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DATES

Contract: Your contract is August 15 – December 15, 2024, and January 15-May 15, 2025.

Academic Calendar, Fall 2024:

https://registrar.miami.edu/_assets/pdf/academic-calendar-fall-2024.pdf

Fall Recess: October 12-15

Thanksgiving: November 26-Dec 1st. Please note that you need to hold class remotely on Monday, November 25, to provide students greater flexibility to travel home for the holiday break. Faculty may choose to:

1. Hold online classes synchronously, i.e., live at the scheduled time.
2. Provide instruction asynchronously with a prerecorded lecture.
3. Assign additional readings/out-of-class work in lieu of holding classes.

Classes end: December 3

Final exams: December 5-11

MLL Holiday Party: December – Date TBA

Final grades due: December 18

Academic Calendar, Spring 2025:

https://registrar.miami.edu/_assets/pdf/academic-calendar-spring-2025.pdf

Classes begin: January 13

Spring Recess: March 8-16

Classes end: April 28

Final exams: April 30 – May 7

Final grades: May 12

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COURSE MATERIALS

Your syllabus should include the course materials that are required for the class. Instructors should not ask students to spend money on required course materials if those are not listed in the syllabus. These include movie rentals and cost of tickets for required extra-curricular activities. It is a federal requirement that students be informed up-front about the cost of course materials.

MLL ATTENDANCE POLICY

Suggested syllabus language:

Courses in MLL are aimed at developing fluency and ability, so attendance to class is a basic requirement. The attendance policy for **all** courses in MLL is as follows:

MWF Courses:

Students are allowed three (3) unexcused, undocumented absences for MWF classes over the course of the semester. Starting with the fourth unexcused absence (regardless of the reasons for prior absences), ONE percentage point will be deducted from the student's final course grade for each absence (of 100 total points). Any student who accumulates more than twelve (12) excused or unexcused absences during the semester will receive the grade of F for the course. Late arrivals and early departures from class will also be counted as absences (3 occurrences = 1 absence). Only university-sponsored events, officially recognized religious holy days, and formally documented illnesses will be considered as excused absences. **Those with more than 12 absences (excused or unexcused) may be asked to withdraw from the course by their instructor on the recommendation of the Director of Undergraduate Studies before the last day to withdraw (November 8, 2024).**

MW or TR courses:

Students are allowed TWO (2) unexcused, undocumented absences for MW or TR classes over the course of the semester. Starting with the third unexcused absence (regardless of the reasons for prior absences), ONE percentage point will be deducted from the student's final course grade for each absence (of 100 total points). Any student who accumulates more than eight (8) excused or unexcused absences during the semester will receive the grade of F for the course. Late arrivals and early departures from class will also be counted as absences (2 occurrences = 1 absence). Only university-sponsored events, officially recognized religious holy days, and formally documented illnesses will be considered as excused absences. **Those with more than 8 absences (excused or unexcused) may be asked to withdraw from the course by their instructor on the recommendation of the Director of Undergraduate Studies before the last day to withdraw (November 8, 2024).**

Although classes will be held in person, some sessions may be taught through synchronous remote instruction. Attendance in the virtual class/es is required as scheduled. If you cannot attend the virtual class due to illness or other reason, you must contact the instructor. Unexcused absences from the virtual classroom count towards your number of absences.

Excused absences are for documented illnesses and personal/family emergencies, for religious holidays (see below), and for participating in UM team sports (documentation must be provided). If you must be absent for a university-sponsored event, please provide a letter from the organizer at least one week before the planned absence. If you are ill, you must e-mail the professor before class each day that you are to be absent for your absence to be considered excused. Please provide verification from your doctor. Absences without prior notification, however, will never be excused.

Observance of Religious Holy Days: Students must provide written notification to their instructor no later than August 28, 2024 for MWF or August 29, 2024 for T/Th of any classes from which they will be absent during the semester due to the observance of religious holy days. Students who enroll in the course after the last day to add a course must inform the instructor within two calendar days of any classes from which they will be absent for the above reason. The time spent travelling to and from observances will not be excused. Absences for which the student has failed to provide written notice by the dates indicated above will not be excused.

Religious Holy Day Policy (For YOU, not for the syllabus)

<https://petal.miami.edu/resources/religiousholiday/index.html>

The University of Miami, although a secular institution, is determined to accommodate those students who wish to observe religious holy days. It seeks to reflect its awareness of and sensitivity to religious holy days whenever possible when scheduling University activities. The following provisions are meant to apply equitably to all religious groups and to provide opportunities to all to meet their religious obligations.

1. Except as specifically provided to the contrary, this policy is binding on all students and faculty members in undergraduate programs. Schools offering graduate or professional programs, including undergraduate professional programs, are strongly encouraged to adhere to these policies to the maximum extent practicable.
2. Any student absent from class in observance of a religious holy day shall not be penalized in any way for an examination or assignment missed during the period of absence. Absence in observance of a religious holy day does not relieve students from responsibility for any part of the course work required during the period of absence. Students who are absent on days of examinations or class assignments shall be offered a reasonable opportunity to make up the work without penalty, if the student previously arranged to be absent. Nothing in this policy shall preclude faculty members from limiting the number of student absences to a reasonable number of absences for any reason. The faculty member has discretion to determine how the make-up obligation will be fulfilled. A faculty member who penalizes a student contrary to these provisions may have committed unprofessional conduct, and thus may be subject to a complaint to the Committee on Professional Conduct under the provisions of Section B4.10 of the Faculty Manual.
3. It is the student's obligation to provide faculty members with notice of the dates they will be absent due to observance of religious holy days, preferably before the beginning of classes but no later than the end of the first three class days. For religious holy days that fall within the first three class days, students must provide faculty members with notice no later than two class days before the absence. Missing a class due to travel plans associated with a particular religious holy day does not constitute an excused absence. Absences due to observance of religious holy days that are not pre-arranged with the relevant faculty member within the first three class days may be considered unexcused, and the faculty member may therefore prevent the student from making up examinations or assignments missed during the period of absence.
4. Faculty members are encouraged to anticipate days when a substantial number of students will be absent for observance of religious holy days and should avoid scheduling examinations and assignment deadlines on those

days. Faculty members are expected to reasonably assist students in obtaining class information the student missed during the period of absence in observance of a religious holy day. In that regard, faculty members are urged to allow taping or recording of the class session, with the reproduction limited to the student's personal use, when a student misses a class due to observance of a religious holy day. To assist in identifying religious observance days, faculty members are encouraged to consult the illustrative list provided in the website: <https://petal.miami.edu/resources/religiousholiday/index.html>. Faculty members are urged to remind students of their obligation to inform faculty members within the first three class days of any anticipated absences due to observance of religious holy days and should include that information in the syllabus or course requirements document for that course.

#[2020-93\(D\)](#) – see additional guidelines

#[2011-36\(B\)](#)

Progress Report Campaign and Students at Risk (For YOU, not for the syllabus)

Sometime in the Fall (around September 30, 2024) and in the Spring (around February 24, 2025), you will receive an email announcing the Progress Report Campaign. You should fill out the form and report students who are at risk of failing the course. You should also report students who have excessive absences so that they know that they are at risk of failing the course due to excessive absences.

MLL GRADE SCALE

This is the grade scale that you should use. It should be included in the syllabus:

A+	97-100	C+	77-79
A	94-96	C	73-76
A-	90-93	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	60-66
B-	80-82	F	0-59

COVID-19

Suggested syllabus language:

If you are experiencing possible [symptoms](#) consistent with, or have been potentially exposed to, COVID-19, please call 305-243-ONE-U and follow the guidance on the Student Health Service website at miami.edu/shs-covid.

Academic contingency plan (for you, not for the syllabus)

Faculty should, in consultation with their chair or dean, develop a plan to address the teaching continuity of their course should they become ill. Plans may include, but are not limited to, a backup instructor (e.g., faculty member colleague, teaching assistant, post-doc), pre-recording class sessions, and/or developing backup class projects that meet course objectives. (Office of the Provost)

FINAL EXAMINATION POLICY

Suggested syllabus language:

Make sure to include in the syllabus, the day, time, and place of your final exam.

Group Exams override your normally scheduled exam time. Basic language program courses (101 - 201 and Spanish 207) can be accommodated as part of the group exam; please confirm a group exam time with the director of your language program.

Policy (for you not for the syllabus):

A student who has a conflict between a final examination and a religious observation may request that the instructor reschedule that student's examination. The request shall be made no later than two weeks before the first-class day.

No student shall be required to take more than two final examinations in a twenty-four-hour period. A student having three or more final examinations scheduled during a twenty-four-hour period may request the instructor of the course most easily rescheduled (normally the course with the smallest enrollment) to reschedule the examination for that individual. The request shall be made no later than two weeks before the first-class day.

Examinations will take place in the room in which the individual classes have been meeting, UNLESS otherwise announced.

A table of final exams is provided using both the LETTER designators and DAY/TIME designators. If a class is taught during a standard time indicated by either a single letter (A, B, N, Q) or a letter/number combination (E2, R1, T4)- the exam will be given in the corresponding LETTER time slot.

Final exam day and times for non-standard sections (section having TWO numbers 01-79) is determined by the meeting days and start time of the class. For example: a course section meeting on MW and having the start time of 10:20am will have the same final exam day and time as a standard C course section. Similarly, a

course section meeting on W only at 10:30am will have the same final exam day and time as a standard C course section.

Final Examinations **may not** be given during a regularly scheduled class period.

No examination shall be permitted during the reading period.

Final Examinations may be rescheduled only with the permission of the dean.

For the resolution of any problem pertaining to the scheduling of final examinations, a student should consult with the following entities or persons in this order: the relevant instructor, the course coordinator, the department chair, the Dean or designee. If the matter cannot be resolved at the school or college, the student should contact the Office of the Provost.



STUDENT RECORDINGS OF CLASS ACTIVITIES AND LECTURES

Suggested syllabus language:

“Professor X is the copyright owner of the courseware. Students are expressly prohibited from recording any part of this course, including the materials on Blackboard and/or of the in-person or virtual sessions. Such materials cannot be shared outside the physical or virtual classroom environment.” (Office of the Provost)

Policy (for you not for the syllabus):

Course meetings might be recorded by the University. Any recordings will be available to students registered for this class as they are intended to supplement the classroom experience. Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Recordings may not be reproduced, shared with those not in the class, or uploaded to other online environments. If the instructor or a University of Miami office plans any other uses for the recordings, beyond this class, students identifiable in the recordings will be notified to request consent prior to such use. (Office of the Provost)

Copyright and intellectual property of faculty course materials: The University affirms its commitment that your coursework is yours by reiterating the longstanding university statements on this. Specifically, *pursuant to the University’s Policy on Inventions, Intellectual Property, and Technology Transfer*, “courseware” includes: *course syllabi, assignments, assessments, and/or other materials that are first created and made available to students as part of the educational curriculum at the University. Courseware is owned by the faculty member, unless otherwise agreed to beforehand in a written contract between the University and the faculty member.* This policy and position have not changed due to recent circumstances, and this policy and definitions apply in the same manner to courses delivered in virtual environments, whether in a synchronous or asynchronous format. Due to the unique nature of the asynchronous format, however, materials developed for such instruction will not be used for faculty reviews. Review of materials hosted on Blackboard, or any other classroom management software, will be governed by the University’s Policy on the Use of Computing Facilities, which requires notice to the affected individual in the unlikely event of a review.

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ACADEMIC INTEGRITY

Suggested syllabus language:

The University of Miami community recognizes integrity as a core institutional value. The Undergraduate Honor Code is based upon the Academic Integrity Policy which was approved in 2019. You can find a full copy of the Academic Integrity Policy and Undergraduate Honor Code here: <https://doso.studentaffairs.miami.edu/assets/pdf/honor-council/the-undergraduate-honor-code.pdf>

You can find a copy of the Graduate Student Honor Code here: https://doso.studentaffairs.miami.edu/assets/pdf/honor-council/grad_honor_code.pdf

Students enrolled in any MLL course are expected to abide by the University of Miami Honor Code. The purpose of the Honor Code is to protect the academic integrity of the university by encouraging consistent ethical behavior in assigned coursework.

Violation of the Honor Code: All forms of scholastic dishonesty are prohibited, whether related to a written or oral examination, a thesis, term paper, mode of creative expression, computer-based work, or other academic undertaking. Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the falsification or misrepresentation of experimental data, and violating the professional ethics that obtain in clinical activities, research projects and internships.

- **ANY STUDENT FOUND IN VIOLATION OF THE CODE WILL AUTOMATICALLY RECEIVE A GRADE OF ZERO FOR THE ASSIGNMENT IN QUESTION; ASSIGNMENT CANNOT BE REWRITTEN.**
- **IN ADDITION, THE STUDENT MAY ALSO RECEIVE AN F FOR THE COURSE AND BE SUBJECT TO THE JUDGMENT OF THE HONOR COUNCIL. HONOR COUNCIL SANCTIONS INCLUDE SUSPENSION OR DISMISSAL FROM THE UNIVERSITY.**
- **FACULTY SHALL IMMEDIATELY REPORT ALL CASES OF ACADEMIC INTEGRITY VIOLATIONS TO THE DEPARTMENT CHAIR. FACULTY SHALL ALSO SUBMIT THE ONLINE ACADEMIC INTEGRITY VIOLATION FORM TO THE ACADEMIC DEAN FOR UNDERGRADUATE STUDIES.**

No honest student wants to be guilty of the intellectual crime of collusion or plagiarism, even unintentionally. Therefore, we provide you with these guidelines so that you don't accidentally fall into the collusion/ plagiarism trap.

Collusion is working together on an assignment that a student is supposed to complete individually. You should never solicit the assistance of a native speaker, other students, a tutor, or AI to produce

any work that you submit for a grade in this course; have your work **proofread** by anybody or anything other than your instructor or the MLL Dept. tutor. These tutors may proofread versions of your essays in order to help you to understand the revisions that need to be made but will not write your work for you or correct your mistakes.

Acceptable form of assistance or tutoring is one in which a tutor explains basic tenets of language and reviews errors encouraging self-correction. Tutors should never be correcting your essays; you should always be the sole author of your paper.

Plagiarism is the taking of someone else's words, work, or ideas, and passing them off as a product of your own efforts. Plagiarism may occur when a person fails to place quotation marks around someone else's exact words, directly rephrasing or paraphrasing someone else's words while still following the general form of the original, translating someone else's words, and/or failing to issue the proper citation to one's source material. **A word of caution about the internet:** If you incorporate information from the internet without properly citing the source from which you obtained the information, you are committing plagiarism. Of course, if you use information from other written sources such as books, newspaper, magazine, or academic journal articles without properly citing them, you will also incur in plagiarism. Please consult the latest edition of *The MLA Handbook for Writers of Research Papers* for more information on how to cite sources properly (<https://style.mla.org/>).

In student papers, plagiarism is often due to:

- turning in someone else's paper as one's own,
- turning in an AI generated paper as one's own,
- turning in your own paper from another course, even if edited, altered or expanded,
- using another person's data or ideas without acknowledgment,
- failing to cite a written source (printed or internet) of information that you used to collect data or ideas,
- copying an author's exact words and putting them in the paper without quotation marks,
- rephrasing an author's words and failing to cite the source,
- translating an author's words and failing to cite the source,
- using an internet translator or any translation program to translate your own or somebody else's words.

Note on translation: You should never use human translators or translation tools (e.g., Google Translate, Babelfish, ChatGPT) to translate full sentences, passages, paragraphs, etc., written in another language that you later submit to your instructor as your own work. If somebody or something did the translating for you, you did not produce the work independently!

- copying, rephrasing, or quoting an author's exact words and citing a source other than where the material was obtained. (For example, using a secondary source which cites the original material, but citing only the primary material. This misrepresents the nature of the scholarship involved in creating the paper. If you have not read an original publication, do not cite it in your references as if you have!)
- using wording that is very similar to that of the original source but passing it off as one's own.

The last item is probably the most common problem in student writing. It is still plagiarism if the student uses an author's key phrases or sentences in a way that implies they are his/her own, even if s/he cites the source. When in doubt about how to cite correctly, please contact your instructor.

Violations and Sanctions (for you, not for the syllabus):

Reporting: You can find the online form to report a violation as well as other information here: <https://dosso.studentaffairs.miami.edu/honor-council/report-a-violation/index.html>

Violation and Sanction Guidelines: You can find samples of violations and sanctions on pp.11-13 of the Academic Integrity and Honor Code pdf above.



FIELD TRIP RELEASE FORM

If you plan an activity with your students outside our campus, you need to have every student fill out the Field Trip Release Form: <https://business-services.miami.edu/departments/risk-management/forms/field-trip-release-form-05-10-11.pdf>



**STUDENT EVALUATIONS
(for you, not for the syllabus)**

Students' comments about their experiences in a course can be very valuable, especially when most of the class completes an evaluation and a more complete picture of the course can emerge. Those of you who have been in the department for several years recall that we used to do student evaluations on paper. At that time the procedure was that the instructor gave the students 15 or 20 minutes at the end of a class period and left the room while students filled out their pen and paper evaluations. This meant that about 99% of students responded because all the students present on that day participated. When the university transitioned to on-line evaluations the response rate plummeted and often only a 3rd of a class will respond. In an effort to raise the response rate and get more representative feedback, the department recommends that you allocate 15-20 min. at the end of one of the last class sessions to the on-line evaluations. You will need to plan ahead and either ask all students to bring in their laptops or tablets that day (many of you ask them to do this for specific projects/activities), or reserve one of the MLL Languages Labs (Merrick 201 or 205) in advance and take your class to the lab at that time. You can see the labs' availability and find instructions on how to reserve a lab here:

https://web.as.miami.edu/labs/resources/video_library/gcalendar.php

In either case (in class with students' laptops/tablets or in the lab) it is important that you make it clear that this time is set aside for the online evaluations and that you **leave the room** after getting them set up. You cannot be in the room while the students are completing their evaluation of your course.

Each semester on **the opening date for student evaluations, which is typically the Monday of the last week of classes**, students receive a message from the university's testing and evaluation center inviting them to complete evaluations of their courses. Students can access the on-line evaluation system via the link provided in that e-mail, or via Blackboard.

We encourage you to set aside class time for the evaluations in all your courses in order to raise the response rate and have a more representative set of opinions make it into your file.

TRAVEL GUIDELINES

UM Travel Portal: <https://travel.miami.edu>

Although it is suggested that you use the UM Travel Portal for all university-sponsored and/or approved travel, now you are NOT required to use the UM Travel Portal.

International Travel: <https://travel.miami.edu/business-travel/international-travel/index.html> . You should not incur travel expenses until travel is authorized.

Register all domestic and international airfare, hotel or car rental itinerary not booked through the University of Miami Travel Portal with the [University of Miami's International SOS Global Assistance Program](#)

Duo Authenticate While Traveling: You may have login issues while traveling. This can happen when you log into a UM system using multiple devices, such as using your computer to remotely connect to a UM system and using your phone to get a Duo code. In this type of scenario, it may appear that you are in two different states or countries at once, which will send an alert to the Information Security team. In these cases, a member of the Information Security team (often Jason Malley) will try to contact you to verify that this is a legitimate travel scenario and not someone trying to compromise your account from another location. If they can't reach you, your account may be disabled.

You can do any of the following to minimize disruption:

- Before you travel, you can send a message to infosec@miami.edu to give them a heads-up about your planned destinations and approximate travel dates.
- You can reduce your use of multiple devices and save on cellular data costs by using a Duo token (also called a Duo key fob) instead of getting a Duo code through your phone. These can be picked up from the [Student Technology Help Desk](#) in Richter Library, Room 325

Keep an eye out for an email from a member of the information security team shortly after you have logged in from a location outside of the South Florida region. They may be trying to contact you to verify that you are legitimately logging in from an international location.

LIBRARY LIAISONS AT UM

Please contact these librarians to request the purchase of books and materials at the library. Liaison Librarians are also available for classroom visits and specialized workshops on research methods, bibliographical norms, and other topics. More information [here](#).

Lisa Baker (lbaker@miami.edu)
German Studies

Kineret Ben-Knaan (kbenknaan@miami.edu)
Hebrew and Judaic Studies

Cristina Favretto (cfavretto@miami.edu)
Italian Studies

Adrian Legaspi (axl641@miami.edu)
Arabic, Chinese, Japanese, Portuguese, Spanish

Beatrice Skokan (bskokan@miami.edu)
Africana Studies, French and Francophone Studies, Latin American and Caribbean Studies,
Haitian Studies

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WEBSITE RESOURCES

<https://mll.as.miami.edu/resources/index.html>