

Department of World Languages and Cultures
University of Nevada, Las Vegas
JPN214- Intermediate Japanese II
Prerequisite: JPN 213
Course Syllabus

☆ **World Languages and Cultures Department Rules:**

- Students who have studied Japanese in high school or another institution should take the placement exam and take JPN114 or higher.
- 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. JPN214 and JPN301) during the same semester.

☆ **REQUIRED Course Materials:** → **Only the 2nd Edition of Genki will be used in class.**

1. **Textbook:** Banno, Ikeda, Ohno, Shinagawa, Tokashiki (2011). GENKI: An Integrated Course in Elementary Japanese I (2nd 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 (2nd Edition). Tokyo: The Japan Times, Ltd. (ISBN: 4-7890-1441-0)
3. **Kanji Practice Sheet and Worksheets (HW)** → *It can be downloaded from WebCampus.*
4. **Japanese-English Dictionary (Recommended)** → *It must be the paper dictionary or the electronic dictionary.*

☆ **Website Information:**

1. UNLV World Languages and Cultures Website: 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

☆ **Course Description:**

Japanese 214 is an intermediate course, continuation of JPN213, designed for students who have acquired the elementary level of Japanese. This course continues to develop communication skills with aspects of socio-cultural knowledge. This course covers Lesson 14, 15, 16, 17, and 18 of the textbook, *Genki II*.

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

Upon completion of this course, students will be:

- 1) **Speaking:** Able to handle a variety uncomplicated communicative tasks in straightforward social situations (e.g. gift giving/receiving for a special occasion, traveling, at work) and to express personal meaning and needs by combining longer and more complicated sentences.
- 2) **Listening:** Able to understand sentence-length utterances on more complicated tasks, such as the conversation at the travel info. office.
- 3) **Reading:** Able to read consistently with increased understanding simple connected texts dealing with a variety of basic and social needs, such as short description of a person and places and read/recognize about 240 Kanji characters in total.
- 4) **Writing:** Able to write a short letter/essay on more practical context such as places you want to visit, with personal experiences and more control of the syntax and basic morphology. (79 more Kanji characters will be introduced in this course.)
- 5) **Culture:** Able to act appropriately using culturally appropriate language in a variety of situations and appreciate the meaning of basic socio-cultural behavior.

☆ **Grading Policies:**

1) Homework and Assignments	15%
2) Quizzes	15%
3) Exams	30%
4) Essay/Presentation/Interview (5% each)	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.)
The cell phone app. dictionary and Internet dictionary are not allowed.
(The paper dictionary or the electronic dictionary can be used in class.)

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 (2nd 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. Essay, Presentation and Interview: (Learning Outcomes Assessed: 1, 2, 3, 4, 5) Details will be announced later.

You will be assigned to write an essay, to participate in a presentation and to have one-on-one interview with the instructor.

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. Rebel mail: Please use your **Rebel mail (UNLV E-mail Account)** or forward it to an account of your choice. **日本語で書いてくださ**

い。

3. 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 the instructor's office hours.

4. Add, Drop and/ or Withdraw:

The last day to drop or withdraw from classes or 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.)

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> >)

☆**Other Information:**

Language Resource Center (LRC): LRC is located in FDH240 (Phone: 895-1930 / <http://lrc.unlv.edu/>).

Japanese Placement Exams can be taken in the LRC. Students are encouraged to visit the lab for their independent study. It has Internet access, Japanese software, and the audio CDs for the Workbook Listening Comprehension and the Textbook Dialogue/Vocabulary practice. **Operating Hours:** Mon.–Thurs. 9 a.m. – 7 p.m. Fri. 9 a.m. – 1 p.m.

Copyright and Fair Use Requirement:

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. Please visit the copyright website at:

< <http://provost.unlv.edu/copyright/> > for more information.

Official Extracurricular Activity: Students who represent UNLV at any official extracurricular activity shall have the opportunity to make up assignments; however, the student must provide official written notification to the instructor no less than **one week prior to the missed class(es)**.

Religious Holidays: Students who will miss class to observe religious holidays are responsible for notifying the instructor **no later than Friday of the second week** to be assured of this opportunity.

Students with Disabilities:

If you have a documented disability that may require accommodations, you will need to contact the Disability Resource Center (DRC) for coordination of services. The DRC is located in the Student Services Complex (SSC-A), Room 143, phone (702) 895-0866, fax (702) 895-0651. For additional information please visit: < <http://drc.unlv.edu/> >.

Support for Student Academic Success: <http://academicsuccess.unlv.edu/>

Tutoring: <http://www.unlv.edu/asc/tutoring> **Writing Center:** <http://writingcenter.unlv.edu/>

“Tentative” Course Schedule and Assignments: JPN 214

Use WebCampus to download. → <https://webcampus.unlv.edu/>

- Notes:**
- ✓ Worksheets are posted on WebCampus. 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!
 - ✓ Staple your homework together, write your name and HW # on the 1st page and submit all the work together as one packet.
 - ✓ Don't turn in your homework if any section/page was missing!

週 <small>しゅう</small>	日 <small>ひ</small>	コース・スケジュール K: 漢字(かんじ)	宿題 - Submit homework on the <u>DUE DATE!</u> <small>しゅくだい</small> 漢字- <u>readings, examples and practice & 1 sentence for each</u>
1 L1		Course Introduction Review JPN 213 contents, particles	TB: Genki Book II WB: Genki II Workbook *Use your CD-ROM to do the WB Listening Comprehension!
L2		だい14か (Lesson 14): バレンタインデー Wanting something ほしい、 Possibility かもしれません K: 彼代留族	<small>しゅくだい</small> 宿題 1 (1) L14 Vocabulary Worksheet (2) Student Information Sheet (Write it in Japanese except your signature.) *You must bring the Syllabus & Schedule (on WebCampus) to class. Read them thoroughly.
2			<small>しゅくだい</small> 宿題 2 (1) K: 彼代留族 (2) TB p. 47-VII-A and B (Write questions and your own answers in Japanese.) *Bring Giving/Receiving Notes (in the L14 folder on WebCampus).
L3		小テスト(Quiz) 1, Giving and Receiving あげる・くれる・もらう K: 親切英店	
3 L4		Giving and Receiving (cont.) K: 去急乗当	<small>しゅくだい</small> 宿題 3 (1) K: 親切英店 (2) WB p.21-22 (3) TB p.65-III-B (Write what you would give to each person (1-6) and the reason why. If you don't have a sibling, for example, use someone else.)
L5		小テスト 2, Giving advice たらどうですか Counters and Counter rules (pp. 382-383), K: 音楽医者	
4 L6		Number も、しか(+Negative Ending), ひょうげんノート(Expression Notes, pp.59-60), 文化ノート(p.72), 会話(Dialogue), 復習 (Review)	<small>しゅくだい</small> 宿題 4 (1) K: 去急乗当音楽医者 (2) WB p.23-24 (3) TB p.66-III-C (Write two sentences for each picture, one with くれる and another with もらう. → Do odd numbers only!) (4) TB p.67-III-F (Write questions and your own answers.)
L7		テスト 1, (Lesson 14 and L14 Kanji) 小テスト 3 (Speaking)	
5 L8		だい15か (Lesson 15): ながの旅 Volitional Form K: 死意味注	<small>しゅくだい</small> 宿題 5 *Recommended to do the WB pages before the Exam 1.
L9		Determination (Volitional+ と思う) Preparatory Action ておく K: 夏魚寺広	(1) L15 Vocabulary Worksheet (2) WB p.25-26; WB p. 111-112
6 L10		小テスト 4, Using Sentences to Qualify Nouns K: 転借走建	<small>しゅくだい</small> 宿題 6 (1) K: 死意味注夏魚寺広 (2) WB p.27-28 (3) TB p.287-II-C-2 (Read #B-2 on p. 286 and answer the questions for #2 (1~4) on p.287. Write questions and answers in Japanese.)
L11		K: 地場足通 ホテルで(p.95), ひょうげんノート (Expression Notes, pp.82-83), 文化ノート (p. 81), 会話(Dialogue), 復習 (Review)	<small>しゅくだい</small> 宿題 7 (1) K: 転借走建 (2) WB p.29-30 (3) TB p.287-III-A (Read #2 on p.286 and give advice in Japanese at least 5 sentences.)
7 L12		テスト 2, (Lesson 15 and L15 Kanji)	<small>しゅくだい</small> 宿題 *Recommended to do these before the Exam 2.
L13		だい16か (Lesson 16): わすれもの Giving and Receiving of an action てあげる・ てくれる・てもらう K(L16): 供世界全部	(1) K: 地場足通 (2) L16 Vocabulary Worksheet (3) WB 31-34; WB p. 113-114

“Tentative” Course Schedule and Assignments: JPN 214 (Cont.)

週	日	コース・スケジュール	宿題 - Submit homework on the <u>DUE DATE!</u>
8 L14		Giving and Receiving of an action (Cont.) Request～ていただけませんか K: 始週以考開	宿題 9 WebCampus Homework (1) TB p.294-III: Write an essay about the best place you have been and post it on the WebCampus with a photo of the place. Use the articles (#1-4) on pp. 291-293 as examples.
9 L15		Hoping something to happen といい, When～時 K: 屋方運動	
L16		小テスト 5 , When～時 (Cont.), ～てすみませんでした, K: 教室(L16), 歳習主 (L17)	Presentation Script Draft Due on Wed. 10/26
10 L17		ひょうげんノート(Expression Notes, p. 107), 会話 だい 17 か (Lesson 17): ぐちとうわさ話 Hearsay report～そうです。K: 結婚発表	宿題 10 *Extra Credit for the HW9 is due on M. 10/31. (1) K: 供世界全部始週以考開 (2) Giving and Receiving of an Action Worksheet (3) L17 Vocabulary Worksheet (4) WB p.35-38 (Do not need to do p.36-l.)
L18		プレゼンテーション	Presentation Script Final Due on Wed. 11/2
11 L19		Informal Quote って, Conditional たら K: 集品字活	宿題 11 (1) K: 屋方運動教室歳習主 (2) WB p.39-42; WB p.115-116 (3) TB p. 298-300-II-B and C (Read the article B on p.298-299 and answer the questions on C. Write the questions and answers.)
L20		小テスト 6 , Don't need to～なくてもいい, Looks like～みたい, K: 写真歩野	宿題 12 (1) K: 結婚発表集品字活 (2) WB p.43-44 (3) TB p. 305-306-II-B and C (Read the article and complete the chronology on p. 306.)
12 L21		Before～前に/～てから, 文化ノート(p. 117 and p.128), 会話(Dialogue), 復習(Review)	Essay Draft Due
L22		テスト 3, (Lesson 16&17 and L16&17 Kanji)	
13 L23		だい 18 か (L18): ジョンさんのアルバイト Transitive and Intransitive Verbs, K: 目的力洋	宿題 13 *Recommended to do these before the Exam 3. (1) K: 写真歩野 (2) L18 Vocabulary Worksheet (3) WB p.45-50; WB p. 117-118
L24		ている(Results and State of Being) K: 服堂授業	Essay Final Due
14 L25		小テスト 7 , ～てしまう, Whenever～と K: 試験貸図	宿題 14 (1) K: 目的力洋服堂授業 (2) Interview Questions and Answers Worksheet (3) WB p.51-52
L26		K: 館終宿題 ひょうげんノート(Expression Notes, p. 149), 文化ノート(p.163), 会話, 復習, インタビューの練習	宿題 15 (1) K 試験貸: 図館終宿題 (See your textbook p.309 to complete 館終宿題.) (2) Haunted House Worksheet (Transitive/Intransitive Verbs) (3) WB p. 53-54; WB p.119-120
15 L27		Interview	Review previous chapters and be prepared for the interview and the final exam!
L28		Interview	
16		Final Exam	テストの勉強、がんばってください！◎

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

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

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.

UNLV 日本語

学生アンケート(Student Information Sheet): JPN 214 Sec. 1 Fall 2016

*日本語で書いてください!

- 名前: (英語) _____ (日本語) _____.
- 学年 (circle one): 一年生 二年生 三年生 四年生 大学院生 Audit 専門(専攻): _____
- 連絡先:<E メール> _____ <電話> _____.
- 出身: 市 City州 State _____ 国 Country _____ 第一言語(native language(s)): _____.
- 今まで取った日本語のクラス(Your past Japanese class(es)*): Please list all the classes at your best knowledge. (Use the back if necessary.)

a) クラスのレベル ex. 高校日本語 1, JPN113	b) 教科書	c) 学校 Please write the state if it was outside of Las Vegas.	d) 先生 Only if you took class(es) in Las Vegas.	e) いつ? year and/or semester

- 日本語の体験(experience):
日本へ行ったことがありますか。 はい/いいえ 「はい」 → (a) どこ、(b) いつ、(c) どのぐらい?
(a) _____ (b) _____ (c) _____
その他の体験(other experience): _____

- 他の(other)外国語を勉強したことがありますか。 はい/いいえ 「はい」 → (a) 何語、(b) どのぐらい?
(a) _____ (b) _____

- 日本語を勉強している理由(reasons)は何ですか。 三つ、チェック(✓)してください。

- () 卒業(graduation)に、外国語の単位(credits)が必要だから。
- () このクラスが、自分のスケジュールに合って(match)、開いていたから。
- () 日本語を理解して(understand)、話せるようになりたいから。
- () 日本人の友達、家族、または(or)、親戚(relatives)がいるから。
- () 日本の文化に興味がある(interested in)から。特に(particularly): _____
- () 日本で勉強したいから。 → いつ、どこで? _____

() いつか日本に行きたいから。 → 日本のどこに行きたいですか。 _____.

() 他^{ほか}の理由^{りゆう}(other reasons):

8. 趣味^{しゅみ}がありますか。趣味^{しゅみ}を教^{おし}えてください。

9. このクラスで、したいこと、コメント、質^{しつもん}問^{しんぱいごと}、心^{しんぱい}配^{ごと}事^(concerns)など。

※シラバスとスケジュールを読んでから、下にサインして、宿^{しゅくだい}題^{だい}#1 と一^{いっしょ}緒^だに出^だして(Turn in)ください。ありがとう！

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

Signature (in English): _____ Date: _____.

University Policies

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. **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. 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/>.