

Department of World Languages and Cultures
University of Nevada, Las Vegas
JPN301- Third Year Japanese I
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 301 is a third-year Japanese course, continuation of JPN214, designed for students who have acquired elementary and intermediate levels of Japanese. This course expects students to communicate in Japanese with deeper socio-cultural knowledge.

This course covers Lesson 18 (last two Grammar points), 19, 20, 21, 22, and 23 (partially) of the textbook, *Genki II*.

☆ **Student Learning Outcomes:** (Source: ACTFL Proficiency Guidelines [Speaking-Writing]: Intermediate-High to Advance-Low)

Upon completion of this course, students will be:

- 1) **Speaking:** Able to handle successfully many uncomplicated communicative tasks in variety of social situations (e.g. business, visiting someone's house, reporting a problem, debating) and to converse with ease and confidence although hesitation and errors may be evident. (Some may be able to converse with sufficient accuracy, clarity and without misrepresentation or confusion.)
- 2) **Listening:** Able to sustain understanding over longer stretches of connected discourse on a number of topics and to understand main ideas on more complicated description and narration.
- 3) **Reading:** Able to read consistently with full understanding simple connected texts dealing with a variety of basic and social needs, such as formal letters, short stories, and short articles and read/recognize about 312 Kanji characters in total.
- 4) **Writing:** Able to write more practical writings such as formal letters, short stories and short articles with good control of the morphology and the frequently used syntactic structures. (72 more Kanji characters will be introduced in this course.)
- 5) **Culture:** Able to act appropriately using culturally appropriate language in most situations and present/discuss cultural topics in target language.

☆ **Grading Policies:**

1) Homework and Assignments	10%
2) Quizzes	15%
3) Exams	30%
4) Essay/Presentation/Interview (5% each)	15%
5) Final Exam	30%

☆ **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**

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

4. 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.)

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.

Technology Support Contact Information

For general technology support and WebCampus support:

Office of Information Technology (OIT), UNLV

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

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**. 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.

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.

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/>

Library Services

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/>.

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

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>.

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:

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

<http://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.

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>.

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.

“Tentative” Course Schedule and Assignments: JPN 301

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 日	コース・スケジュール K: 漢字, C: 文化	宿題 - Submit homework on the <u>DUE DATE!</u> 漢字- readings, examples and practice & 1 sentence for each
1 L1	Course Introduction, Review JPN 214 contents だい 18 か (L18): ジョンさんのアルバイト Actions performed at the same time ~ながら	TB: Genki Book II WB: Genki II Workbook Genki Website: http://genki.japantimes.co.jp/self_en *Use your Student CD to do the WB Listening Comprehension!
L2	Should have done ばよかった K: 春夏秋冬花 だい 19 か (L19): 出むかえ Honorific Verbs	宿題 1 (1) Review Worksheet (It will be given in class. Download it from the L18 & 19 folder on WebCampus if you missed the first day of class.) (2) Student Information Sheet (Write it in Japanese except your signature.) *You must bring the Syllabus & Schedule (on WebCampus) to class.
2 L3	Honorific Verbs (cont.) K: 様不姉兄	宿題 2 (1) K: 春夏秋冬花 (2) L19 Vocabulary Worksheet (3) WB p.55-58
L4	小テスト(Quiz) 1, Giving Respectful Advice, Expressing Gratitude ~てくれてありがとう, K: 漢卒工多	
3 L5	小テスト 2, ~てよかった, 訪問する(p.183) K: 研究質問	宿題 3 (1) K: 様不姉兄漢卒工多 (2) WB p.59-62
L6	Expectations~はず, 会話(Dialogue), 復習 (Review) C: 手紙	
4 L7	テスト 1, (L18(2 grammar points) & 19 and L19 Kanji)	宿題 4 *Recommended to do the WB pages before the Exam 1. (1) L20 Vocabulary Worksheet (1) K: 研究質問 (2) WB p.63-66; WB p. 121-122 -Bring the Humble Form Rules Handout (on WebCampus).
L8	だい 20 か (L20): メアリーさんの買い物 Extra-modest Expressions K: 皿声茶止 C: 日本のメディア(ex. 新聞・本・雑誌・テレビ)	
5 L9	Extra-modest Expressions (cont.) Humble Expressions, K: 枚両無払	宿題 5 (1) K: 皿声茶止 (2) WB p.67-68 (3) TB p. 318-319-II-A(1-2), B(Reading only) and C(1-4) (For A and C, write questions and answers.)
L10	小テスト 3, Humble Expressions (cont.) Respect Language K: 心笑絶対	
6 L11	Respect Language (cont.) Without doing~ないで, K: 痛最続 C: 日本の会社(ex. サラリーマンと OL)	宿題 6 (1) K: 枚両無払心笑絶対 (2) WB p.69-70 (Don't need to do the section I of p.70.)
L12	小テスト 4, Quoted Question ~か、~という、	
7 L13	~やすい、~にくい 会話(Dialogue), 復習 (Review) C: 落語(らくご)	宿題 7 (1) K: 痛最続 (2) Letter with Respect Language (3) WB p. 71-72; WB p.123-124
L14	テスト 2, (Lesson 20 and L20 Kanji) 小テスト 5 (Sneaking)	

“Tentative” Course Schedule and Assignments: JPN 301

しゅう 週	ひ 日	コース・スケジュール K: 漢字, C: 文化	しゅくだい 宿題 - Submit homework on the <u>DUE DATE!</u> 漢字- readings, examples and practice & 1 sentence for each
8			宿題 8 (1) Short Story (Fiction) (Write a short story (fiction) in Japanese and post it on the WebCampus with picture(s) or a comic strip of the story (Ex. TB p.329-III-A). You need to include directions (to a place) in your story. You have read several short stories in Genki I and Genki II (TB p.327-328). Use those as examples.
L15		だい 21 か (L21): どろぼう Passive Sentences, K: 信経台風	
9 L16		Passive Sentences (cont.) ～か教えていただけませんか。(Directions) K: 犬重初若 C: 日本のポップカルチャー (ex. まんが・アニメ、フ アクション)	宿題 9 *Recommended to do the WB pages before the Exam 2. (1) 21 Vocabulary Worksheet (2) WB p. 73-76 (3) TB p.327-328-II-BC (Write questions and answers for C.)
L17		小テスト 6, Result with a purpose～てある K: 送幸計遅 C: 日本の宗教	
10 L18		～間に, Adjective する, K: 配弟妹	Essay Draft Due
L19		～てほしい, L21 会話(Dialogue) だい 22 か (L22): 日本の教育 Strong Command～なさい, K: 記銀回夕 C: 日本の大学 (ex. 入試、浪人、大学生生活)	宿題 10 (1) K: 信経台風犬重初若 (2) L22 Vocabulary Worksheet (3) WB p.77-80 <i>*Extra Credit for the Short Story (HW9) is due on Th. 11/3.</i>
11 L20		小テスト 7, Causative Sentences, Causative Permission K: 黒用守末	宿題 11 (1) K: 送幸計遅配弟妹記銀回夕 (2) WB p.81-84; WB p. 125-126
L21		Causative Permission (Cont.) Conditional ば K: 待残番駅	Essay Final Due
12 L22		小テスト 8, Conditional ば(Cont.), ～の K: 説案内忘 C: 冠婚葬祭	宿題 12 (1) K: 黒用守末待残番駅説案内忘 (2) WB p.85-88 (3) TB p.333-335-II-BC (Write the questions and answers for C.)
L23		～のようなように 会話(Dialogue), 復習 (Review)	
13 L24		テスト 3, (L 21 & 22 and L21 & 22 Kanji)	
14 L25		だい 23 か (L23): 別れ Causative-Passive Sentences, K: 顔怒変悲感 C: 日本のマナーや習慣	宿題 13 *Recommended to do the WB pages before the exam 3. (1) WB p. 89-94; WB p.127-128 (2) Interview Questions and Answers Worksheet
L26		Even if ～ても K: 相横化調答	宿題 14 (1) K: 顔怒変悲感相横化調答 (2) WB p. 95-98 (You don't need to do p.99. The answers for p.99 will be posted on WebCampus.) (3) TB p. 341-III-B: 自分の日記を書きましょう。(Write a diary of one day in Japanese. It must be at least half a page.)
15 L27		Interview	Review previous chapters and be prepared for the interview and the final exam!
L28		Interview	テストの勉強、がんばってください！☺
16		Final Exam	

*日本語で、書いてください!

1. 名前: (英語) _____ (日本語) _____.
2. 学年 (circle one): 一年生 二年生 三年生 四年生 だいがくいんせい 大学院生 Audit せんもん せんこう 専門(専攻): _____.
3. 連絡先:<E メール> _____ <電話> _____.
- 出身: 市 City/州 State _____ 国 Country _____ 第一言語(native language(s)): _____.
4. 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 <small>きょうかしょ</small>	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

5. 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):

6. 他(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) _____.

7. 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? _____。
 () 仕事に使えるから。履歴書(resume)に書けるから。 → どんな仕事をしたいですか。 _____。
 () 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(other reasons): _____.

8. 趣味がありますか。趣味を教えてください。

9. このクラスで、したいこと、コメント、質問、心配事(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、宿題#1 と一緒に出してください。ありがとう!

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

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/>.