



Department of German and Romance Languages and Literatures

**Online Italian Elements I - 210.151/152 (4+4 credits)
Summer 2017**

A) Course coordinator, and grader

Coordinator

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Office hours: By appointment, on Adobe Connect

Grader

TBA

B) Course goals

Italian Elements I and II (210.151/2) will help you develop the skills and strategies you will need to successfully handle a certain number of basic social situations you may encounter in daily life in Italy, or when meeting Italian speakers. We will follow a task-based and inductive approach, and will work on five main skills: oral production, oral comprehension, written production, written comprehension and spoken interaction.

Here is a list of goals every successful student should reach by the end of the second Summer term:

By the end of the second Summer term, I should be able to:

Listening skills

- 1) Understand phrases and the most common vocabulary related to areas of most immediate personal relevance (e.g. basic personal and family information, shopping, local area, employment).
- 2) Catch the main point in short, clear, simple messages and announcements.

Reading skills

- 1) Read short simple texts
- 2) Find specific predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables.

- 3) Understand short simple personal letters.

Spoken interaction skills

- 1) Communicate in routine tasks requiring a simple and direct exchange of information on familiar topics and activities.
- 2) Handle short social exchanges.

Spoken production skills

- 1) Use a series of phrases and sentences to describe in simple terms your family and other people, living conditions, your educational background and your present or most recent job.

Writing skills

- 1) Write short, simple notes and messages relating to matters in areas of immediate need.
- 2) Write a simple personal letter, for example thanking someone for something.

C) What we expect from you

Learning a foreign language, especially in an online environment, requires a lot of commitment. Therefore, you are strongly advised to start working immediately. This class will require an average of 3 to 4 hours of work per day, Monday through Friday.

E) Attendance and absence policy

1) Submission of the different assignments, activities, and exercises described in the Daily Activities Calendar, and participation in the live review sessions will be considered proof of attendance to the class. Not submitting work for a day, or not participating in a review session will be considered as an 'absence'. Written compositions are mandatory, and cannot be used as absences.

2) You are allowed a maximum of THREE unexcused 'absences' for the entire class (i.e. not submitting work for one day per the Daily Activities Calendar, or missing a review session). Thereafter, any further unexcused 'absence' will entail the loss of a letter grade from the composite final grade (e.g. composite final grade: A. Four unexcused 'absences' = B; five unexcused 'absences' = C; six unexcused 'absences' = D, etc.). Seven unexcused 'absences' or higher will result in a final grade of F regardless of your performance.

3) For each 'absence' beyond the first three that you believe should not carry the penalty described in paragraph E2, you should present written documentation of the reason for your 'absence' directly to your instructor within *two calendar days* of your return to class after your 'absence'. The following is a list of acceptable documentation: a note from a physician/therapist, a dated prescription issued to you during your 'absence', or a note from the Office of the Dean of Student Life. Documentation that is presented more than two calendar days after your return to class will not be accepted, and the penalty will be applied.

If the reason for your 'absence' cannot be documented but you think your 'absence' should not carry the penalty described in paragraph E2, you are welcome to confer with the Office of the Dean of Student Life. They will contact your instructor if they believe your 'absence' should be excused. Please note that policy exceptions are granted only because of serious circumstances outside a student's control.

4) If you experience significant problems that cause you to miss a considerable number of classes or academic assignments, including oral tests, compositions, or the final exam, you must confer *immediately* with the Office of Academic Advising, which stands ready to assist students facing serious or prolonged problems (Garland Hall, Suite 3A, phone: 410-516-8216). You may also want to contact the Counseling Center of the university (phone: 410-516-8278), which stands ready to assist students who are experiencing personal difficulties. Please do not wait until the end of the course is approaching to speak with an advisor from the Office of Academic Advising and with the course coordinator: without exceptions, no excuse for missed classes will be accepted after your final grade has been posted on ISIS.

5) It is your responsibility to keep track of how many 'absences' you have. When in doubt, please contact your instructor.

6) 'Absences' due to religious obligations are excused. However, you must notify your instructor in writing about your 'absences' due to religious obligations for the whole class before **June 2, 2017**. If you fail to do so, you will not be excused.

G) Assessment

Italian Elements is based on continuous assessment. The final semester grade for each of the two courses is composed of the following aspects:

- 5%: Participation in the weekly study sessions with a partner (1% each).
- 5% Participation in the live review sessions with your instructor on Adobe Connect (1% each)
- 5%: Submission of Blackboard exercises.
- 15%: Submission of the tasks listed in the Daily Activities Calendar.
- 10%: Sentieri exercises. Your Sentieri grades will be averaged to calculate this assessment item.
- 10%: Two written compositions in first and final draft (5% each)
- 10%: Final oral exam over the phone
- 5%: Recorded oral tests (1% each)
- 5%: Interactive recorded oral test with a partner
- 30%: Final exam

Please note that course cannot be taken S/U and that both semesters must be completed within one year in order to receive credit. Exceptions can be made only for graduating seniors.

At the end of each module, your instructor will offer a live review session on Adobe Connect. Participation in the review session will be assessed as follows:

	A	U	S	I	N*
Participated in session activities in a voluntary fashion	10	9	8	6	5
Participated in session activities when called upon	10	9	8	6	5
Stayed on task in pair work	10	9	8	6	5
Came to the session prepared	10	9	8	6	5
Used English only when appropriate and/or required	10	9	8	6	5
Asked pertinent questions when appropriate	10	9	8	6	5
Arrived on time	10	9	8	6	5
Respected fellow students and instructor	10	9	8	6	5
TOTAL	/100				

*A= almost always; U= usually; S= sometimes; I= infrequently; N= never

You are also required to meet with your study partner/team members on Adobe Connect, and record a 30-minute study session in which you practice what you learned in each module. Most of the session (at least 70%) should be held in Italian.

Blackboard

Blackboard will be used as a resource for this course. The instructor will use Blackboard to post course information, including the syllabus, unit objectives, exercises, and other information. To access Blackboard, go to <http://blackboard.jhu.edu>. Then, click on the 'Login using JHU Enterprise Authentication' link and put in your JHED username and password.

The Blackboard 'Modules' section contains an online version of some of the exercises of the Caffè Italia textbook. You are required to complete all Blackboard exercises by the date specified in the Daily Activities Calendar. These exercises are an opportunity for you to experiment with the language without being afraid of making mistakes: credit will be given for completion, not for accuracy.

Daily activities

You should complete all activities listed in the Daily Activities Calendar, and upload them to your Dropbox folder by the end of each day (11:59pm, EST). You will receive individual feedback on these exercises from your grader. Daily activities will be graded according to the assessment criteria posted on Blackboard.

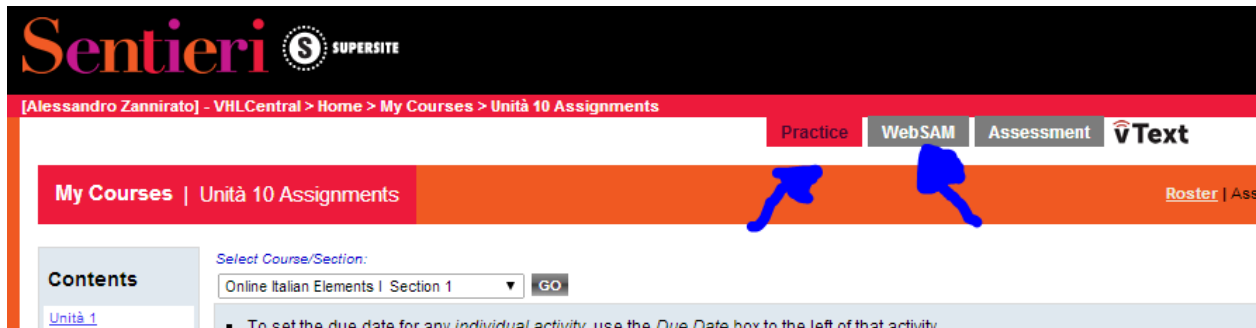
Sentieri exercises

The Sentieri platform contains a third set of exercises to complete, which will reinforce and expand what you will have learned in the Caffè Italia textbook. In order to purchase access to the Sentieri Supersite, please follow the instructions your instructor has sent you by e-mail.

The deadline for completion of the Sentieri exercises is announced on the Sentieri platform, and are due by 11:59pm EST. However, it is recommended that you work on them every

day, given that leaving them to the last day might be overwhelming. Grading criteria are presented at the beginning of each exercise. Credit will be given for accuracy.

Please note that assigned exercises will be both in the Practice **and** WebSAM sections of the platform, as shown below.



Written compositions

You will be asked to write two 200-word compositions, according to the indications listed in the Daily Activities Calendar. You will submit the compositions in first and final draft, and will receive individual feedback on them. Grading criteria are posted on Blackboard.

Oral tasks and tests

You will take five recorded oral tests, one oral exam with the course instructor over the phone, and one interactive oral test with a classmate. Please note that there is a strict no make-up test policy. If you miss one or more tests without a valid *documented* reason (See paragraph E3 for a list of acceptable documents), your semester grade will be lowered accordingly. The oral tests will be assessed according to the criteria posted on Blackboard.

As explained before, there are a number of assessment opportunities throughout the course. You will only be able to succeed in this course by submitting work daily. You should plan to spend at least 3 to 4 hours a day on this class, Monday through Friday.

Final exam

The final exam for each course will take place on campus on the last day of class, time TBA. Students who cannot take the exam on campus should consult with the course instructor, who will work with them on finding an appropriate off-campus proctor. If you need to take the final exam off-campus, you should let your instructor know before the end of the first week of class.

H) Submission of late assignments

Given the intensive nature of this class, late assignments will not be accepted.

I) Grading scale

99-100 = A+; 94-98 = A; 90-93 = A-
87-89 = B+; 83-86 = B; 80-82 = B-
77-79 = C+; 73-76 = C; 70-72 = C-
67-69 = D+; 63-66 = D; 62 and under: F (fail)

Composite final grades are rounded up from .50 and higher and are rounded down from .49 and lower. For general information on JHU grading policies, please visit http://www.advising.jhu.edu/academic_manual/grades.html

J) Academic ethics

The strength of the university depends on academic integrity. In this course, you must be honest and truthful. Ethical violations include cheating on exams, plagiarism, reuse of assignments, improper use of the Internet and electronic devices, unauthorized collaboration, alteration of graded assignments, forgery and falsification, lying and unfair competition. Report any violations you witness to the instructor. You may consult the associate dean of students and/or the chair of the Ethics Board beforehand. We would like to draw your attention to the university's Undergraduate Academic Ethics Board Statement on Ethics, which reads:

"Make certain that you know exactly what is and what is not permitted in the class. If you are unsure about the rules concerning a particular assignment, do not assume anything; ask your instructor for a clarification. This is especially important for group projects, where students are often allowed to work together but must submit individual reports or papers. Unfortunately, many individuals who have records of academic misconduct simply did not understand the rules of an assignment. Don't risk your academic reputation by keeping quiet."

<http://www.jhu.edu/ethics/statement.html>

See the guide on [Academic Ethics for Undergraduates](#) and the Ethics Board web site (<http://ethics.jhu.edu>) for more information.

IMPORTANT: Please note that the use of automatic translators such as Google Translate is not permitted and will be treated as academic dishonesty. Do not use such programs to write your assignments.

K) Disability

If you are a student with a disability or believe you might have a disability that requires accommodations, please contact the Disability Service Coordinator for Undergraduate Students at (410) 516-4720.

L) E-mail etiquette

When you e-mail your instructor, please adhere to the following guidelines:

- 1) Be sure to include a meaningful subject line.
- 2) Start your e-mail with a polite greeting. Acceptable examples include: 'Dear Ms/Dr./Prof. *last name*', 'Hi/Hello Dr./Mr./Prof *last name*'. Don't use your instructor's first name unless specifically invited to do so. It is not appropriate to start your e-mail with no initial greeting or with casual expressions such as 'hey', 'yo' etc.
- 3) Use standard spelling and proper grammar, punctuation, and capitalization at all times, and proofread your message before sending it out.
- 4) Always use a professional, courteous tone.
- 5) Close your e-mail with an appropriate formula (e.g. thank you, sincerely, etc.) and sign your message with your name.
- 6) Don't expect an immediate response. If you e-mail your professor at 2am, it is unlikely that you will have an answer by 9am the following day. It is reasonable to expect a response within the following 24 hours during weekdays. If you don't hear from your instructor by then, sending them another e-mail would be appropriate.

M) Course Materials

All students should have copies of:

Authors: Cozzi, Federico & Tancorre Title: Caffè Italia 1 Publisher: European Language Institute (ELI) ISBN 8853601442
A large English-Italian bilingual dictionary
Sentieri vText (digital version only + Supersite + WebSAM code http://www.vhlcentral.com/)

It is also strongly recommended (but not required) that you buy the following book as a grammar reference:

Authors: Lazzarino, G. & Moneta, A. Title: Da Capo Edition: Any edition Publisher: Heinle ISBN 0030341795 (5 th edition. Any other edition will be acceptable)

N) Course schedule

Please refer to the Daily Activities Calendar posted on Blackboard for a detailed description of all course activities