立/自夜朝持 (2)WB: pp. 95-96, 97-98(Listening), p.143-144(L10 Kanji) * Download the L10 Culture Handout and bring it to the class.
L13	<b>Exam 2 (Lesson 10 and L10 Kanji)</b> <b>Quiz 5 (Oral - L9 &amp; 10) during Exam 2</b>		
Wk	Date	スケジュール(Course Schedule)	しゅくだい(Assignments) Due Dates
8		<b>Lesson 11: 休みの後</b> G: 1. ~たい/～たがっている	<b>しゅくだい#7:</b>

			(2) TB: pp.337-339 ㊦かさじぞう *C & D & ㊦書く練習 *Write the answers for C & D, and write a passage(㊦) about one of the topics on p.339(bottom). Write more than 10 sentences.
9 L15		G: 2. ~たり~たりする; 3. ~ことがある K: 映画市所 / Culture Note (お正月 p.264)	
L16		<b>Quiz 6</b> G: 4. Particle や (Noun A や noun B) Lesson 11 Dialogues & Review K: 勉強有旅 / ㊦ Essay Guidelines	<b>AND</b> しゅくだい#8: (1)K: 手紙好近 / 明病院歌 (2)WB: pp.99-100; 101-102
10 L17		<b>Lesson 12</b> : 病気 G:1. Explaining a reason ~んです 2. ~すぎる/ K: 昔々神早 / V: Lesson12 Verbs (p.269)	しゅくだい#9: (1) K: 映画市所 / 勉強有旅 (2) L12 Vocabulary Worksheet (3)WB: pp.103-104(Listening), 145-146 (L11 Kanji)
L18		<b>Quiz 7</b> G: 3. ~ほうがいいです; 4. ~ので K: 起牛使働 / V: Lesson12 Adjectives (pp.268-269)	<b>AND</b> <b>Presentation Draft(Pair) Deadline</b> *One for each pair *Typed/Hand-written & double-spaced
11 L19		G: 5.~なければ/なきやいけません 6. ~でしょう / K: 連別度	しゅくだい#10: (1) K: 昔々神早/ 起牛使働 (2) WB: pp.105-106, 107-108; (3) TB: p. 342-344 ㊦ 友だち募集 *B, C, & D *Copy the questions of D and answer them in Japanese.
L20		<b>Quiz 8</b> Lesson12 Dialogues & Review Culture Notes (日本の気候p.286) K: 赤青色	
12 L21		<b>Mid-term Presentation</b>	しゅくだい#11: (1) K: 連別度/ 赤青色 (2) WB: 109-110, 111-112(Listening),113
L22		<b>Exam 3 (Lesson11,12 &amp; L11,12 Kanji)</b>	<b>AND</b> <b>Presentation (Individual) Final Script Deadline</b>
13 L23		<b>Lesson 13</b> アルバイト探し G: 1. Potential Verbs; 2. ~し~し (reasons) K: 物鳥料理/ V: Lesson13 Verbs (Genki2: p.29)	しゅくだい#12: (1) L13 Vocabulary Worksheet (2)WB: p.147-148 (L12 Kanji) (3)TB: pp.349-350 *B&C & ㊦書く練習 *Write the questions and answers for C, and write 5 of your wishes with reasons using ので(㊦p.350 bottom)
L24		<b>Quiz 9</b> G: 3. ~そうです G: 4.~てみる K: 特安飯肉/ V: Lesson13 Adjectives (pp.28-29)	<b>AND</b> <b>Essay Draft Deadline</b>
14 L25		<b>Quiz 10</b> G5. なら, 6. 一月に一回 (period に frequency) K: 悪体空港 ㊦ Practice for the Interview	しゅくだい#13: (1) K: 物鳥料理 / 特安飯肉 (2) "How to Use Composition Paper" Worksheet (3) <b>Genki2</b> WB: pp.11-12; 13-14, 15-16
L26		Lesson 13 Dialogue & Review K: 着同海昼 Culture Notes (年号と干支p.48)	しゅくだい#14: (1) K: 悪体空港 / 着同海昼 (*We will cover the last 4 kanji in class!) (?No need to practice! These will be introduced inclass!) (2) <b>Genki2</b> WB: pp.17-18; 19 (Listening)-20, pp.109-110 (3) <b>Genki2</b> TB: pp.279-280 *㊦A-C *Write the answers of A&C.
15		<b>Interview</b>	<b>(on your interview day): Essay (Final) Deadline</b>
		<b>Interview</b>	
16		<b>Final Exam</b> がんばってください!!	

1. Your Name: (English) \_\_\_\_\_ (Japanese) \_\_\_\_\_

2. Classification (\*circle one): Fr. So. Jr. Sr. Grad. Audit. Major: \_\_\_\_\_

3. Contact Info.: <e-mail> \_\_\_\_\_ <Phone> \_\_\_\_\_

Birthplace: city/state \_\_\_\_\_ country \_\_\_\_\_ Native Language(s): \_\_\_\_\_

4. Your past Japanese class(es)\*: \*Please list all the classes at your best knowledge.

\*Please describe your past experience with Japanese language in the section (5) if you have not taken any Japanese classes before.

a) Level of class(es) ex. Japanese 1 in HS (high school), JPN113	b) Textbook(s)	c) School(s) Please write the state if it was outside of Las Vegas.	d) Teacher(s) Only if you took class(es) in Las Vegas.	e) When year and/or semester

5. Your past experience with Japanese Language:

Have you been to Japan before? Yes / No → If yes, (a) where, (b) when and (c) how long?

(a) \_\_\_\_\_ (b) \_\_\_\_\_ (c) \_\_\_\_\_

6. Have you studied any other foreign language(s) before? Yes / No → If yes, (a) what language and (b) how long?

(a) \_\_\_\_\_ (b) \_\_\_\_\_

7. What are the reasons that you decided to take this course? Check (✓) the three that best apply.

- A foreign language is required for graduation.
- This class fits my schedule the best and was still open among all the foreign languages.
- I would like to be able to speak and understand the basic Japanese.
- I have Japanese friends/ relatives/ associates.
- I am interested in the Japanese culture, which is particularly ( \_\_\_\_\_ ).
- I would like to study in Japan. If so, when and where? ( \_\_\_\_\_ )
- It might help me find a job. If so, what kind of job? ( \_\_\_\_\_ )
- I would like to go to Japan someday. If so, where in Japan? ( \_\_\_\_\_ )
- Other reasons: \_\_\_\_\_

8. Any particular things which you are interested in Japanese class?

9. What would you like to do in this class?

10. Any other pertinent information that you think your instructor should know?

**※Please sign below after you read the syllabus and the schedule and turn in this sheet at the beginning of the next class.**

*I understand and will accept the course syllabus and the grading policies completely.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## University Resources

### **Technology Support Contact Information**

For general technology support and WebCampus support:

Office of Information Technology (OIT), UNLV

(702)895-0777, <http://oit.unlv.edu>

### **Language Placement Exam**

Department of World Languages and Cultures

FDH 552

(702) 895-3431

[http://liberalarts.unlv.edu/Foreign\\_Languages/placement.html](http://liberalarts.unlv.edu/Foreign_Languages/placement.html)

**Language Resource Center (language and multimedia computer lab)**

FDH 240

(702)895-1930

<http://lrc.unlv.edu/>

### **International Programs**

For deadlines for USAC Study Abroad Scholarships, go to:

<http://internationalprograms.unlv.edu/events.html#scholarships>

**Campus Advocacy Resource and Empowerment (CARE) line-** If you are experiencing (or have experienced) interpersonal violence, the CARE Line is a 24-hour campus crisis hotline available to victims/survivors of interpersonal violence, as well as their family and friends. Trained volunteer advocates provide support, education, resources, and referrals to on and off campus services for crimes of sexual assault, domestic or dating violence, and stalking.

(702)895-0602

Rape Crisis Center: 888-366-1640

**Student Counseling and Psychological Services (CAPS)-** CAPS offers many resources along with trained clinicians to help you work through problems commonly experienced by students of all ages and backgrounds. Located in the Student Recreation & Wellness Center.

(702)895-3627

<http://www.unlv.edu/srwc/caps>

## University Policies

### **The Optional Status Reporting Program**

Allows me to enter MDS/MDU (representing mid-term satisfactory and mid-term unsatisfactory) I may enter these statuses only for those who, in the judgment of faculty, are in need of intervention. (This intervention will be in the form of outreach to those students from their college academic advisors, Academic Success Center coaches, scholarship coordinators, financial aid counselors, and other student support personnel).

### **Teaching Evaluations:**

Please be aware that you are going to receive an E-mail about an evaluation of this course during the last three-four week of each semester. In order to evaluate the effectiveness of teaching at UNLV, course evaluations are required to be administered at the end of each course. Teaching evaluations are a very important piece of assessment data and it is important that the reliability, validity, and legitimacy of these instruments be maintained. Please respond to this e-mail promptly.

**Academic Misconduct**— Academic integrity is a legitimate concern for every member of the campus community; 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 when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's function as an educational institution.

An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the *Student Academic Misconduct Policy* (approved December 9, 2005) located at: <https://www.unlv.edu/studentconduct/student-conduct>.

**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 information can be found at: <http://www.unlv.edu/provost/copyright>.

**Disability Resource Center (DRC)**— **Disability Resource Center (DRC)**—The UNLV Disability Resource Center (SSC-A 143, <http://drc.unlv.edu/>, 702-895-0866) provides resources for students with disabilities. If you feel that you have a disability, please make an appointment with a Disabilities Specialist at the DRC to 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.

**Religious Holidays Policy**— Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor **within the first 14 calendar days of the course for fall and spring courses (excepting modular courses), or within the first 7 calendar days of the course for summer and modular courses**, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit: <http://catalog.unlv.edu/content.php?catoid=6&navoid=531>.

**Transparency in Learning and Teaching**—The University encourages application of the transparency method of constructing assignments for student success. Please see these two links for further information:

<https://www.unlv.edu/provost/teachingandlearning>

<https://www.unlv.edu/provost/transparency>

**Incomplete Grades**—The grade of I—Incomplete—can be granted when a student has satisfactorily completed three-fourths of course work for that semester/session but for reason(s) beyond the student’s control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. The incomplete work must be made up before the end of the following regular semester for undergraduate courses. 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 time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the I grade.

**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, visit <http://www.unlv.edu/asc> or call [702-895-3177](tel: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 the SSC (ASC Coaching Spot). Drop-in tutoring is located on the second floor of the Lied Library and College of Engineering TEB second floor.

**UNLV Writing Center**—One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-3-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance. Appointments may be made in person or by calling 702-895-3908. The student’s Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: <http://writingcenter.unlv.edu/>.



**Rebelmail**—By policy, faculty and staff should e-mail students' Rebelmail accounts only. Rebelmail is UNLV's official e-mail system for students. It is one of the primary ways students receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students' e-mail prefixes are listed on class rosters. The suffix is always [@unlv.nevada.edu](mailto:@unlv.nevada.edu). **Emailing within WebCampus is acceptable.**

**Final Examinations**—The University requires that final exams given at the end of a course occur at the time and on the day specified in the final exam schedule. See the schedule at: <http://www.unlv.edu/registrar/calendars>.

**Library statement:**

Students may consult with a librarian on research needs. For this class, the Subject Librarian is [https://www.library.unlv.edu/contact/librarians by subject](https://www.library.unlv.edu/contact/librarians_by_subject)). UNLV Libraries provides resources to support students' access to information. Discovery, access, and use of information are vital skills for academic work and for successful post-college life. Access library resources and ask questions at <https://www.library.unlv.edu/>.