Intensive Summer Language SYLLABUS

Monday, June 17, 2013 – Friday, August 10, 2013

Course:
Instructor:
Instructor Office Hours:

Instructor Contact Information:

TA/FA: (if one is assigned to the course)
TA/FA Office Hours:

TA/FA Contact Information:

Objective/Goals:

(~2 paragraphs)

Structure/Schedule:

Teaching methodology/approach:

Class expectations:

(what do you expect of the students; what can they expect of you)

Attendance Policy:
(Clearly state attendance policy and how it will affect grading)

Requirements/Homework:
(Give the students a clear understanding of what will be expected for the homework and other requirements, audio lab, etc.)

**Important Dates:**

here you can list when quizzes, midterm, presentations etc will take place

**Class Materials:**

**Required Text Books:**

**If applicable:**

**Recommended Text Books:**

**Dictionary:**

**Materials to be provided:**

**Audio:**

**Websites:**

**Grading:**

<table>
<thead>
<tr>
<th></th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Quizzes</td>
<td>%</td>
</tr>
<tr>
<td>Spoken/Oral Proficiency</td>
<td>%</td>
</tr>
<tr>
<td>Class Participation</td>
<td>%</td>
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<tr>
<td>Homework</td>
<td>%</td>
</tr>
<tr>
<td>Final</td>
<td>%</td>
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</tbody>
</table>

**TOTAL** *(must total 100%)*

(STUDENTS SHOULD BE GRADED AFTER THE FIRST FOUR WEEKS AND AGAIN AT THE END OF THE EIGHT WEEKS) You can give: one grade for 2 semesters; 2 grades, either cumulative or 2 separate – but teachers HAVE to give students a progress report after 4 weeks
Grading/Assessment (Based on two 4 week semesters):

Semester A:

(here you will list how you will assess the grades for the students, what is expected, etc. For example if you will expect perfect attendance for a high score in class participation, it must be explained here.)

\[
\text{Final} = \frac{\text{Total possible points/percentage}}{}
\]

Semester B:

(here you will list how you will assess the grades for the students, what is expected, etc. For example if you will expect perfect attendance for a high score in class participation, it must be explained here.)

\[
\text{Final} = \frac{\text{Total possible points/percentage}}{}
\]

Grievance Procedures

write who the student can see if they are unhappy with grades or there are other classroom issues

(The following information is mandatory and must be on all syllabi)

McBurney Disability Resource Center: The McBurney Center is available for all students at the University of Wisconsin. The Center offers a wide array of services for students with Disabilities. If you are in need of any of the services provided by the Center, please feel free to contact the McBurney Center staff directly. For a list of the services provided, please visit the website:

http://www.mcburney.wisc.edu/services/

Contact information for the McBurney Disability Resource Center:

905 University Avenue
Madison, WI 53715
608-263-2741 (phone)
263-6393 (tty)
265-2998 (fax)
mcburney@uwmadmail.services.wisc.edu
**Student Code of Conduct:** The student Academic Misconduct Policy & Procedures for the University of Wisconsin is available on the website listed below: http://www.wisc.edu/students/saja/misconduct/misconduct.html

This document outlines the rules and regulations regarding your student rights and responsibilities while a student at the University of Wisconsin-Madison. It states that "Academic misconduct is an act in which a student:

- seeks to claim credit for the work or efforts of another without authorization or citation;
- uses unauthorized materials or fabricated data in any academic exercise;
- forges or falsifies academic documents or records;
- intentionally impedes or damages the academic work of others;
- engages in conduct aimed at making false representation of a student's academic performance;
- assists other students in any of these acts."

Please see the website listed above for further information.