



SPA 317- 25770
Introduction to Spanish for the Professions
(iCourse/oCourse)
Arizona State University
Downtown Phoenix Campus
SPRING 2021

Instructor Information

Name: Concetta Bondi, PhD

Office Location: 445 N. 3rd St. Arizona Center Suite 370G, Phoenix AZ 85004

Office Hours: Fridays 10am-12 noon or upon appointment (via Zoom). Appointments are set online by contacting me via email.

Email: cbondi@asu.edu

This course is offered by the College of Integrative Sciences and Arts. For more information about the college, visit our website: <https://cisa.asu.edu/>. If you have questions or concerns, please send your inquiry to cisa@asu.edu

Placement You belong in **SPA 317** if you

have done one of the following:

1. Taken SPA 294 or 218
2. Speak Spanish at home or have lived abroad for 1 year or more
3. Obtained at least 400+ (internet exam) on the Spanish Placement Exam

(<http://www.asu.edu/clas/silc/placement/undergraduate/languageplacement/Spa.html>).

If you do not fulfill any of these requirements, you should not be in SPA 317. Please, talk to your instructor for more information.

Concerns: If you have any questions or concerns about this course, **and you have already talked to your instructor**, please contact the coordinator.

If you have specific physical, psychiatric, or learning disabilities and require accommodations, please let your instructor know early in the semester, so that these learning needs may be appropriately met. You will need to provide documentation of your disability to Disability Resources for Students located on the first floor of University Center.

Course Technology Disclaimer:

If you are taking an online class, you must have access to and know how to use a computer and CANVAS. Any computer related issues should be addressed by the ASU technical support team. Do not contact your professor about personal computer issues. If you are experiencing computer problems, it is your responsibility to find another computer in order to complete your assignments on time. Computers labs are available to students on all ASU campuses as well as local libraries.

Grades:

You must allow your instructor two weeks to grade any assignment or exam. Do not ask for your grade before this time period. Your grade average can be found on CANVAS grade center. Every time a grade is added to Grade Center, your course average will be automatically updated by the system. Your grade will appear as a percentage that is determined in the syllabus. The total points column in Grade Center does not reflect your average.

Emails:

Your professor reserves the right to not answer emails during the weekends (Saturdays and Sundays). Please ask any questions about the course or course assignments Monday-Friday. You must allow your professor 24 hours to answer any email during the week. If you are experiencing a personal emergency, write in the subject of your email Urgent. **All emails you write your professor should be in Spanish.** If you feel that you cannot convey your message accurately in Spanish, you can provide an English version of your message under the Spanish text.

This requirement has been set in order to help you become comfortable writing professional emails in Spanish. Please be sure to use the following format for emails you write to your professor (Students will be given participation points for following this format):

Estimada Profesora Bondi:

Me dirijo a usted para... OR Le escribo para....

Mensaje

Atentamente. OR Un saludo cordial

Course Objectives:

Al completar este curso, lxs estudiantes deberán ser capaces de:

- Articular clara y efectivamente ideas en correspondencia profesional escrita.
- Expresar clara y efectivamente ideas en forma oral en contextos profesionales.
- Ejercitar razonamiento crítico para analizar, identificar y describir necesidades presentes y futuras en/de la comunidad hispanohablante.
- Usar habilidades interpersonales para aprovechar fortalezas propias y de otrxs y así conseguir objetivos comunes en proyectos grupales.
- Identificar y articular habilidades, conocimiento y fortalezas relevantes a posiciones laborales específicas e identificar áreas de posible crecimiento profesional.
- Presentar y defender un punto de vista en intercambios y propuestas profesionales.
- Valorar, respetar y aprender de los valores culturales (e.g. la etiqueta profesional) en el mundo hispanoparlante.
- Construir relaciones colaborativas con profesionales en su campo profesional y en la comunidad.

Required Textbook:

Spanish for the Professions (Abridged Edition), Marta Boris Tarré and Lori Celaya

ISBN 978-1-5165-3224-7

To purchase the textbook, please follow the instructions below.

1. Purchase your course material here: <https://store.cognella.com/60279-1A-PF-006> (Links to an external site.)
2. Select your book format. Ebooks are available immediately after purchase.

Grading Criteria:

Evaluation is calculated based on **percentage of the category** and not on the value of points of the exercises.

Criteria	Weight
Student Engagement, Participation & Responsibility	10%
Assignments	30%
Projects	25%
Oral group assignments	15%
Final projects	20%
Total	100%

Course Grading System:

Grades will be determined by the percentage you accumulate

Grade	Percentages
A	90 - 100%
B	80 - 89.9%
C	70 - 79.9%
D	60 - 69.9%
E	<60%
XE	Failure due to academic dishonesty

Course Policies

Compromiso, participación y responsabilidad 10%

El desarrollo y práctica de la habilidad oral, la asistencia, así como la participación tanto en clase como en el aula virtual (blogs, videoposts, chats, etc.) son de vital importancia. Cada unidad está enfocada en un ámbito profesional específico, el cual será desarrollado por medio de lecturas, estudio

de casos y discusiones con expertos en el área. Para el desarrollo de estos temas, lxs estudiantes serán responsables de preparar las lecturas y el vocabulario correspondientes a cada tema, el cual se asignará con anterioridad.

Asignaciones 30%

Se asignarán tareas tanto en línea como en clase que se deben entregar semanalmente. Todas las tareas se articulan con los temas desarrollados en el aula. Después de explorar y desarrollar cada eje temático, lxs estudiantes serán responsables de continuar la discusión en línea mediante reacciones críticas, participaciones en foros, blogs, ensayo críticos, etc. Todas las tareas serán publicadas el domingo de la semana de clase. Se considera una entrada al blog completa cuando se publica su reacción crítica y se responde a la reacción de otro compañero de clase.

All assignments are due on SUNDAYS before Midnight. NO LATE WORK will be accepted.

Proyectos 25%

Los proyectos de clase serán continuos y se basarán en la (1) comprensión, (2) crítica y (3) elaboración de documentos profesionales, así como en la reflexión crítica sobre las lecturas de clase. Las fechas de entrega serán anunciadas por el profesor. Estas tareas incluyen: Reacciones y ensayos críticos (2): Siguiendo el formato académico APA, lxs estudiantes deberán escribir ensayos que discutan y presenten una posición clara (tesis) sobre los materiales asignados para los diferentes campos profesionales. Los ensayos tendrán una extensión de entre 1000 y 1500 palabras dependiendo del tema y deberán incluir:

- un título creativo y original
- introducción con tesis
- cuerpo del ensayo que desarrolla el punto principal e incluye citas del artículo
- conclusión que resume los puntos principales que apoyan la tesis
- lista de fuentes académicas formales utilizadas.

Correspondencia profesional: Cartas de presentación, curriculum vitae, correos electrónicos profesionales, etc. Se espera que lxs estudiantes usen expresiones y formatos formales apropiados.

Asignaciones orales en grupo (15%):

Lxs estudiantes trabajarán con diferentes compañerxs para discutir los temas de estudio para cada capítulo del curso. Se proporcionarán instrucciones específicas para cada una de estas actividades al inicio de cada capítulo y los grupos tendrán el resto del capítulo para completar la tarea. Los diálogos/discusiones se deben grabar y entregar en Canvas utilizando la herramienta de videoconferencia Zoom. **Los diálogos o discusiones no deben ser leídas desde un texto o memorizadas palabra por palabra.** Los

diálogos/discusiones serán calificados en términos de fluidez, vocabulario, pronunciación, gramática, contenido e instrucciones.

La participación de lxs estudiantes será determinada por (1) su disponibilidad para reunirse con su(s) compañerxs virtuales para grabar sus tareas, (2) la interacción con el instructor. En caso de que usted no pueda reunirse con sus compañerx(s) en la hora acordada, es su responsabilidad contactarse con ellos via email con al menos 3 horas de anticipación.

Proyecto Final 20%

No se permite que los estudiantes usen material ajeno. El portafolio debe ser una presentación única del y sobre el estudiante. Tampoco se permite que los estudiantes usen fuentes de la Internet que no sean de tipo académico. Consulte con el profesor si tiene alguna duda sobre esto. Lxs estudiantes pueden usar artículos o revistas académicas en línea a través de la biblioteca de ASU o similares en ERIC, JSTOR. El proyecto final escrito debe tener un mínimo de 5 páginas más una página final de referencias/bibliografía.

Drop and Add Dates/Withdrawals:

Please refer to the academic calendar on the deadlines to drop/withdraw from this course. Consult with your advisor and notify your instructor if you are going to drop/withdraw this course. If you are considering a withdrawal, review the following ASU policies: Withdrawal from Classes, Medical/Compassionate Withdrawal.

Please note that the ASU Academic Calendar only refers to withdrawal for the academic portion of your study abroad program. Please refer to the Study Abroad Withdrawal Policies for important dates regarding withdrawing from your Faculty Directed program.

Trigger Warning

Please note that some course content may be deemed offensive by some students, although it is not my intention to offend anyone. In addition, some materials that we link with online might also be considered offensive, troubling, or difficult to review in terms of language or graphics. I attempt to provide warnings when introducing this kind of material; yet if I forget to do so, or if something else (in my materials or posts from fellow students) seems offensive, please contact me at cbondi@asu.edu, or the faculty head, Jackeline Martinez.

Establishing a Safe Environment

Learning takes place best when a safe environment is established in the classroom. In accordance with SSM 104-02 of the Student Services Manual (Links to an external site.), students enrolled in this course have a responsibility to support an environment that nurtures individual and group differences and encourages engaged, honest discussions. The success of the

course rests on your ability to create a safe environment where everyone feels comfortable to share and explore ideas. We must also be willing to take risks and ask critical questions. Doing so will effectively contribute to our own and others intellectual and personal growth and development. We welcome disagreements in the spirit of critical academic exchange, but please remember to be respectful of others' viewpoints, whether you agree with them or not.

Email Communication

ASU email is an official means of communication among students, faculty, and staff. Students are expected to read and act upon email in a timely fashion. Students bear the responsibility of missed messages and should check their ASU-assigned email regularly. *All instructor correspondence will be sent to your ASU email account.* For help with your email go to: MyASU > Service > Live Chat OR New Ticket.

Prohibition of Commercial Note taking Services

In accordance with ACD 304-06 Commercial Note Taking Services (Links to an external site.), written permission must be secured from the official instructor of the class in order to sell the instructor's oral communication in the form of notes. Notes must have the note taker's name as well as the instructor's name, the course number, and the date.

Reglamentos internos de la clase

El tratamiento de temas sexuales, religiosos o de violencia y muerte deberá ser en todo momento de tipo académico, nunca de naturaleza propagandística, autobiográfica o sarcástica. De acuerdo con el Academic Integrity Policy, (Links to an external site.) todo trabajo que el estudiante haga para esta clase debe ser suyo propio y creado específicamente para esta clase. No se aceptan trabajos creados en otros cursos de español. Si el estudiante busca la ayuda de un tutor, éste podrá dar explicaciones gramaticales o explicar cualquier pregunta específica, pero no puede corregir composiciones ni escribirlas por el/la estudiante. Esto se considera plagio. Cometer plagio está severamente sancionado por la universidad y conlleva la eliminación de su trabajo. Tampoco se pueden usar medios de traducción electrónicos para hacer ningún tipo de tarea. Se espera que todos los estudiantes de esta clase sigan el Código de conducta de la universidad y se comporten de manera profesional en todo momento. Véase la sección de *Netiquette Guidelines*.

Incapacidad

Si usted tiene algún impedimento físico o psiquiátrico, o algún problema específico de aprendizaje que requiera ayuda especial, comuníquese, por favor, a la profesora al comienzo del semestre. Para garantizarle la ayuda que

necesita, tendrá que entregar la documentación necesaria que le proporcionará el departamento de [Disability Resources](#)

Problemas técnicos

Si usted está tomando esta clase, usted debe estar familiarizado con la navegación en el internet y saber utilizar CANVAS sin problemas. Si usted tiene problemas con su computadora, póngase en contacto con la oficina de tecnología de la universidad, o utilice los laboratorios de computadoras de ASU. Si su computadora no funciona adecuadamente, es su responsabilidad encontrar otra computadora para hacer su tarea y entregarla a tiempo.

Cambio de plan de clase

El instructor considera el plan de estudios del curso, un contrato educativo entre el instructor y los estudiantes. Se hará todo lo posible para evitar cambiar el horario del curso, pero existe la posibilidad de que se hagan cambios a este plan. El instructor se reserva el derecho de realizar estos cambios en el plan de estudios, según lo considere necesario. Se les notificará a los estudiantes de manera oportuna de cualquier cambio, vía correo electrónico. Por favor recuerde revisar su correo de ASU y los anuncios en *Canvas* con frecuencia.

Es su responsabilidad el estar en contacto con su profesor/a, revisar el sitio 'web' (espacio virtual) del curso periódicamente, comunicarse con sus compañerxs y hacer ajustes, si fuese necesario, si las tareas/actividades cambiasen.

Unidad Tema	Tareas	Fecha de entrega
Introducción al curso 1/11-1/15	• Leer plan de curso y completar quiz • Completar presentación inicial y comentar	1/15 @11:59pm (AZ Mountain Time)
Unidad 1 El sistema legal 1/16-1/24	• Leer: <i>Un sistema jurídico latinoamericano</i> • Después de leer: responder preguntas sobre el artículo. • Relatividad cultural: <i>Los notarios en Latinoamérica y EE.UU</i>	1/24 @11:59pm (AZ Mountain Time) • Informe matutino 1 (comentarios): 1/27 @11:59pm

	• Gramática: el pretérito y el imperfecto • Foro de discusión: a profundizar • Trabajo en grupos • Informe matutino 1 • Proyecto final: definir campo/posible compañía o persona	
Unidad 2 La salud pública I 1/25-1/31	• Leer: <i>El abuso doméstico en las Mujeres latinas en EE.UU</i> • Foro de discusión: <i>cuestiones culturales en la violencia doméstica</i> • Gramática: oraciones condicionales • Proyecto 1: análisis de caso • Trabajo en grupos • Informe matutino 2	1/31 @11:59pm (AZ Mountain Time) • Informe matutino 2 (comentarios): 2/3 @11:59pm
Unidad 3 La salud pública II 2/1-2/7	• Lectura: <i>Consideraciones sobre el acceso igualitario a la salud y grupos de minorías raciales y étnicas</i> • Foro de discusión: <i>La comunidad Latinx y la pandemia</i> • Vocabulario • Gramática: el subjuntivo • Proyecto 2: campaña de promoción y prevención • Informe matutino 3	2/7 @11:59pm (AZ Mountain Time) • Informe matutino 3 (comentarios): 2/10 @11:59pm

Unidad 4 La comunidad y la policía 2/8-2/14	• Leer: <i>El movimiento de "Las vidas negras importan" en latinoamérica</i> • Foro de discusión: <i>comparaciones y contrastes</i> • Vocabulario • Gramática: mandatos formales • Trabajo en grupos • Informe matutino 4	2/14 @11:59pm (AZ Mountain Time) • Informe matutino 4 (comentarios): 2/17 @11:59pm
Unidad 5 Los recursos humanos 2/15-2/21	• Lectura: <i>La dinámica identitaria de lxs chicanxs, hispanxs y US latinxs</i> • Trabajo en grupos • Informe matutino 5 • Portafolio profesional 1 • Portafolio profesional 2	2/21 @11:59pm (AZ Mountain Time) • Informe matutino 5 (comentarios): 2/24 @11:59pm
Proyecto final 2/22-3/2	• Proyecto final • Completar evaluación del curso	3/2 @11:59pm (AZ Mountain Time)

Important iCourse/oCourse information for this class:

Communicating with the Instructor

This course uses a "three before me" policy in regard to student to faculty communications.

When questions arise during the course of this class, please remember to check these three sources for an answer before asking me to reply to your individual questions:

1. Course syllabus
2. Announcements in Canvas

3. The Discussion Board

This policy will help you in potentially identifying answers before I can get back to you and it also helps your instructor from answering similar questions or concerns multiple times.

If you cannot find an answer to your question, please first post your question to the discussion board. Here your question can be answered to the benefit of all students by either your fellow students who know the answer to your question or the instructor. You are encouraged to answer questions from other students in the discussion forum when you know the answer to a question in order to help provide timely assistance.

If you have questions of a personal nature such as relating a personal emergency, questioning a grade on an assignment, or something else that needs to be communicated privately, you are welcome to contact me via email or phone. My preference is that you will try to email me first. Please allow 24 hours for me to respond.

Technical Assistance

For technical assistance 24 hours a day, 7 days a week, please contact the University Technology Office **Help Desk**:

Help Desk Phone Number Change

The new Help Desk number is: 1-855-278-5080

Tech Studio

Whether you are having difficulties connecting to the wireless network or your system is infected with a virus, the ASU 1:1 Technology Studio is ready to restore functionality to your laptop and get you mobile again. With locations across the campuses, solutions to your technological problems are always within reach.

The ASU 1:1 Technology Studio provides in-depth support for:

- Hardware
- Software & Operating Systems
- Security
- Networking
- 1:1 Laptops
- Mobile Devices and Tablets

For information on systems outages see the ASU systems status calendar (Links to an external site.).

Course Access

You must have an active ASU e-mail account and access to the Internet. *All instructor correspondence will be sent to your ASU e-mail account.* Please plan on checking your ASU email account regularly for course related messages.

This course uses CANVAS for the facilitation of communications between faculty and students, submission of assignments, and posting of grades.

Campus Network or Canvas Outage

When access to Canvas is not available for an extended period of time (greater than one entire evening - 6pm till 11pm) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by midnight).

Computer Requirements

This course requires that you have access to a computer that can access the internet. You will need to have access to, and be able to use, the following software packages

- A web browser such as Internet Explorer or Mozilla Firefox
- Adobe Acrobat Reader (free)
- Adobe Flash Player (free)
- Microsoft Word
- Sound card with microphone capabilities
- PowerPoint for visual aid during oral presentations
- Connectivity to Google Hangouts

Submitting Assignments Online

All assignments for this iCourse/oCourse will be done through Canvas.

Documents must be typed double spaced, using font size 12, with one inch margins.

Use Correct Spelling and Grammar

Adhere to correct spelling and grammar rules. It is good practice to compose your message in a word processing program where you can check your spelling and grammar prior to sending. Avoid texting abbreviations and informal language ("C U L8R").

Netiquette Guidelines

Netiquette refers to etiquette on the Internet (or net). In an online course you will have your communication skills tested! You will be speaking through writing both to fellow students and instructors, so it is imperative to communicate well and professionally. The golden rule of netiquette in an online class or environment is, do not do or say online what you would not do or say in-person.

The following Netiquette Guidelines are suggestions for success in your online learning environment.

Email & Discussion Boards

Think carefully about who the recipients of your email should be. Avoid sending an email to the entire class, unless you feel that everyone must read it. Use descriptive subject lines for email messages (course number & topic) and discussion board postings. Reply only when appropriate. Use "Reply All" sparingly. Do not use all caps (implies yelling). Do not [flame](#). Check the syllabus and course policies stated by your instructor to know what to expect for your instructor's response time. Always identify yourself by signing your name. Do not assume your instructor knows who you are by your email address.

Show Professionalism and Courtesy

Exhibit the same professionalism and respect in the online class as you would in a face-to-face classroom or in the workplace. Use sarcasm cautiously. In the absence of nonverbal cues such as facial expressions and voice inflections, the context for your sarcasm may be lost, and your message could be misinterpreted. In a face-to-face setting, our tone of voice and facial expressions convey as much of our meaning as the words we use. In a written message, the subtext of your meaning can easily be confused or misinterpreted.

Always be respectful with your instructor and other members of your class. Do not forget that writing with upper-case letters means shouting in the virtual world, and it is disrespectful. Never address your instructor with a "Hey." This will be considered very improper in Spanish speaking countries.

Use a Positive Tone

Before clicking the Send or Submit button, review your message. The ease and speed of the Internet makes it easy to say something you might regret later. Remember: You are communicating with other human beings of all ages and backgrounds, with feelings, sensitivities, and opinions. When composing a message, ask yourself "would I say this to the person or group face-to-face?" or "How might someone interpret this?"

University Policies

Academic Integrity

Arizona State University and the College of Integrative Sciences and Arts strongly believe in academic integrity; thus cheating and plagiarism is not tolerated. If a student is charged with academic dishonesty and found to be in violation, disciplinary action will be taken and a student's name will be kept on file. Academic dishonesty includes borrowing ideas without proper citation, copying others' work (including information posted on the internet), failing to turn in your own work for group projects, as well as providing materials of any type to a homework help site or a study resource site. Disciplinary action may result in a

reduced grade for the assignment or class, suspension or expulsion from the university, and/or an XE on his or her transcript. For further information, please read the Student Academic Integrity policy at <https://provost.asu.edu/academic-integrity> (Links to an external site.).

Students with Disabilities

If you need academic accommodations or special consideration of any kind to get the most out of this class, please let me know at the beginning of the course. If you have a disability and need a reasonable accommodation for equal access to education at ASU, please call Disability Resources for Students.

The site can be found here: <https://eooss.asu.edu/drc> (Links to an external site.)

Downtown Phoenix Campus

University Center building, Suite 160 (Links to an external site.)

Phone: 602.496.4321

E-mail: DRCDowntown@asu.edu

Tempe Campus

Matthews Center building, 1st floor (Links to an external site.)

Phone: 480.965.1234

E-mail: DRCTempe@asu.edu

Polytechnic Campus

Sutton Hall - Suite 240 (Links to an external site.)

Phone: 480.727.1039

E-mail: DRCPoly@asu.edu

West Campus

University Center Building, Room 130 (Links to an external site.)

Phone: 602.543.8145

E-mail: DRCWest@asu.edu

Mental Health

As a student, you may experience a range of challenges that can interfere with learning, such as strained relationships, increased anxiety, substance use, feeling down, difficulty concentrating and/or lack of motivation. These emotional health concerns or stressful events may diminish your academic performance and/or reduce your ability to participate in daily activities. ASU Counseling Services provides counseling and crisis services for students who are experiencing a mental health concern. Any student may call or walk-in to any ASU counseling center for a same day or future appointment to discuss any personal concern. Here is the Web site: <https://eoss.asu.edu/counseling> (Links to an external site.). After office hours and 24/7 ASU's dedicated crisis line is available for crisis consultation by calling 480-921-1006.

Student Code of Conduct

Students are required to adhere to the behavior standards listed in the Arizona Board of Regents Policy Manual Chapter V –Campus and Student Affairs: Code of Conduct located online at <http://students.asu.edu/srr/code> and the ACD 125: Computer, Internet, and Electronic Communications available at <http://asu.edu/aad/manuals/acd/acd125.html>. Students are entitled to receive instruction free from interference by other members of the class. An instructor may withdraw a student from a course when the student's behavior disrupts the educational process under USI 201-

10 <http://www.asu.edu/aad/manuals/ssm/ssm201-10.html>. An instructor may withdraw a student from a course with a mark of “W” or “E” when the student’s behavior disrupts the educational process. Disruptive classroom behavior for this purpose is defined by the instructor.

Harassment Prohibited

ASU policy prohibits harassment on the basis of race, sex, gender identity, age, religion, national origin, disability, sexual orientation, Vietnam era veteran status, and other protected veteran status. Violations of this policy may result in disciplinary action, including termination of employees or expulsion of students. Contact the professor if you are concerned about online harassment of any kind, and he/she will put you in contact with the Dean of Students office.

Title IX

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling> is available if you wish to discuss any concerns confidentially and privately.

Statement on Inclusion

Arizona State University is deeply committed to positioning itself as one of the great new universities by seeking to build excellence, enhance access and have an impact on our community, state, nation and the world. To do that requires our faculty and staff to reflect the intellectual, ethnic and cultural diversity of our nation and world so that our students learn from the broadest perspectives, and we engage in the advancement of knowledge with the most inclusive understanding possible of the issues we are addressing through our scholarly activities. We recognize that race and gender historically have been markers of diversity in institutions of higher education. However, at ASU, we believe that diversity includes additional categories such as socioeconomic background, religion, sexual orientation, gender identity, age, disability, veteran status, nationality and intellectual perspective.

Syllabus Disclaimer

The course syllabus is an educational contract between the instructor and students. Every effort will be made to avoid changing the course schedule but the

possibility exists that unforeseen events will make syllabus changes necessary. The instructor reserves the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes via email, or in the Announcements section on Canvas.

Campus Resources

As an ASU student you have access to many resources on campus. This includes tutoring, academic success coaching, counseling services, financial aid, disability resources, career and internship help and many opportunities to get involved in student clubs and organizations.

- Tutoring: <http://studentsuccess.asu.edu>
- Counseling Services: <http://students.asu.edu/counseling>
- Financial Aid: <http://students.asu.edu/financialaid>
- Disability Resource Center: <http://www.asu.edu/studentaffairs/ed/drc/>
- Major/Career Exploration: <http://uc.asu.edu/majorexploration/assessment>
- Career Services: <http://students.asu.edu/career>
- Student Organizations: <http://www.asu.edu/studentaffairs/mu/clubs/>
- ASU Writing Centers: <https://tutoring.asu.edu/writing-centers>
- ASU Police Department: <https://cfo.asu.edu/police>
- International Student Resources: <https://students.asu.edu/international/support/academic>