



**SPA 313 Spanish Conversation and Composition (iCourse/oCourse)
#12201
Arizona State University
Downtown Phoenix Campus
Spring 2023 Session C
Dates: Jan 9, 2023 – April 28, 2023**

Instructor information

Name: Concetta Bondi, Phd
Office Hours: Office hours are *by appointment* by contacting me via email. All office hours are held via *Zoom*.
Email: cbondi@asu.edu
College contact: CISA@asu.edu

This course is offered by the College of Integrative Sciences and Arts (CISA). 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.

Online Course

This is an online course (iCourse/oCourse). This course uses Canvas for the facilitation of communications between faculty and students, submission of assignments, and posting of grades. The Canvas Course Site can be accessed via MyASU or <https://my.asu.edu>

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.

Placement You belong in **SPA 313** if you have done one of the following:

1. Taken SPA 202 or 204
2. Have permission of the instructor.

If you do not fulfill any of these requirements, you should not be in SPA 313. Please, talk to your instructor for more information

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.

Puesto que está inscrito/a en un curso que se enfoca en el uso de español para las profesiones (por ej., en el lugar de trabajo) debe dirigirse a la profesora de una manera profesional, usando el siguiente formato:

Estimado Profesor OR Estimada Profesora
Escriba su mensaje aquí
Muchas gracias por...
Atentamente...OR Un Cordial Saludo...OR Gracias por su atención...

Course Description:

Este curso está diseñado para estudiantes que finalizaron con éxito el curso SPA 202/204 y/o hablantes transicionales que han aprendido el español en casa y que buscan desarrollar las habilidades comunicativas, tanto orales como escritas a un nivel avanzado. Asimismo, esta clase

amplía y refuerza el conocimiento de la cultura hispana a través de la familiarización con historias y narrativas latinas y latinoamericanas. El curso enseña diferentes estrategias comunicativas en un sentido pragmático y formal.

Course Objectives:

A través de la expresión escrita y oral, el estudiante podrá ser capaz de:

1. Elaborar descripciones, narraciones y ensayos narrativos.
2. Implementar gramática y contenido que ha aprendido en el curso de español 202. (Conjugación de verbos regulares e irregulares en los tiempos básicos, ortografía y vocabulario).
3. Adecuar el discurso comunicativo al tipo de audiencia hispanohablante en diferentes situaciones sociales.

Temas del curso:

1. Descripción
2. Narración
3. Ensayo narrativo

Tiempo para estudiar y prepararse:

El curso requiere que ustedes dediquen tiempo para prepararse y completar tareas. **Un curso de 3 créditos requiere unas 135 horas de trabajo estudiantil.** Por lo tanto, anticipe dedicarle unas 6-9 horas semanales a la preparación y participación activas en este curso. Es su responsabilidad el estar en contacto con su profesor/a, revisar el sitio web del curso periódicamente (Canvas), comunicarse con sus compañerxs y hacer ajustes, si fuese necesario, si las tareas/actividades cambiasen.

Cómo tener éxito en este curso:

- Revise su correo electrónico de ASU periódicamente
- Ingrese al sitio web del curso diariamente (Canvas)
- Cree un horario de estudio de modo que no se atrase en las tareas
- Comuníquese con su profesor/a con frecuencia para resolver cualquier duda

Required Textbook:

Taller de escritores by Paula Cañón, 3th edition. Vista Higher Learning.

Grading Criteria

Criteria	Weight
Compositions	25%
Dialogues	20%
Oral Presentations	10%
Tareas	30%
Contacto Cultural	10%
Final Oral Exam	5%
Total	100%

Composiciones (25%)

Los estudiantes escribirán tres composiciones. El curso se enfoca en: I) La descripción, II) La Narración y III) El ensayo narrativo.

Cada composición consistirá en dos versiones: una versión preliminar o borrador que será revisado por el profesor y una versión final corregida por el/la estudiante. Las instrucciones específicas para cada composición se encontrarán en su página de **Canvas**.

Diálogos (20%) y Presentaciones Orales (10%)

Una de las situaciones comunicativas más comunes en nuestra sociedad es la de hablar en público. Por lo tanto, estas actividades le ayudarán a desenvolverse oralmente usando el español. Para realizar estas actividades el estudiante debe realizar un diálogo o una presentación en **Power Point, Prezi, Google Slides** u otra aplicación, grabarlos en **Screencastify** y subirlos a **Canvas** en las fechas indicadas.

Tareas (30%)

Todas las tareas asignadas (escritas u orales) cuentan como parte de la nota final. Es la responsabilidad del estudiante cumplir con todas las tareas asignadas. **No se aceptará ninguna tarea después de la fecha límite. Las tareas se entregan los domingos antes de la media noche.**

Tarea de gramática. Cada sección de gramática que repasemos en la clase tiene actividades correspondientes. Las actividades se asignarán en **Canvas**.

Tarea de lecturas y videos. Durante el semestre se tendrán un conjunto de lecturas y videos referidos a temas culturales, cuentos y noticias. El estudiante debe realizar las lecturas o, en su caso, mirar los videos y contestar las preguntas que se hacen para cada lectura o video. Luego, el estudiante debe subir su documento a **Canvas**.

Contacto Cultural (10%)

Los estudiantes deben completar varias horas de contacto cultural en la comunidad y a través de diversos medios de comunicación. El estudiante tendrá que hablar, escuchar y leer en español. Luego el estudiante deberá escribir un resumen que indique cómo usó el español en este contacto cultural y hacer una presentación para que sus compañeros y profesora puedan verla. Instrucciones detalladas y sugerencias de cómo hacer esta tarea estarán disponibles en su página de **Canvas**.

Examen Oral Final (5%)

Al final del semestre el estudiante hará un examen oral final con el/la profesora. Aplicando los puntos de gramática y cultura aprendidos durante el semestre.

ATENCIÓN: Los **estudiantes deberán ver y hacer las tareas asignadas semanalmente en Canvas** (el estudiante debe subir todas sus tareas de la semana antes de la medianoche del domingo de cada semana). **El/la profesor/a tendrá dos semanas** para publicar la nota de las tareas orales y escritas en **Canvas** y regresarle la tarea revisada al estudiante.

Course Grading System:

Grades will be determined by the percentage you accumulate

GRADE	PERCENTAGES
A+	97 – 100%
A	93 – 96%
A-	90 – 92%
B+	87 – 89%
B	83 – 86%
B-	80 – 82%
C+	77 – 79%
C	70 – 76%
Y	100 – 70%
D	60 – 69%
E	Below 60%
XE	Failure due to Academic Dishonesty
EU	Failing, did not complete
EN	Failing, never attended

Grade Appeals

Students must first speak with the instructor of the class to discuss any disputed grades. If, after review, a resolution is not achieved students may proceed with the appeal process. Student grade appeals must be processed in the regular semester immediately following the issuance of the grade in dispute (by commencement for fall or spring), regardless whether the student is enrolled at the university. Complete details are available in the [ASU Grade Appeals policy](#).

Incompletes:

A mark of "I" (incomplete) is given by the instructor when you have completed most of the course and are otherwise doing acceptable work but are unable to complete the course because of illness or other conditions beyond your control. You are required to arrange with the instructor for the completion of the course requirements. The arrangement must be recorded on the Request for Grade of Incomplete form (<http://students.asu.edu/forms/incomplete-grade-request>). See [Grade of Incomplete](#) for details.

Drop and Add Dates/Withdrawals:

Please refer to the [ASU 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](#) and [Medical/Compassionate Withdrawal](#).

Course Policies

All assignments must be turned in by Sunday before Midnight.

There is NO late work accepted and NO extra credit.

For your own protection, you should keep a copy of everything you hand in, and you should keep your graded assignments at least until grades are finalized at the end of the semester, and in the event, you wish to contest any grades

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](#) 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

Communicating with the Instructor

This course uses a “three before me” policy regarding student to faculty communications.

When questions arise during 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.

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, Dr. Jacqueline Martinez (jmartinez@asu.edu).

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](#), 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.

All incidents and allegations of violent or threatening conduct by an ASU student (whether on- or off-campus) must be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. If either office determines that the behavior poses or has posed a serious threat to personal safety or to the welfare of the campus, the student will not be permitted to return to campus or reside in any ASU residence hall until an appropriate threat assessment has been completed and, if necessary, conditions for return are imposed. ASU PD, the Office of the Dean of Students, and other appropriate offices will coordinate the assessment in light of the relevant circumstances.

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 Notetaking Services

In accordance with [ACD 304-06 Commercial Note Taking Services](#), 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.

Technical Assistance

For technical assistance 24 hours a day, 7 days a week, please contact the University Technology Office **Help Desk Phone:** 1-855-278-5080

Option 2 is Canvas support

Option 3 is Learning Studio support

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 (Links to an external site.) 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 (Links to an external site.) 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. The Course Site can be accessed at <http://my.asu.edu> (Links to an external site.)

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 (Links to an external site.). 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. Students must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement. 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 provost.asu.edu/academic-integrity.

If you fail to meet the standards of academic integrity in any of the criteria listed on the university policy website, sanctions will be imposed by the instructor, school, and/or dean. Academic dishonesty includes borrowing ideas without proper citation, copying others' work (including information posted on the internet), and failing to turn in your own work for group projects. Please be aware that if you summarize the ideas of another author, even if those ideas are not directly quoted, you must provide a citation to the publication, including the author, date and page number. If you directly quote a source, you must use quotation marks and provide the same sort of citation for each quoted sentence or phrase. Please use the citation format structure required by the instructor (e.g., MLA, APA, Chicago).

If you have any doubt about whether the form of cooperation you contemplate is acceptable, ask the instructor in advance of turning in an assignment. Please be aware that the work of all students submitted electronically can be scanned using SafeAssignment, which compares them against everything posted on the internet, online article/paper databases, newspapers and magazines, and papers submitted by other students (including yourself if submitted for a previous class).

Turning in an assignment (all or in part) that you completed for a previous class is considered self-plagiarism and falls under these guidelines. Any infractions of self-plagiarism are subject to the same penalties as copying someone else's work without proper citations.

The Office of Student Rights and Responsibilities accepts [incident reports](#) from students, faculty, staff, or other persons who believe that a student or a student organization may have violated the Student Code of Conduct.

Students with Disabilities: Accessibility Statement

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act as amended (ADAAA) of 2008, professional disability specialists and support staff at the Student Accessibility and Inclusive Learning Services (SAILS) facilitate a comprehensive range of academic support services and accommodations for qualified 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 Student Accessibility and Inclusive Learning Services (SAILS). The site can be found at <https://eoss.asu.edu/accessibility>. Instructors cannot provide accommodations without authorization from SAILS.

Mental Health

As a student, like anyone else, 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: eoss.asu.edu/counseling. 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

In order to build an online course climate that is comfortable for all, it is important that students (1) display respect for all members of the class – including the instructor and students; (2) pay attention to and participate in all interactive student partner/instructor sessions and activities; and (3) observe the rules of appropriate online behavior (also known as *netiquette*). This term is defined by the instructor and includes keeping course discussion posts and oral communication with other students (or the instructor) focused on the assigned topics. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion; in addition, they must avoid racist, sexist, homophobic, or other negative language that may unnecessarily exclude course members. This is not an exhaustive list of behaviors; rather, it represents examples of the types of things that can have a dramatic impact on the course environment. Your final grade may be reduced by 5% each time you engage in the types of negative behaviors indicated above.

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 students.asu.edu/srr/code and the ACD 125: Computer, Internet, and Electronic Communications available at asu.edu/aad/manuals/acd/acd125.html.

Additionally, required behavior standards are listed in the Student Services Manual under Student Code of Conduct and Student Disciplinary Procedures, Computer, Internet, and Electronic Communications policy, and outlined by the Office of Student Rights & Responsibilities. Anyone in violation of these policies is subject to sanctions.

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 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.

If a student deems course material or communication from other students to be offensive, s/he should bring this to the attention of the instructor (or, alternatively, to the Faculty Head, Dr. Jacqueline Martinez [Jacqueline.Martinez@asu.edu]). Inappropriate discussion board messages may be deleted if an instructor feels it is necessary. Students will be notified privately that their posting was inappropriate. Student access to the course **Send Email** feature may be limited or removed if an instructor feels that students are sending inappropriate electronic messages to other students in the course.

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/>.

As a mandated reporter, I (the instructor) 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, coss.asu.edu/counseling, is available if you wish to discuss any concerns confidentially and privately.

Statement on Inclusion

ASU is a comprehensive public research university, measured not by whom we exclude, but rather by whom we include and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves.

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.

Academic Support Services

There is clear evidence that students who take advantage of academic support services perform better academically. 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: students.asu.edu/academic-success
- Counseling Services: students.asu.edu/counseling
- Financial Aid: students.asu.edu/financialaid
- Student Accessibility and Inclusive Learning Services (SAILS)
<https://eoss.asu.edu/accessibility>
- Major/Career Exploration: uc.asu.edu/majorexploration/assessment
- Career Services: students.asu.edu/career
- Student Organizations: asu.edu/studentaffairs/mu/clubs/
- [ASU Writing Centers: tutoring.asu.edu/writing-centers](https://tutoring.asu.edu/writing-centers)
- [ASU Police Department: cfo.asu.edu/police](https://cfo.asu.edu/police)
- [International Student Resources: students.asu.edu/international/support/academic](https://students.asu.edu/international/support/academic)

Student Success Centers

Student Success Centers offer free academic support resources for all students including tutoring, writing support, structured study groups, or a place to study on your own.