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I. BASIC SPANISH LANGUAGE PROGRAM

A. Mission and Vision Statement of the Department of Hispanic Studies

The Department of Hispanic Studies offers students and the community a broad range of courses and programs to develop language competence, a global perspective, and an understanding of the Spanish language, literatures and cultures of the Hispanic world. In addition, the Department seeks to promote the study of Portuguese at the college. Specifically, the Department aims to:

- Ensure that College of Charleston students acquire sufficient knowledge of the language to build proficiency in the language when future personal or professional needs require it.
- Prepare majors and minors for success as professionals in career fields related to Spanish.
- Teach understanding and appreciation of Hispanic and Luso-Brazilian cultures and provide knowledge about the literary and intellectual achievements of these worlds.
- Provide opportunities for study abroad in areas where Spanish and Portuguese are spoken.
- Enhance the education of students who are not Spanish majors by providing language skills that complement their chosen major.
- Lead with internationalizing the College of Charleston curriculum.
- Work with the School of Education to prepare Spanish language teachers both substantively and pedagogically for the South Carolina school system.
- Provide opportunities for continuing study of Spanish at the graduate level for language teachers and other professionals in the Charleston area.
- Promote articulation between secondary schools and the College in the teaching of Spanish and Portuguese.
- Provide service learning and internship opportunities for students of Spanish to use their skills in the community.

B. Scope and Placement.

The BSLP includes 6 courses with overlapping scopes: SPAN 101, 102, 201, 190, 200, and 202. Students at the College of Charleston must complete through SPAN 202. In Hispanic Studies, incoming students are placed as follows:

True beginners: 101-102-201-202
Students with two or three years of Spanish: 190-200-202
Students with four years of Spanish: 202
Students with five years of Spanish: 275
The courses cover the following chapters of *Aventuras* and *Facetas*:

101- *Aventuras* Chapters 1-4 (5e)  
102- *Aventuras* Chapters 5-8 (5e)  
201- *Aventuras* Chapters 11-14 (5e)  
202- *Aventuras* (5e) Chapters 13-16  
200- *Aventuras* Chapters 7-12* (5e)

If you notice that a student in your course seems to be at the wrong level or if a student complains that he/she has been misplaced, email your recommendation for placement to **HISP@cofc.edu** and tell the student to meet with a departmental administrator or the department chair as soon as possible. Changes MAY still be made within two weeks of the regular course drop/add date.

**C. Departmental OAKS class/ Department website**

All departmental materials are now being shared via the special *OAKS Class Hispanic Studies*. Click on View all courses on your OAKS home page to find it. All faculty are enrolled as Content Assistants, which allows full access. PLEASE remember to use this site to share your activities and assessment instruments. Use your name as part of each file identification.

Another good source of information is the website for the Department of Hispanic Studies, especially the Faculty Resources page.

**D. BSLP Faculty by Course for Spring 2021**

<table>
<thead>
<tr>
<th>Spanish 101</th>
<th>Spanish 102</th>
<th>Spanish 201</th>
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</thead>
<tbody>
<tr>
<td>Christina García</td>
<td>Stephanie Forgash</td>
<td>Marisol Castro Calzada</td>
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<tr>
<td>Fenner Hoell</td>
<td>Fenner Hoell</td>
<td>Devon Hanahan</td>
</tr>
<tr>
<td>José Moreira</td>
<td>Yulián Martínez Escobar</td>
<td>Tina Maric</td>
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<tr>
<td>Carola Ramírez-Castello</td>
<td>Antonio Pérez-Núñez</td>
<td>Colleen Moorman</td>
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<td></td>
<td>Eileen Shields</td>
<td>Haley Osborn</td>
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<td></td>
<td>Allison Zaubi</td>
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<table>
<thead>
<tr>
<th>Spanish 190</th>
<th>Spanish 200</th>
<th>Spanish 202</th>
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<tbody>
<tr>
<td>Adelaida Bidot</td>
<td>Emily Beck</td>
<td>Adelaida Bidot</td>
</tr>
<tr>
<td>Elizabeth Cox</td>
<td>Marisol Castro Calzada</td>
<td>Marisol Castro Calzada</td>
</tr>
<tr>
<td>Stephanie Forgash</td>
<td>Travis Evans-Sago</td>
<td>Elizabeth Cox</td>
</tr>
<tr>
<td>Liana Hakobyan</td>
<td>Soledad Francis</td>
<td>Travis Evans Sago</td>
</tr>
<tr>
<td>Berenice Marquina</td>
<td>Betsy Hance</td>
<td>Soledad Francis</td>
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<td>Daniela Meireles</td>
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<tr>
<td></td>
<td>Marianne Verlinden</td>
<td>Colleen Moorman</td>
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<td>Claudia Moran</td>
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<td>Antonio Pérez-Núñez</td>
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<td>Georgia Schlau</td>
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<td></td>
<td>Monica Styles</td>
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<tr>
<td></td>
<td></td>
<td>Allison Zaubi</td>
</tr>
</tbody>
</table>
II. TEXTBOOKS- AVAILABLE AT COLLEGE OF CHARLESTON BOOKSTORE.

A. ISBNs for students purchasing online at www.vistahigherlearning.com

|------------------------|-----------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------|

ATTENTION! If your students are placing into 202 as your first course in the Aventuras textbook, they have the option of purchasing the less expensive 6 month book code:


ISBN: 978-1-54330-327-8 (Includes 6 months of access to Supersite and vText- $115.00)

B. Textbook Help for Faculty/ OAKS class

Under Content in the OAKS class you will find a PDF of the Instructor’s Guide to the Supersite. At the bottom of each page of the site you will see a link: support.vhlcentral.com that you can click to submit a help request. The tech reps at Vista are very helpful and are accessible without going through a phone menu: 800-922-6003. Our sales representative is Shaun Thomas, and he can be reached at thomass@vistahigherlearning.com. The official campus support person is Devon Hanahan, at hanahand@cofc.edu.

Click on these links for documents explaining to students how to get books/online accounts for our texts: VISTA\Getting an account for Aventuras.docx. All syllabi and any other shared materials can be found in the Hispanic Studies OAKS class.

C. Using the Textbooks in the Classroom

Syllabus- All BSLP instructors are required to keep up with the syllabus and cover the chapters and prescribed material assigned to each level. The department serves more than 5,000 students a year, and it is important that all students be prepared with the same content as their peers from other classes.

vText vs. Book- Students MUST be given the option of using their laptops and the vText of Aventuras. If students choose this option they must be held accountable for not accessing other websites during class.
vText in Class-It is a good idea for the instructor to start up the Supersite and have the vText on the screen before class starts every day. This will provide quick access to text pages, links to videos and listening sections, and homework activities about which the students might have questions.

Presenting Vocabulary- Each time they are about to start a new chapter, students have an assignment the prior night to open their vTexts to the first two pages of the chapter, click on the new vocabulary (which is live), and repeat it out loud before doing one homework assignment using that new vocabulary. Please encourage students not to skip this important step. Although Preparación is listed only on the first day of each lesson, it is understood that you will include vocabulary activities or incorporate new vocabulary into your lessons each day. The students have at least one vocabulary homework assignment each night.

Presenting Grammar-Although the grammar is presented deductively, it may also be presented inductively and in the target language during class. Remember also that the students have been assigned a grammar tutorial with one practice activity the prior night, so they should at least be familiar with the concept you are covering. If you choose to start a grammar topic on the first day of class (usually dedicated to vocabulary), you may of course do so.

Presenting Culture-Feel free to expand on cultural topics offered via the links provided (for example, on the Cultura reading pages in Aventuras) or through your own resources. The Apuntes culturales that follow the telenovela in Facetas are short, but they provide good points of departure for expanding the lesson. Remember that each cultural reading section of Aventuras has a supplementary reading selection accessible only online by clicking on $\text{Cultura}$.

Videos-The videos assigned in Aventuras are an important part of each chapter because they give the student an opportunity to see all of the elements of the lesson combined in real world situations. The resumen at the end of each one is equally important. The videos also appeal to the students because they are used to multimedia and because students gain a sense of accomplishment by watching and understanding the episodes. It is up to you to determine whether the students watch the videos at home or during class, and this may vary by chapter depending on how you plan to incorporate the videos into your lesson. If the students are to watch the videos at home, you can assign homework activities to ensure that the students actually see them. On your homepage go to Content → Activities → Aventuras. The same is true for Flash Cultura and even the very short realia bits in Videoclip. If you want to assign the whole video to watch at home, be sure to select the very first activity under the Aventuras list of activities. This is the only activity that shows the whole video and not just an excerpt.

D. Supersite

Registering- Students do not need a course code to register in your class, as they will find you by state, institution, and professor name. Once they buy their code they may use it at any level
for 36 months. (Exception- those placing into 202 who might use the 6 month access code.) Make sure your students know that they need to register on the Supersite right away and that they need to take the time to look carefully at all of the sections and choose the right one. Contact the BSLP Coordinator if any students end up in the wrong section so the students can be transferred.

**Access**- Often students complain that they do not have access to the Supersite although they bought the code. Most of the time this problem is caused by the fact that the student bought the Supersite Plus vText code without buying Supersite Plus vText PlusWebSAM. They can buy this $25 WebSAM add-on code and they will then have full access. They can visit the Store at VHL and use the ISBN code 978-1-68004-956-5 for the add-on code.

**Grace Periods**- Some students need extra time before they are able to buy the text/online code. Encourage them to enroll in your class anyway and let them know that when they get to the screen that asks for a code, they should just click Continue. When they appear on your roll, they will have a red explanation point next to their names. Assign them a Grace Period under the Roster section of the Supersite dashboard. They will have access for two weeks.

**Homework**- Each class will have its homework assignments uploaded before the semester starts. Homework is 90% of the grade, Tutorials are 5%, and Practice Tests are 5%. There is also an Extra Practice category worth 0% that you can use at your discretion. You can make some changes in your own sections if you need to modify a due date, add activities, and delete or change activities. Students are automatically assessed a 20% late penalty each day for late homework and a 20% late penalty each day for late tutorials.

The Practice Tests are graded on a Credit/No credit basis, but they do show the students an actual grade out of 100%. It is important to be familiar with your students’ forthcoming activities and the results.

You can add instructor notes to any activity by opening the activity and clicking on Instructor’s Note. This can save a lot of questions and headaches if the activity has any tricky parts. If you want to review a student’s individual work or change the grade of an activity, click on the grade itself. If you want to accept late work from the whole class or give the whole class a 100% on an activity, click on the name of the activity at the top of the column of grades. The Instructor’s Guide to the Supersite explains these and all other options thoroughly.

Be sure that students know that each activity includes a link at the bottom saying “Ask your instructor”. They may click on this to send questions directly to you about an assignment.

**Instructor Graded Homework**- Each chapter has been assigned at least one instructor graded activity in an effort to improve students’ writing skills. You may grade each student individually or you may choose the QuickGrade option, where the computer randomly selects several students to grade and assigns 100% to all other students who did the work.
Number of Attempts for HW Activities- The default setting for the homework assignments gives the students as many attempts as they prefer; however, for assignments asking the student to choose one of two options and for open ended writing assignments, the students receive only one chance. They should plan accordingly.

Order of Homework Assignments- It is important for the students to do their homework in the order found on their syllabus, because just as in the classroom, the homework follows a pattern of Review- Learn- Practice. Students will review and practice what they worked on in class that day, then they will watch a tutorial on the next day’s topic, and finally they will do one very simple homework assignment based on that tutorial to hold them accountable.

Extra Practice for Students- Due to the volume of activities on the Supersite, not all are assigned. Students wanting extra practice can go to Content → Activities and select what they prefer. Under Content → Vocabulario they will find electronic flashcards, and with Content → Repaso they will find practice tests and activities that review several chapters at a time. They may also resubmit activities on a practice basis by clicking the Practice button at the bottom of each activity. There is an EXTRA PRACTICE grade category worth 0% if you would like to assign extra/optional practice to the whole class.

Supersite Grades- It is important for students to track their progress and for instructors to be aware of their students’ progress with the homework. Your OAKS gradebook should include a homework grade for each chapter to be entered when chapter test grades are entered. The Supersite now calculates the chapter grade, including all categories, without running a report. However, you may still run reports to check on how much time students are spending on the site and other information.

III. ASSESSMENT

A. Test Security

Once you review tests and exams with your students, you must collect and keep them in your office. Do NOT allow students to take home tests or have unsupervised access to them. Tests and final exams must be stored for TWO years before disposing of them.

B. Lesson Tests

The Supersite offers several versions of tests for each chapter that you can adapt as you like. Be sure that every test includes:

- Listening.
- Writing.
• Contextualized vocabulary sections.
• Contextualized grammar sections.
• Culture questions.
• Reading, especially in 202.

If the Supersite offers a testing section that is NOT contextualized, please adapt it before administering it. For example:

**Section offered by Supersite:**

<table>
<thead>
<tr>
<th>El verbo ser: Fill in the blanks with the appropriate present tense forms of the verb SER.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Emilio y yo ______________</td>
</tr>
<tr>
<td>2. yo ______________</td>
</tr>
<tr>
<td>3. tú ______________</td>
</tr>
<tr>
<td>4. mi profesor ______________</td>
</tr>
<tr>
<td>5. ustedes ______________</td>
</tr>
</tbody>
</table>

| Adaptation: |
| La clase de español. Complete the paragraph with the appropriate present tense forms of SER to tell about Ana’s Spanish class. (5) |
| Me llamo Ana, y yo ___________ estudiante en la clase de la Sra. Ruiz. Ella ___________ mi profesora favorita. Los otros estudiantes ___________ inteligentes, y nosotros ___________ los estudiantes favoritos de la profesora. Y tú, ___________ estudiante de español también? |

In the OAKS class you can find at least two tests for each level (101-202) posted. You can use these or adapt them as you prefer. Faculty members are encouraged to collaborate on tests and share their materials, which is easy to do on OAKS. You may also see the BSLP Coordinator for help or feedback writing tests.

**C. Final Exams**

We do not have departmental final exams, but all BSLP faculty are required to administer cumulative final exams on the day and time that has been assigned to each class. Faculty may share their exams with each other. Exams must follow the same guidelines as lesson tests. 102 and 202 exams must incorporate the GenEd Assessment into their exams without altering it in any way. The GenEd Assessment Instrument includes reading, writing, and listening activities. A practice instrument will be sent out for 202 instructors to use before the final exam day, and the instrument itself along with detailed instructions will be distributed well before exam week.

**D. Ampliación**

8
Each chapter in Aventuras includes the Ampliación assessment. You may administer this separately from your lesson test OR you may eliminate it and substitute short formative assessments culminating in a task-based test.

- The Ampliación grades will go under the Quizzes/speaking/writing grade category.

- These rubrics are fairly general and may be edited as you prefer. In one chapter you might want to do all three elements (Escuchar, Conversar, Escribir) and in another you may want to do only one or two and add Un paso más or Lectura. Just be sure to include some listening and writing throughout the semester.

- You can also edit the writing page to your preference. You may want students to write in or out of class, depending on class time constraints. Although a pre-writing prompt has been included for each assessment, there is no space for a revised paragraph. You are welcome to implement the peer-revision element and request multiple copies. Again, each chapter does not have to be approached in exactly the same way.

- You will notice that the Conversar rubric relies heavily on self-grading. Naturally you will circulate while students are speaking and you will note lapses into English, etc., and you will have the option of altering their grades. But research shows that students tend to be brutally honest when self-grading. The point of this Ampliación section is to have students speak with confidence, some sense of control, and a willingness to explore their language capabilities.

Each chapter of Aventuras includes several Partner Chat and Virtual Chat assignments that can be used in place of the Conversar section of Ampliación. Instructors may also choose to create and uploads their own Partner Chat assignments. These may all be graded individually or via the QuickGrade system. Consult the Supersite Instructors’ Guide or the BSLP Coordinator for help with this option.

- The Escuchar sections have the script in blue on the right side of the page, but you can also click on the emblem right on the page on the v-text to have them listen to a tape.

- If there is a section of Ampliación that you would like to replace with something of your own, go ahead! Often instructors implement an unassigned listening activity from the homework or testing sections or a different writing prompt.

E. Participation

As a communicative based program, it is important to assess and reward participation, remembering that meaningful production is more important than accuracy. There are several faculty produced participation rubrics available on OAKS or you may use one of your own, as long as you are consistent with your approach. Spanish 202 students also have the opportunity to
participate in a cultural discussion board outside of class. You may choose to set this up for other levels as well.

IV. TEACHING

A. Classroom Attendance and Policies

Instructors may not cancel class except in cases of emergency, at which time the Department Chair, BSLP Coordinator, and both departmental administrative assistants should be notified immediately via email. If you know that you are going to miss a class well in advance, please clear this with the Department Chair or BSLP Coordinator and find someone to cover your classes.

All instructors are expected to start class on time, teach the full time, and end on time so that students are not late to their next classes.

Students are expected to arrive on time and stay the whole period without leaving class. Please enforce this policy.

B. Communicative Approach- Our department is dedicated to the ideals behind the communicative approach to language learning, which can be summarized as including:

- An emphasis on learning to communicate through interaction in the target language.
- The introduction of authentic texts into the learning situation.
- The provision of opportunities for learners to focus, not only on language but also on the learning process itself.
- An enhancement of the learner’s own personal experiences as important contributing elements to classroom learning.
- An attempt to link classroom language learning with language activities outside the classroom.

An emphasis on learning to communicate through interaction in the target language:

Even in Spanish 101, the class can be entirely conducted in the target language. The instructor must speak more slowly and clearly, must use simple expressions and as many cognates as possible, must repeat often, act out or circumlocute unfamiliar words, and focus on active vocabulary. It is much more difficult to conduct the class entirely in Spanish, and it eliminates some interesting anecdotes and areas of study that might be beyond the students’ comprehension, but it is worth the effort.

The introduction of authentic texts into the learning situation:
The textbook in the BSL Program includes realia in the form of literature, videos, ads, and art work. Instructors are encouraged to enhance their own lessons with their own input of authentic texts and work.

**The provision of opportunities for learners to focus, not only on language but also on the learning process itself:**

Students need to know that they are at a level in which they are expected to make frequent errors, especially in speaking, and that the path to improving their skills lies in overcoming their fear of making these mistakes. By focusing on meaningful production and encouraging communication, no matter how faulty, we can remove that fear. Also, the more that students understand why we do what we do (i.e., repeating vocabulary aloud, demanding complete sentence answers, etc.), the more engaged and interested they will be in their own success. Instructors can post the NSSFL- ACTFL Can Do Statements on their OAKS pages and can encourage students to be familiar with them and plot their progress on the scale.

**An enhancement of the learner’s own personal experiences as important contributing elements to classroom learning:**

Meaningful communication means that the information exchanged is about the students, as opposed to information exchanged only to manipulate new grammar forms or vocabulary. The more we can relate our lessons to students’ personal lives, the more engaged and successful they will be. The learning brain does not separate emotion from cognition, and when there is a personal relationship between the instructor and the students, learning is optimized.

**An attempt to link classroom language learning with language activities outside the classroom:**

Students need to be reminded constantly what the real prize is at the end of the semester: not the grade or the credit, but the ability to communicate with others in Spanish. With the global economy and with 1 in 6 residents of the US being Hispanic, the need for Hispanic Language and cultural proficiency is greater than ever. (See [http://scspanishteacheroftheyear.org/about/](http://scspanishteacheroftheyear.org/about/)) Part of our responsibility is to keep that prize clearly in their sights by reminding them of study abroad opportunities and extracurricular activities, some of which can be seen here:

- Casa Hispana ([http://casa.cofc.edu/](http://casa.cofc.edu/))
- Sigma Delta Pi (National Collegiate Hispanic Honor Society) ([http://spanish.cofc.edu/student-ops/extracurricular/sigma-delta-pi.php](http://spanish.cofc.edu/student-ops/extracurricular/sigma-delta-pi.php))
- Tertulia ([https://www.facebook.com/groups/125344019206/](https://www.facebook.com/groups/125344019206/))
- Global Scholars ([http://globalscholars.cofc.edu/index.php](http://globalscholars.cofc.edu/index.php))
C. Daily Lessons

**Lesson plans** - Although the syllabus provides information on the material to be covered, it does not offer an actual lesson plan. If you are new to teaching and would like help composing lesson plans, please consult with the BSLP Coordinator. As a rule, you should have a meaningful, observable communicative goal for each class:

*Today in class my students will learn the regular preterit and will practice their new vocabulary.*
(Not observable and too general.)

vs.

*Today in class my students will orally describe their leisure activities from last weekend to a partner using their new vocabulary and the regular preterit tense. They will write a summary of their partner’s activities to be submitted to the instructor.*
( Observable, meaningful, and specific.)

**Daily pattern** - In general a class should follow the pattern of Review, Learn, Practice: Students should review previous information, learn new information that relates to and builds on the reviewed material, and then practice the new material. Every effort should be made to transition logically between each segment of the lesson so students do not feel like they are just rolling through a random list of information.

**Balance** - It is important to engage all four modalities of learning--reading, writing, listening, speaking-- each day. It is also important to balance time spent working individually, with partners, and as a group.

D. Observations

New professors will be observed by the BSLP Coordinator, the Department Chair, and the Associate Chair throughout the year. Returning adjuncts and instructors will be observed periodically or by request. Those professors scheduled for observation will be contacted accordingly during the semester in question, but the specific days of observation will not be announced.

V. ADMINISTRATIVE INFORMATION
A. Classrooms

Most classrooms controlled via access codes, keys, and swipe cards. In order to find out whether entrance to your classrooms is restricted, follow the steps below:

- Logon to “My Charleston”
- Click the “Faculty” tab
- At the bottom of the page, in the center column, there is a box titled “Faculty Quick Links”…click on “Classroom Access Codes”.
- If a classroom requires an access code, it will be listed here (Codes change from semester to semester). If a classroom requires a key or a swipe card, and it is in LONG, ECTR, or TATE, check with Laura Moses to see if the department has a key or swipe card that you can sign out for the semester. If not, call Classroom Support (The Helpdesk) for help navigating the next step: 953-3375.

B. OAKS

OAKS is our course management system and is essentially a form of D2L (Desire 2 Learn). The LCWA Liaison to Information Technology is Mike Overholt (overholtm@cofc.edu), and he offers many OAKS training sessions online.

We also house all syllabi, shared activities, tests, and other materials in our departmental OAKS page- Hispanic Studies.

Uploading your syllabus-

- To upload your syllabus to OAKS, please follow the steps below:
  - Click on “Content” (at top)
  - Click on “Add a Module”
  - Create name (e.g., Syllabus, Programa del curso, etc.), and click.
  - You can drag the document itself onto the module page or…
  - Click on “New”
  - Click on “Upload files”

Communicating with your class-

- Click on Communication.
- Go to Classlist.
- On the upper left, click the empty box to the left of the email icon and then click the email icon.
• If you would like to communicate with your students before the official start date of the
semester, go to My Home → OAKS Requests (upper right) → Request to Change Course
Start or End Dates.

Setting up a grade book-

This is required for each course…

• Go to Grades → Grades → Setup Wizard. Click Start at the bottom.
• Choose a Weighted Grading System. Click Continue.
• Choose Calculated Final Grade. Click Continue.
• If you choose *Drop ungraded items*, you can set up your whole gradebook for the
semester in advance and your students will still get an idea of their average. The
advantage to this is that all of your columns are created at the beginning of the semester.
The disadvantage is that you will need to enter zeroes yourself for the work students
leave undone. If you choose *Treat ungraded items as zero*, you will create a graded
column only when you’re about to enter grades in it. The advantage of this second option
is that the students immediately see their zeroes and how these affect their overall grade.
Either way, select *Automatically keep final grade updated*.
• You will see Choose Default Grade Scheme. Click Continue.
• You will see Managing View Display Options. Click Continue.
• You will see Student View Display Options. Choose Points grade, Weighted Grade, and
Grade Scheme Color. Leave the numbers as 2 and 15. Select Display final grade
calculation to users. Click Continue.
• Click Finish.
• Now you will create grade categories according to your syllabus. Be sure that your
category weights are the same as listed on your syllabus.

Setting up Attendance on line:

• On OAKS page, go to Management button.
• Scroll down and click on Attendance.
• Click on Attendance Schemes, and then the New Schemes button.
• Your scheme name can be your own last name. I use three symbols: * for present, A for
absent, and T for late. You can use these or make up your own. Click SAVE and then
CLOSE.
• Now click on Attendance Registers on the top right.
• Click on New Register. Call it Fall 2017 or whatever you like. Skip the description, but
under Attendance Scheme, scroll down to your own scheme that you just created.
• To me the value of online attendance is the fact that the students can see it, so I always click, “Allow users to view this attendance register.” I never have disputes over attendance any more.

• Now to the sessions: Each session name is a single date. I enter them as W 8/22 F 8/24 etc. Once you enter the first three dates, click Save and then click Add Sessions. Keep adding them until all dates are entered. Remember to save.

• Each day during or after class, go to Management → Attendance → and click on the date you want to enter. There is an option for entering the same symbol for everyone at once. Choose that and enter the Present symbol, then go down and substitute the Absent or Tardy symbol for the few to whom that applies.

Copying the GenEd Assessment for Online Classes (Process applies to any file.)

• Open the course to which you want to add the instrument.
• Go to Management and scroll down to Edit.
• Select Import/Export/Copy Components.
• Select Copy for Org Unit → Search for offering.
• Type in SPECbasicspanlangprog
• Choose Select components and scroll down.
• Click on QUIZZES, Select individual components then continue.
• Click on Expand all.
• Click on GenEd Assessment and then Finish.

C. Using ZOOM for Remote Teaching

• Go to cofc.zoom.us
• Log in with CofC credentials
• Click on Schedule a Meeting
• Schedule date, time, and whether meeting is recurring.

• Students must be registered to participate. You can choose to have a meeting password or not. The video option should be on for the host and the participants, although both have the option of muting their videos during the meeting. Both audio options should be available.
• You have the option of giving students a waiting room. You can also pre-assign break out rooms and record your meetings.

• Finally, you will want to copy the invitation to your meeting and send it to your students.

**Zoom tips:**

• Log on using cofc.zoom.us as opposed to using the general app.
• Settings are available before and during the meeting. You can control who may chat, who may share screens, the HD camera, gallery/individual view, etc.
• Encourage students to use headphones to minimize extraneous noise.
• Keep lectures brief: the students’ attention span is even shorter online. Engage them as much as possible and vary your approach.
• Remember that students can’t see your shared screen if they are in breakout rooms. Have them take photos of the prompt or provide it beforehand on OAKS.
• Use a blank Word document as your online “chalkboard”.
• Use screen shortcuts, including:
  o Space key: temporarily unmutes
  o ALT T: pauses screen sharing
- ALT Y: raises hand
- Under participants: yes/no signs
- Under reactions: clapping sign and thumbs up sign

**Taking attendance on Zoom:**

- Log into cofc.zoom.us.
- Go to Account Management → Reports → Usage reports → Meeting.
- Choose the meeting you want and click on the blue number of attendees to the right.
- Select Registration Report or Poll Report.
- Select Time range or Meeting ID and click Generate.

**D. SNAP Program**

SNAP (Students Needing Access Parity) is also known as the Center for Disability Services (CDS). Each semester, sections of Spanish basic language courses are offered that are available only to SNAP students with issues that interfere specifically with the learning of a foreign language. Spanish 101 and 201 are offered in the fall, and Spanish 102 and 202 are offered in the spring.

Students with disabilities not determined to interfere with the learning of a foreign language are free to enroll in any non-SNAP Spanish basic language course. If a student has a disability that has been approved by SNAP /CDS, he/she may give you a Professor Notification Letter (PNL). The PNL states that the student has been approved to receive specific accommodations and lists said accommodations. The PNL does not state the nature of the disability (see the FERPA Act of 1974 [http://registrar.cofc.edu/ferpa/index.php](http://registrar.cofc.edu/ferpa/index.php)). It is the student’s decision whether to disclose the disability. You are required to provide the accommodations indicated in the PNL. Although you are not required to provide any additional accommodations, you are free to contact SNAP /CDS if you are interested in learning about further accommodations that may enhance your student’s learning (953.1431 / snap@cofc.edu)

You may encounter a non-SNAP student that you suspect has a learning disability. Should such a situation arise, you may choose to do one or more of the following:

- Schedule a meeting with the student to review his/her work or discuss difficulties with the material.
- Fill out a FAST (Faculty/Staff Assisting Students in Trouble) form on MyCharleston. Here, you can report anonymously and confidentially the suspected learning disability.
- Contact SNAP /CDS (953.1431 / snap@cofc.edu) to discuss your concerns.

When students suspect that a learning disability is interfering with foreign language learning, they can request to take the Modern Language Aptitude Test (MLAT) at the CDS. The MLAT is free, and helps to identify a person’s foreign language learning potential by administering a
written and auditory test of an imaginary language. Their score helps identify whether further testing is recommended. Although further testing is not free, there are possibilities for reducing the cost of this process.

Contact information
SNAP /Center for Disability Services
Lightsey Center, Suite 104, 160 Calhoun Street
snap@cofc.edu
843.953.1431
www.disabilityservices.cofc.edu

E. College of Charleston’s Attendance Policy

Since class attendance is a crucial part of any course, students are expected to attend all classes and laboratory meetings of each course in which they enroll. During the first week of classes, instructors will announce and distribute their attendance policies, including criteria to be used in determining excused absences. The professor determines whether absences are excused or unexcused, whether make-up work will be permitted, and whether both excused and unexcused absences count in determining the basis for a grade of "WA." If attendance is used for grading purposes, the professor is responsible for keeping accurate attendance records. Each student, whether absent or not, is responsible for all information disseminated in the course. If a student has more than the maximum allowed absences, as defined in the course syllabus, the professor may assign a grade of "WA" for the student. The grade of "WA" is a failing grade. The procedure for assignment of this grade requires that the professor submit the WA grade form after the withdrawal deadline. A last date of attendance must be entered for all assigned WA grades.

If students who participate in athletic competitions or other College-sponsored events want to be assured that they are in compliance with the faculty members attendance policy, they must provide written notification to all course instructors of dates and times when regularly scheduled classes and labs will be missed. (Source: http://catalogs.cofc.edu/undergraduate/attendance.htm)

There are times when a student cannot avoid missing class for an illness, a death in the family, an accident or other unplanned events. It is always imperative for students to follow up with professors when class is missed. In the event that a student misses a class for a legitimate, documentable reason, that student may bring this documentation to Office of the Associate Dean of Students at 67 George Street where the student may fill out a brief form with a schedule of missed class (es), dates missed and the names of the appropriate professors and advisor. After clearance from the dean, the office will notify the appropriate faculty by e-mail. (Source: http://blogs.cofc.edu/parents/2011/02/04/missing-classes-excused-absences-policy/)

Please note that any excused absences and make-up work are to be arranged between the professor and the student. In the case of extended absences, the office will generally ask the student to come in for a conference to ensure that all academic matters are in order, despite the
absences. If you have further questions please contact absencememo@cofc.edu directly with your inquiry.

**Contact Information:**
Student Affairs  
66 George Street  
Charleston, South Carolina 29424-0001  
(843) 953-3390  
FAX (843) 953-2290  
E-Mail: absencememo@cofc.edu – Questions

**F. College of Charleston Honor Code**

The Honor Code is extensive and specific and can be seen here:  

Honor offenses are categorized into three classes:

**Class 1**- This act involves significant premeditation, conspiracy, and/or intent to deceive; e.g., purchasing a research paper.

**Class 2**- This act involves deliberate failure to comply with assignment directions, and some conspiracy and/or intent to deceive; e.g., camouflaged use of the Internet or outside sources when it has been prohibited.

**Class 3**- This act is mostly due to ignorance, confusion, and/or poor communication between the instructor and the class; e.g., unintentional violation of the class rules on collaboration.

All three violations have specific reporting processes that can be found in the Faculty Handbook.