

Beg. Span. I

SPAN-1411

Summer II 2021 Section N10 CRN-40765 4 Credits 07/12/2021 to 08/09/2021 Modified 07/16/2021

Meeting Times

This class is all online and available 24/7 through Blinn's eCampus: <https://ecampusd2l.blinn.edu>

Lecture

Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, 12:00 AM to 12:00 AM, Online

This class is all online and available 24/7 through Blinn's eCampus: <https://ecampusd2l.blinn.edu>

Once released, You will have access to the material at all hours of the day and night. This class starts fast and you should plan to spend AT LEAST 4 hours a day to be successful.

You are responsible to review the material in a timely manner. There are no extensions on deadlines and late work will not be accepted.

Contact Information

- You can contact me through eCampus email. I ask that you do not contact me through alex.garza@blinn.edu unless the eCampus system is not working. From Monday-Thursday I will get back to you within 24 hours. If you attempt to contact me from Friday afternoon-Sunday, I may not be able to get back to you until the next week's business days. If you have sent me an email and I have not responded within 48 hours, please email me again.
- *We will have office hours through Zoom Monday, Wednesday, Thursday and Friday from 12-12:30. On Tuesdays the zoom Office hours will be from 5:5:30 If you cannot attend the scheduled meeting, feel free to send me an email so that we can schedule a separate meeting.*

Alex Garza is inviting you to a scheduled Zoom meeting.

Topic: Office Hours

Time: 12:00 PM-12:30 Central Time (US and Canada)

Please download and import the following iCalendar (.ics) files to your calendar system.

Weekly: https://blinn-edu.zoom.us/meeting/tZYvdO6trzgoGdXQ18u9BVLvcSdrOAKY9UUX/ics?icsToken=98tyKuGqrDgtH9WWshqGRpwQAljCKO_zmHZBjadlrU69FnIxVC_gNdFGIJ1eO-GJ

Join Zoom Meeting

<https://blinn-edu.zoom.us/j/82237513231?pwd=SnU5QlVseEZQbkxZY3p3SIRHSndhUT09>

Meeting ID: 822 3751 3231

Passcode: 976035

One tap mobile

+12133388477,,82237513231# US (Los Angeles)

+12063379723,,82237513231# US (Seattle)

Dial by your location

+1 213 338 8477 US (Los Angeles)
+1 206 337 9723 US (Seattle)
Meeting ID: 822 3751 3231
Find your local number: <https://blinn-edu.zoom.us/j/82237513231>

Join by SIP
82237513231@zoomcrc.com

Join by H.323
162.255.37.11 (US West)
162.255.36.11 (US East)
115.114.131.7 (India Mumbai)
115.114.115.7 (India Hyderabad)
213.19.144.110 (Amsterdam Netherlands)
213.244.140.110 (Germany)
103.122.166.55 (Australia Sydney)
103.122.167.55 (Australia Melbourne)
149.137.40.110 (Singapore)
64.211.144.160 (Brazil)
149.137.68.253 (Mexico)
69.174.57.160 (Canada Toronto)
65.39.152.160 (Canada Vancouver)
207.226.132.110 (Japan Tokyo)
149.137.24.110 (Japan Osaka)
Meeting ID: 822 3751 3231
Passcode: 976035

Description

80 total contact hours. Credit: 4 semester hours

This is an elementary language course with practice in reading, listening comprehension, writing, speaking, and application of cultural knowledge at a level consistent with requirements for a first-semester at a four-year university. Four semester hours.

Core Objectives

Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures. Core objectives of this course include critical thinking, communication, social responsibility, and personal responsibility

Assessment

A variety of methods are used to determine effectiveness in this course, including the following: student scores on a course inventory test given during the first week of classes compared with the scores on the same inventory test given as part of the final exam; in grade distribution data derived from both campus-specific data and institutional data used to evaluate course content and presentation. Tracking into Spanish 1412.

Requisites

Prerequisites: None.

Corequisites: None.

★ Core Curriculum Statement

This course is not a core curriculum course.

Outcomes

1. Demonstrate auditory comprehension of Spanish through listening passages and conversations;
2. Demonstrate correct pronunciation according to the level expected for the course;
3. Demonstrate correct grammar in written assignments according to the level expected for the course;
4. Demonstrate an increased knowledge of Spanish vocabulary according to the level expected for the course;
5. Demonstrate an awareness of cultural norms and personal civic responsibilities by means of communicative skills and cultural knowledge, according to the level expected for the course;
6. Demonstrate comprehension of Spanish language literary and non-literary selections according to the level expected for the course;
7. Demonstrate analytical, interpretive and critical thinking skills with respect to grammar, literature and cultural studies, according to the level expected for the course.

Materials

All Campuses:

Note: Students may purchase their textbooks from any retailer they choose. However, the following information may be helpful:

Hershberger, Robert, Navey-Davis, Susan, Borrás, A., Guiomar. **Plazas**. 5th ed. with MindTap access code. Boston, MA: National Geographic Learning a part of Cengage Learning, 2019 release. Digital Edition: ISBN-13: 978-0-357-00677-1, Loose-leaf edition: ISBN-13: 978-1-305-66214-8

Publisher: Cengage

This course requires **MindTap** from Cengage. **MindTap** is available for purchase on its own, or through [Cengage Unlimited](#). Cengage Unlimited is available in the bookstore or at cengage.com/unlimited. More details: Please see section below on **Mindtap**.

Materials

Technology and Software:

- A computer (certain elements of this course cannot be completed on a phone, tablet, or Chromebook)
- Reliable Internet access
- Speakers, headphones, or earbuds
- A webcam with a microphone
- Google Chrome (download for free at <https://www.google.com/chrome/> (<https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.google.com%2Fchrome%2F&data=02%7C01%7Civaldez%40blinn.edu%7Ca0892b25111243c0c73f08d835030400%7C60448a85d0074d57a583bfec98e99c29%7C1%7C0%7C637317634354535739&sdata=AeGfpe1Pqbn0XIL6uwNhmSATi%2BTuAK09wo%2ByMe2nAg%3D&reserved=0>))

Course Requirements

Online Course Proctoring

<http://libguides.blinn.edu/videosandtutorials/academicintegrity>

Online Course Integrity

Humanities Division online instructors implement a variety of strategies to ensure scholastic integrity, including but not limited to Turnitin originality checks, timed testing, Honorlock, Respondus LockDown browser, randomized test questions, ProctorU, webcam, Tegrity test capture, and/or completing coursework at approved testing centers. Individual instructors will provide more information.

CONTACT HOUR REQUIREMENT

In compliance with ACGM and THECB rulings,

- face-to-face courses require a minimum of 80 contact hours per semester;
- blended courses require 49% (about 23) of those 80 hours to be face-to face and 51% (about 25) to be online hours;
- the number and type of contact hours per week are stated on the course reading and assignment schedule below; and
- in addition to in-class hours, all faculty post and keep regular office hours for individual consultations.

Course work to be evaluated includes but is not limited to:

Final Exam

The Final Exam is a comprehensive exam that covers from Chapter P through Chapter 5 in the textbook, *Plazas*. No one will be exempt from taking it. The final exam must be taken at the scheduled time. No makeups will be given.

Chapter Exams

All exams and tests are closed book. There will be three (3) closed-book chapter exams on the dates listed on the course schedule. These will be proctored through Honorlock.

Daily Evaluations

1. Daily Participation and Cultural Activities

Classes may have both lecture and laboratory activities every day.

Online Class Daily Participation grades will be determined through the completion of Discussion post assignments. These are all due on the Friday of the week they were assigned. Everything that is assigned is a part of the final grade. There are NO optional assignments or extra credit.

2. Laboratory Practice

Online Classes will complete all of their lab assignments through Mind Tap. These are not optional and have strict deadlines.

3. MindTap

- *Mindtap* is the program the students will be using to complete their online lab work for this class.

- Activities are due at 11:30 PM on different dates throughout the week. Note that assignments turned in 11:30:01 will be considered late and will be given a zero.

Compositions

The student's compositions grade will be determined through the completion of 4 specific discussion posts throughout the semester. The discussions in this class will double as a participation grade AND as a composition grade. These must be turned in by the Friday on the week that they are assigned.

Oral Evaluation

There will be an oral evaluation during the semester. This will be in the form of a presentation that the student records and submits to the professor through email. The professor will give out instructions for this throughout the semester.

Absences and Attendance:

- If students do not complete 100% of their MindTap assignments for any particular deadline, they will be considered absent for the day that corresponds with that deadline. For example, if a student submits 9 of the 10 assignments due on Tuesday, he or she will be considered absent for that day. Also, if a student misses an exam or a composition, they will be counted absent for that day. The student will be dropped if they accumulate a total of 6 of absences.

✓ Evaluation

Grading System		
A	90-100%	Excellent
B	80-89%	Good
C	70-79%	Average
D	60-69%	Poor
F	Below 60%	Failing
I	Incomplete	
Q	Dropped	
W	Dropped for good cause or withdrew from college	

Blinn College Policies

All policies, guidelines, and procedures in the [Blinn College Catalog \(http://catalog.blinn.edu/\)](http://catalog.blinn.edu/), [Blinn College Board Policies \(http://pol.tasb.org/Home/Index/1204\)](http://pol.tasb.org/Home/Index/1204), and the [Blinn College Administrative Regulations \(https://www.blinn.edu/administrative-regulations/\)](https://www.blinn.edu/administrative-regulations/) are applicable to this course.

[Specific information on civility, attendance, add/drop, scholastic integrity, students with disabilities, final grade appeal, alternative retailers, campus carry and proctoring arrangements and cost. \(http://www.blinn.edu/syllabus-policies/\)](http://www.blinn.edu/syllabus-policies/)

Notice of any action taken under these protocol and procedures, by Blinn College or its employees, may be delivered by hand, through the U.S. Postal Service, or electronically to the student's Blinn Buc e-mail account. Notice shall be deemed received upon actual receipt, on deposit in the U.S. Mail, or upon entering the information processing system used by Blinn College for Blinn Buc e-mail accounts, whichever first occurs.

Information about the changes Blinn has made to the May Minimester, Summer I, and Summer II semesters: [Back with Blinn \(https://www.blinn.edu/back-with-blinn/index.html\)](https://www.blinn.edu/back-with-blinn/index.html).

* Course Policies

[Please read: Fall 2020 General Course Policies. \(http://www.blinn.edu/back-with-blinn/course-policies.html\)](http://www.blinn.edu/back-with-blinn/course-policies.html)

Attendance, Absenteeism, Tardy Arrival, and Makeup Work. To succeed in college, students are expected to attend all lecture and laboratory periods in traditional, blended, and online classes at the prescribed time. The division does not condone class cutting by

students or walks given by instructors. Instructors will keep accurate records of student attendance, and students are responsible for contacting instructors promptly regarding necessary absences.

Attendance in online classes is determined by the stated instructor policy. To be counted present, students must log in AND complete the minimum specified work. Students' attendance will correspond with the Discussion forums. If a student does not complete a discussion forum, They will be counted absent for that week.

Almost all assignments are meant to be done online and students will have at least 48 hours to turn them in. It is for this reason that the instructor will not accept excuses aside from the official Blinn excuses. Any medication or hospitalization that hinders the student's ability to turn their assignments in on time should have official documentation in order to be considered as an excused absence.

Humanities Division Policies

Humanities Division Policies

Attendance and Absence. To succeed in college, students are expected to attend class regularly. Instructors will keep accurate records of student attendance, and students are responsible for contacting instructors promptly regarding necessary absences. Attendance is determined by the following College policies in conjunction with the stated instructor policy (refer to Instructor Policies below).

- **Traditional and Blended Classes:** Students are expected to attend during class time, whether they are scheduled to be in the physical classroom or in the virtual classroom using Zoom. Any student who has been exposed to COVID-19, feels ill in any way, or does not feel comfortable attending class in person should notify the instructor and attend class remotely using Zoom.
- **Live Online Classes:** In Live Online classes, students are expected to log in to eCampus and attend class using Zoom during the scheduled class time.
- **Fully Online Classes:** To be counted present in fully online classes, students must not only log in to eCampus but also complete the minimum specified work by the scheduled due dates. Refer to the Instructor Policies and the Course Schedule for details.

Sometimes students may be unable to attend class at the scheduled time, especially if they are extremely ill or caring for someone who is ill. In these situations, students are responsible for communicating with their instructors in a timely manner; students also should be able to provide documentation, like a letter from a doctor, to substantiate the reasons for the absence. Blinn's health clinics are located on the Brenham, Bryan, and RELLIS Campuses and provide free health services to all current Blinn students throughout the College District, including online students: <http://www.blinn.edu/health-clinic/index.html> (<https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.blinn.edu%2Fhealth-clinic%2Findex.html&data=02%7C01%7Civaldez%40blinn.edu%7Ca0892b25111243c0c73f08d835030400%7C60448a85d0074d57a583bfec98e99c29%7C1%7C0%7C637317634354535739&sdata=NfJsqMvmWmxO%2Bgh6%2BcnU%2FUCwiRrr5yfEmAfdwVn3fKM%3D&reserved=0>). The stated instructor policy (below) in conjunction with the College's [Attendance Policy](#) (<https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.blinn.edu%2Fsyllabus-policies%2F&data=02%7C01%7Civaldez%40blinn.edu%7Ca0892b25111243c0c73f08d835030400%7C60448a85d0074d57a583bfec98e99c29%7C1%7C0%7C637317634354545731&sdata=nnq7OjvmtuNvKd3WNdnSWPoeLJ7%2BZvl9ibJbjkXIBfk%3D&reserved=0>) will determine whether a given absence is excused, whether a student is allowed to make up any missed work, and what the student should do to continue to make progress in the class.

Dropping the Class. Students who want to drop a class are responsible for dropping themselves. Students can drop a class by clicking the Add/Drop button in myBlinn. Students who need to withdraw from a class for medical reasons or military service should contact Blinn's Enrollment Services (979-830-4800). More information about dropping can be found in the [College Catalog](#) (<https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fcatalog.blinn.edu%2Fcontent.php%3Fcatoid%3D4%26navoid%3D118%23important-information-related-to-adding-dropping-deadlines-of-courses&data=02%7C01%7Civaldez%40blinn.edu%7Ca0892b25111243c0c73f08d835030400%7C60448a85d0074d57a583bfec98e99c29%7C1%7C0%7C637317634354545731&sdata=q4DsN59erXoRYtTd7CngF160LQqAukyA5wdlN46ZdzE%3D&reserved=0>). For classes in the 1st 8-week term, the last day to drop a class with a grade of Q is Friday, February 26; for classes in the 16-week term, the drop date is Friday, April 23; and for classes in the 2nd 8-week term, the drop date is Friday, April 30

Face Masks. In accordance with CDC guidance, Blinn requires all individuals on campus to wear face masks or cloth face coverings that cover both the nose and mouth when in the presence of others. Therefore, all students must correctly wear face masks while attending in-person classes. Some individuals may not be able to wear a cloth face covering due to a pre-existing medical condition or other disability. Students should contact the [Office of Disability Services](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.blinn.edu%2Fdisability%2F&data=02%7C01%7Civaldez%40blinn.edu%7Ca0892b25111243c0c73f08d835030400%7C60448a85d0074d57a583bfec98e99c29%7C1%7C0%7C637317634354555725&sdata=B2%2BBFfgWGBluJKX9TV3n4zox8AK8vsUjBw1NseUcy4%3D&reserved=0) (<https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.blinn.edu%2Fdisability%2F&data=02%7C01%7Civaldez%40blinn.edu%7Ca0892b25111243c0c73f08d835030400%7C60448a85d0074d57a583bfec98e99c29%7C1%7C0%7C637317634354555725&sdata=B2%2BBFfgWGBluJKX9TV3n4zox8AK8vsUjBw1NseUcy4%3D&reserved=0>) to request an exemption. Students without accommodations who do not correctly wear a face mask or other appropriate face covering will be asked to leave class. If a student continues to refuse to wear a mask or face covering, he or she will be subject to the College's [Incivility Protocol Procedure](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fcatalog.blinn.edu%2Fcontent.php%3Fcatoid%3D10%26navoid%3D335%26hl%3Dincivility%26returnto%3Dsearch%23incivility-protocol-procedure&data=02%7C01%7Civaldez%40blinn.edu%7Ca0892b25111243c0c73f08d835030400%7C60448a85d0074d57a583bfec98e99c29%7C1%7C0%7C637317634354555725&sdata=8mjaVWknlhUrcR4z7w0rCeobpnUMaQZN7B2FJk2A%2BnM%3D&reserved=0) (<https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fcatalog.blinn.edu%2Fcontent.php%3Fcatoid%3D10%26navoid%3D335%26hl%3Dincivility%26returnto%3Dsearch%23incivility-protocol-procedure&data=02%7C01%7Civaldez%40blinn.edu%7Ca0892b25111243c0c73f08d835030400%7C60448a85d0074d57a583bfec98e99c29%7C1%7C0%7C637317634354555725&sdata=8mjaVWknlhUrcR4z7w0rCeobpnUMaQZN7B2FJk2A%2BnM%3D&reserved=0>).

Health and Safety. To support the health and safety of everyone on campus, students and faculty will follow all social distancing guidelines and other recommendations provided by the CDC to reduce the spread of COVID-19. Every week, students and faculty must self-certify that they do not have COVID, do not have COVID symptoms, and have not been exposed to COVID. In the event that members of a class need to self-isolate or a room needs to be closed for cleaning, the class will continue to meet online using Zoom at the scheduled class time for the period recommended by the CDC. In these circumstances, students will be notified that they do not need to attend class in person and will instead attend class remotely. Closures, changes in class meeting locations, and other information about health and safety will be announced via email by the instructor or the College, so students should check eCampus and their Buc email accounts regularly for updates.

Papers. To maintain physical distancing, instructors will neither distribute nor collect papers in class. The course syllabus as well as instructions, prompts, and other course materials will be posted on eCampus for students to access. Students in all classes will submit all major writing assignments to a Turnitin-enabled dropbox through eCampus. All other assignments must be submitted online according to the instructor's requirements.

Attendance, Absenteeism, and Makeup Work. To succeed in college, students are expected to attend class. Instructors will keep accurate records of student attendance, and students are responsible for contacting instructors promptly regarding necessary absences.

Attendance in online classes is determined by the stated instructor policy (refer to Instructor Policies below). To be counted present in an online class, students must not only log in but also complete the minimum specified work. The stated instructor policy in conjunction with College policy will determine whether a given absence is excused and whether a student is allowed to make up missed work

Academic Honesty. Academic integrity is taught and enforced in all division classes. Plagiarism and other dishonesty will not be tolerated, whether intentional or not. Academic dishonesty includes

- submitting another person's work as one's own,
- failing to credit research sources in one's papers,
- copying or sharing items on a test or exam,
- resubmitting work from another class (without explicit instructor permission),
- colluding inappropriately on an assignment, and/or
- submitting falsified documents such as doctors' notes.

While deliberate intellectual theft signals a lack of respect for oneself and others, careless or accidental plagiarism shows the student has not understood and followed guidelines for academic writing.

As part of the grading process, students in this division submit all major papers through a similarity detection service. An instructor who suspects academic dishonesty will call a conference with the student to clarify the issue. If a student has been found in violation of the Scholastic Integrity Policy, the student's name will be forwarded to the Blinn College Student Conduct Database.

If the student has previously been cited for plagiarism at the College, a grade of F in the course will be assigned, even if the student decides to drop the course. If it is the student's first offense, the instructor will decide whether to allow the student to rewrite the paper for a reduced grade or to assign a grade of zero.

If you are having difficulty with an assignment, please get legitimate help from your instructor, the Writing Center, your handbook, or a classmate rather than resorting to plagiarism. The short- and long-term consequences are simply not worth it. Please see the [College Catalog](#) for current policy and appeal statements.

Proctoring Requirement for Online and Blended Courses. In order to maintain high academic standards, Blinn College requires that a minimum of one major assignment worth at least 10% of the total course grade must be proctored.

Because final exam integrity is essential, the Humanities Division requires that all online and blended courses proctor their final exams. Additional proctoring for exams, quizzes, and other major assignments will be determined by the instructor.

In this class, the following assessments are required to be proctored:

Proctored Assessment	Type of Proctoring
Exam 1	Honorlock
Exam 2	Honorlock
Exam 3	Honorlock
Final Exam	

- Honorlock uses AI technology to monitor your testing session. Blinn College pays for access to Honorlock, so there is no direct cost to students at exam time. Students must have a reliable high-speed internet connection, a webcam, and a microphone (if the webcam does not have one); students also must use Google Chrome to take the exam. Click [here](#) for an overview of Honorlock.
- Proctoring through a Blinn Testing Center is available for free on all five campuses: [Brenham](#), [Bryan](#), [RELLIS](#), [Schulenburg](#), and [Sealy](#). Refer to the Testing Centers' websites and your eCampus class for detailed information about policies, hours, and how to arrange to take an exam at one of these locations.
- In-person proctoring by the instructor. [IF YOU ARE USING THIS OPTION, PROVIDE MORE INFORMATION.]

Medical Excuses--Bryan Campus. Students must inform their doctors' offices or clinics that their instructor might call to verify a medical excuse. If the appointment cannot be verified, the excuse will not be accepted. Falsifying such documents is prohibited under the Blinn College Discipline Code. Penalties for violating this code can include measures such as suspension or permanent expulsion from the College. Students who do not see a doctor may also see the Blinn College nurse at the Health Clinic (Science Building, 209-7269) who can write notes for them to verify their illness.

Student e-mail accounts: Blinn College assigns every student an email account to facilitate official College correspondence. Students need to check their Blinn accounts regularly for important communications, including excessive absence reports and emergency announcements.

Type	Weight	Topic	Notes

Type	Weight	Topic	Notes
			The following distribution of grades is recommended:
	100		Standardized Final Exam
	150		Three major exams (Chapter Exams)
	20		Daily Evaluations
	70		Compositions 4 Discussion Posts 17.5 (points each)
	50		Oral Evaluation
	100		Homework from Mindtap
	10		Cultural event
	500		Total points for the Class

Grading Scale

450 – 500 = A (90% – 100%)

400 – 449 = B (80% – 89%)

350 – 399 = C (70% – 79%)

300 – 349 = D (60% – 69%)

0 – 299 = F (Below 60%)

FOREIGN LANGUAGE DEPARTMENT POLICIES

Make-up Work for Assignments

1. If a test or composition is missed, the student will need an original, authorized excused absence when he or she returns to class. Leaving a recorded telephone message or sending an email to the instructor **does not** comprise an excused absence. It is necessary to speak directly with the instructor, preferably during his or her office hours.
2. An authorized excused absence consists of a Blinn College sponsored event (requires an official letter); or a letter from a doctor or funeral home stating a) reason for absence, b) date of absence, c) length of absence, d) signature of doctor, etc., and e) a phone number or email address of the doctor's office or of the funeral home. If students miss class because of religious holy days, they should let the instructor know prior to the occasion. This request should be accompanied by a letter from a religious leader or organization.
3. The instructor reserves the right to evaluate each excuse. If an excuse is refused, the student will be given a "zero" for any assignment due that day. For each excused absence requested, the instructor will have the student fill out a petition with the appropriate documentation attached, i.e., a doctor's excuse.

Students, who miss more than 2 major assignments, will receive zeros for these even if they present a valid excuse.

The final grade will be the result of the student's performance during the whole semester. There will be **no extra credit assignments, nor a curve** given on assignments or tests to raise the final grade at the end of the semester.

Honorlock Instructions for Exams

This exam will be available in our eCampus course and will be proctored through Honorlock, a proctoring service housed within eCampus. Students must have a working computer (laptop or desktop) with a reliable internet connection as well as a working webcam with a microphone to take this exam.

Students must access eCampus in a Google Chrome browser window (available at <https://www.google.com/chrome/>) and will be prompted to download the required extension when attempting to access the exam. Be sure to "allow" the extension to run if a dialog box appears. A video demonstrating this process can be found here: <https://youtu.be/2en08gMYFp0>.

All students must be sure that they are being recorded as they take the exam. The proctoring video window will be located in the upper left-hand corner of the screen, and it will show a red circle indicating a "LIVE" recording. <https://youtu.be/2en08gMYFp0>

If students experience any difficulties trying to access, record, or submit the exam, they should use the Honorlock technical support chat function located at the bottom right-hand corner of the exam screen to reach an Honorlock support technician. This chat function will be available throughout the exam.

Each student must show a picture ID and must take the exam in a quiet and private setting. All other video and any music should be turned off, and the student should be the only person in the testing area during the entire exam. Upon grading, the instructor will review each video and confirm that all proctoring instructions have been followed.

- The picture ID shown must clearly match the student image and name.
 - If the ID shown during verification is unclear or does not match the student, then the student will receive a grade of zero for the exam.
- The testing environment must be FULLY captured with the webcam. This video must show the computer area clear of all materials and other electronics, capturing the front, both sides, and rear of the computer and all surrounding areas.
 - No books, papers, phones, and/or tablets are allowed during the exam.
 - If the exam is not taken in a quiet and private setting, if the testing environment is not fully shown, and/or if the testing area is not fully clear of all materials and electronics, the student will receive a grade of zero for the exam.
- Students should face the computer and camera at all times during the exam. Honorlock will flag a video when a student turns away from the computer (to either side, upwards, or downwards) or if a student completely leaves the camera viewing area. Honorlock reports these as concerning incidents for the instructor to review.
 - The instructor will review all incidents flagged by Honorlock and will make any grade determination needed based upon the video.

Please note that any questionable incident, including but not limited to those outlined above, may be subject to Blinn College's Scholastic Integrity policy. The Scholastic Integrity Policy is located in the [Blinn College Catalog](#), in [Blinn College Board Policy FLDB \(LOCAL\)](#), and the [Blinn College Administrative Regulations](#).

--compiled by Dr. Heather Almanza and the Division of Humanities

Dates	Week 1 Meeting Details	Contact in min	WKLY HRS
Monday, July 12, 2021	Introduction – Orientation Ch P/1	195	19.5
Tuesday, July 13, 2021	Ch P/1	195	
Wednesday, July 14, 2021	Ch P/1	195	
Thursday, July 15, 2021	Ch P/1	195	
Friday, July 16, 2021	Ch P/1 Discussion/Composition due.	195	
Dates	Week 2 Meeting Details	Contact in min	HRS
Monday, July 19, 2021	Ch 1/2	195	19.5
Tuesday, July 20, 2021	Ch 1/2	195	
Wednesday, July 21, 2021	Exam 1 Ch 2-3	195	
Thursday, July 22, 2021	Ch 2/3	195	
Friday, July 23, 2021	Ch 2/3 Discussion/Composition Due	195	
Dates	Week 3 Meeting Details	Contact in min	HRS
Monday, July 26, 2021	Ch 3	195	19.5
Tuesday, July 27, 2021	Ch 3	195	
Wednesday, July 28, 2021	Exam 2 Ch 4/5	195	
Thursday, July 29, 2021	Ch 4/5	195	
Friday, July 30, 2021	Ch 4/5 Discussion/Composition due	195	
Dates	Week 4 Meeting Details	Contact in min	HRS
Monday, August 2, 2021	Ch 5	195	19.5
Tuesday, August 3, 2021	Ch 5	195	

Wednesday, August 4, 2021	Exam 3	195	
Thursday, August 5, 2021	Oral Evaluation Preparation	195	
Friday, August 6, 2021	Oral Evaluation is due Discussion/Composition due	195	
Dates	finals	Contact in min	HRS
Monday, August 9, 2021	Final Exam - due by 10:30 PM	195	2
		100	
	TOTAL CONTACT HOURS		80
	Note: In the Carnegie Hour system 50 minutes = 1 contact hour.		