

BASIC LANGUAGE POLICY

NB: Online Sections -- The policies outlined below apply to on-site courses with synchronous instruction. Opportunities to study basic languages as distance learning courses are under development and available to a limited number of students. The policies for such online courses will differ; for details, please refer to the individual on-line course syllabus.

I. RESOURCES/METHODOLOGY

Instructional Model: All basic language courses are taught as much as possible in the target language. A proficiency-based, communicative, and interactive approach to instruction has been endorsed by the Basic Language Faculty.

Blackboard: Language students can access all course information on *blackboard.uc.edu*. The course will appear on the student's *Blackboard* page, although in the case of multi-sectioned courses it may appear under a metacourse number rather than the regular course number. Students are required to make sure the e-mail account listed under "Personal Information" on the *Blackboard* site is correct, and they are required to visit the *Blackboard* site on a daily basis.

Electronic devices: The use of cell-phones, Blackberries, iPods or other personal electronic devices is strictly prohibited in the classroom unless such devices are an integral part of the classroom activity. Laptops will be permitted where necessary and only under special arrangements with the instructor.

Language Resource Center: Students may be required as a normal part of their language studies to view films, television broadcasts, or other media, or to use software located in the LRC on the sixth floor of Old Chemistry.

II. REGISTRATION

Placement is determined by prior language study. The policy is summarized in the following table; see the addendum for details.

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No prior study in the chosen language	Basic 1001 or Extended Basic 1011
One year of high school study in the chosen language	Basic 1001 or Extended Basic 1011
Two or three years of high school study	Basic 1002 or Extended Basic 1013
Four years of high school study	Extended Basic 1014

Prerequisites for each course are posted on *OneStop* and on the course syllabus. Each student is responsible for making sure that s/he is taking the appropriate course. When in doubt, students should consult with the instructor and/or the course coordinator. Students who register for courses for which they have not completed the prerequisites will NOT receive credit for the course.

Pass/Fail: There is no pass/fail option in basic language courses.

Audits: Many courses in basic languages may be taken for non-credit with permission of the coordinator; however, auditing is NOT permitted in basic French and Spanish courses.

Independent Study: Since acquiring language proficiency requires intensive participation, the School does not allow students to take the 1000 and 2000 level language courses as Independent Study courses. There are no exceptions to this policy.

Graduate Students: Most basic languages have 7000-level numbers which are place holders for the basic 1001 & 1002 and 1011-1014 language courses. All graduate students wishing to take undergraduate basic language courses for graduate credit must register (no pass/fail or audit) in the corresponding graduate courses. The maximum number of graduate credits is 3, regardless of the number of credits assigned to the undergraduate course.

II. ATTENDANCE

First Day Attendance: Students who have registered for class but fail to attend the first two sessions will be dropped unless they have specific permission from their Coordinator to remain in the course.

Classroom Attendance: Attendance and participation are essential. Students are required to be present at every class meeting. **There are no excused absences** in basic language courses. The maximum number of absences allowed is determined by the number of class meetings per week: in a course which meets five days/week, the maximum is FIVE; if the course meets three days/week, the maximum is THREE, for the two-day/week course, the maximum number of absences is TWO, and so on. **Even one excess absence of any nature** will result a 3% reduction of your final grade for EACH absence over the limit.

III. GRADES

Minimum Grade: Students in 1001 and 1011, 112, 113, must earn a grade of C- (70%) or better in order to continue to the next class in the sequence. Except for unusual and rare instances determined by the appropriate Coordinator, students who have not earned a C- or better in the previous class must re-take the course and earn the qualifying grade in order to proceed to the next class.

Classroom Participation: This component takes into account student willingness to participate in class, preparation for class, use of the target language while in class, cooperation in group and pair work, respect toward both instructor and peers, and classroom conduct. Students are expected to come to class promptly, to be prepared for the material listed each day on the syllabus, and to behave respectfully toward classmates and instructor. *The Student Code of Conduct* will govern all classroom behavior. Class participation and presentations missed because of absences cannot be made up individually.

Homework: Practicing the language through homework assignments is an extremely important part of learning a language. The homework assigned on the syllabus is the minimum required to pass the course, and instructors may assign additional homework.

Tests and Quizzes: Refer to the course syllabus for details.

Final Exams: Some basic language courses have "block" final exams which are legally scheduled by the University outside of the regular exam schedule. A make-up exam for those students with other exams conflicting with the block exam will be held on the last day of exams. Under no circumstances will any Final Exams be given before the last day of class.

Course Evaluations: These end-of-quarter on-line evaluations are mandated. Students may be assigned to do a course evaluation as part of their homework and to submit a confirmation to the instructor.

Academic Misconduct: The language departments, the McMicken College of Arts and Sciences, and the University will impose sanctions on students who violate *The Student Code of Conduct*. Students who cheat or plagiarize will be disciplined on an individual basis according to the severity of the misconduct. Plagiarism is defined as submission of work that is not original. Note that handing in a paper that has been previously submitted in fulfillment of a course requirement is also plagiarism.

Special Needs Policy: Students with a disability (e.g., visual impairment, hearing impairment, physical impairment, communication disorder, and/or specific learning disability) which may influence their performance in the course must meet with the Disability Services Office (DSO) to arrange for reasonable accommodations to ensure an equitable opportunity to meet all the course requirements. Please contact DSO at 556-6823, Campus Location: 210 University Pavilion. Students will be provided an Accommodation Form indicating accommodation needs for the quarter. The form must be presented to the instructor AS SOON AS POSSIBLE to ensure that accommodation needs are discussed, agreed upon, and provided.