

COURSE READINGS

Main textbook:

- Larsen-Freeman, D. & Anderson, M. (2011). *Techniques & principles in language teaching*. Oxford: Oxford University Press.

Additional texts:

- Further assigned articles and book chapters will be available through our course page on MSU's online learning management system, D2L (<http://d2l.msu.edu>), or directly through the MSU library. Further information on accessing these readings will be provided.

COURSE DESCRIPTION

Methods of Foreign Language Teaching offers a foundation in approaches, methods, and materials for the teaching of second and foreign languages from the perspectives of second language acquisition (SLA) research. We begin by reviewing the history of language teaching methods and basic concepts pertaining to the field and then focus on specific communicative modes, planning, motivation and strategies, and other pertinent topics. In particular, we focus on implementing communicative and task-based approaches to promoting language skills and language learning strategies. Designed for pre-service and in-service teachers of any language, this course emphasizes the development of effective decision making by constantly drawing connections between theory and practice and encouraging reflection on students' language learning and teaching experience. The major tasks for this course include writing a critical review of currently available teaching materials and a teaching philosophy, both grounded in current research and practice.

This fully-online course has 12 modules. These modules, consisting of instructor videos, readings, useful links, published videos, and assignments, can be accessed through the course page on Michigan State University's learning management system, D2L (<http://d2l.msu.edu>). This course requires online participation, weekly quizzes, four written assignments, and a final exam.

COURSE OBJECTIVES

By the end of the semester, students in this course will be able to do the following:

1. Explain the development of language teaching methodologies and use the rationale behind current methods and teaching practices to inform your own teaching practice.
2. Read, understand, and think critically about current research pertaining to teaching methods and language teaching techniques to inform curriculum development.
3. Develop activities and materials for language learners and evaluate and adapt such materials based on criteria relevant to the concepts covered in the course.
4. Reflect on your own teaching experience and observations of other teachers in action.
5. Provide a professional review of foreign or second language materials that can be used for initial textbook adoption, guidance in the use of materials, or the adaptation of materials.
6. Convey to others a coherent, well-articulated, and theory-based teaching philosophy grounded in empirically tested research.

COURSE REQUIREMENTS

The following table summarizes the main components of your grade for this course. Further details and guidance for each task will be provided on our D2L page in the Assignment Guidelines folders.

| Assignments and Activities | | Weight | Timing |
|--|--|---------------|--|
| Participation Tasks | | 25% | |
| Guided Reading Quizzes | Each week class readings will be assigned (see schedule below). In order to promote comprehension and critical thinking regarding these readings, you will answer guided reading questions using the Quiz function in D2L. These appear every other week. You are allowed to attempt each quiz twice before the due date. | 10% | Every other week – complete by Monday midnight (EDT) |
| Discussion Participation | Participation in class discussions via the D2L Discussion forums is an important element of participation in this course. Each week’s prompts will ask you to reflect on the week’s readings and videos. For full credit, you must respond to at least one classmate’s post in EACH discussion thread. Opportunities will also be provided to meet with your classmates and instructor via Zoom virtual meeting. Informal conversations via Microsoft Teams are separate. | 15% | Main posts: 200-300 words Responses: ~ 100 words Replies to peers due by following Monday midnight |
| Reflective Teaching Tasks | | 25% | |
| Language Learning Autobiography | The language learning (and teaching) autobiography serves three purposes: 1) to encourage reflection on experiences that have shaped your language learning beliefs; 2) to provide your instructor with a writing diagnostic and establish practices for future assignments; and 3) to serve as an initial step toward writing your teaching philosophy, which can include reflection on your experience. | 10% | Module 2 (about 500 words) |
| Philosophy of Language Teaching | The teaching philosophy is an important means of articulating a teacher’s beliefs and approaches and a key element of many job applications. Because your beliefs will evolve during the MAFLT, teaching philosophies will be revisited in FLT 817 and included in the Final Portfolio. | 15% | Module 12 (800 words or single-spaced page font 11) |
| Praxis Tasks | | 40% | |
| Classroom Observation/ Evaluation Task | Observing other teachers is a practice you should cultivate throughout your career. You will observe a live class or watch videos of experienced language teachers in action, take field notes, and submit a report in which you discuss the classroom environment, the teacher’s choices and practices, student participation, and the impact this observation has had on your beliefs and practices. Links to suggested video collections are provided in D2L. The videos must show actual language teaching, not only commentary. | 10% | Module 4 (about 1000 words) |

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| Communicative Modes - Task Design | Although the various modes of communicative competence should not be taught in isolation, we will focus on principles and practices for teaching each mode, as per the ACTFL standards (www.actfl.org). Use the material you will analyze in your textbook or material critique (or another textbook, maybe the one you currently use) to choose one exercise or section and propose a supplementary activity to improve the approach relative to the mode you were assigned to work with in Part 1. This assignment has the objective to prepare yourself to reflect on how to adapt existing materials using communicative competence principles. You are expected to follow task design principles. | 15% | Task Design - Module 6 (see templates) |
| Critique of Textbook or Materials | Materials currently available for language teaching vary widely across languages and contexts. You will select materials for teaching your target language specifically and write a critique (a critical review) of these materials. You may use a textbook, a published curriculum, or an instructional website (not an app) that you currently use or might use. Published book reviews will be provided as models. Materials must be approved by your instructor. | 15% | Module 10 (about 1500 words) Submit material for approval in Module 3 |
| Application of Methods and Practices | | 10% | |
| | The cumulative review (or final exam) at the end of the semester is intended to solidify your memory of key concepts and to help you revisit and consolidate key arguments related to the teaching and learning of foreign languages. You will receive study guides and possible questions in the weeks prior to the cumulative review, which includes multiple extra credit options. The Collaborative Methods Table also provides study material for this quiz. | 10% | Complete by Dec 12 |

Note: Grades will be reported on an ongoing basis in D2L. You can review your grades and the weight of each assignment by clicking Grades in the Assessments menu. If you have questions or concerns about how your grade appears or is being calculated, please contact me. All percentages above relate to the final grade.

GRADING SCALE

Grading is an extremely complex task. I view each course as a developmental process and each draft of each assignment as a step in that process. Also, I value transparency and clarity in grading. To that end, you will receive a rubric for each assignment detailing the features that I expect to see, and I will use this rubric to assign your grades and provide specific comments. I expect you to use these comments to improve further drafts and assignments. If you read the materials carefully, complete all assignments in a timely manner, and attend to instructor and peer feedback, it is entirely possible to earn a 4.0 in this course.

If you get a 94% or above in this class, you will receive a 4.0. This shows that you met all requirements for the course and demonstrated your learning to an exceptional degree, and you even exceeded expectations in this course. Scores between 88% and 93% equate to 3.5, 82% to 87% to 3.0, etc. At the end of the semester, I

reserve the right to adjust final averages based on the distribution of grades in the class. If I do adjust the grades, they will be adjusted fairly across all students, and they will only be adjusted upward.

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|---------------------------|---|
| 94% or above is a 4.0 (A) | The student met all requirements for this course and demonstrated his or her learning to an exceptional degree and exceeded expectations in the course. |
| 88% to 93% is a 3.5 (A-) | The student met all requirements for this course and demonstrated his or her learning very well. |
| 82% to 87% is a 3.0 (B) | The student met most of the requirements for this course and demonstrated his or her learning relatively well. |
| 76% to 81% is a 2.5 (C+) | The student did not fulfill all requirements for this course. Learning was demonstrated adequately. |
| 70% to 75% is a 2.0 (C) | The student did not fulfill the requirements for this course. Learning was demonstrated somewhat adequately. |

CLASS POLICIES AND EXPECTATIONS

1. Course modules and weekly activities

As mentioned above, this course consists of 12 modules. You will also work on and submit final assignments at the end of the semester (see Course Requirements below). Assignments will be due on **Monday** of each week, though you can do the work on any day that suits your schedule. Default time for due dates is always midnight (specifically, for technical reasons, 11:59 p.m. Eastern U.S. time). The following module will be released and announced no later than the next day. If you want to work ahead in the course, refer to the syllabus for readings and assignments.

Many online courses allow students to complete tasks at their own pace, as long as the requirements are completed by the end of the semester. In the MAFLT program, however, courses rely on regular and consistent participation. It is recommended that you set aside an average of **6 hours per module** (weekly readings, videos, and tasks) and then allow an additional **6-12 hours for each major assignment**. Your workload will vary depending on what is due in a given week. Consider the course schedule early and often and plan accordingly so that you can complete your tasks on time. If you know that you have significant commitments or lengthy travel that will cut into your study time for a portion of the course, make an appointment early in the semester to discuss how you can adjust due dates or if you should delay taking this course.

2. Instructor-student and student-instructor communication

Because this class is online, our communication by internet and virtual calls will be very important. For communication that pertains to the whole class, I will use your MSU email address or Announcements in D2L. For individual communication, I will use your **MSU email account**, not a personal account (this choice is for security and consistency), and **Microsoft Teams messages**. Please make sure that you check your MSU account and your Microsoft Teams regularly. You can email me directly at [email] or send me a message via Chat in Microsoft Teams. While I will be frequently available through Teams, I may take up to 24h to respond, or 48h if weekends. (See p. 1 or D2L for other contact information.)

Making Appointments: Throughout the semester, office hours are available by appointment. Evening and weekend times can be requested. In order to make an appointment, message me via Chat in Microsoft Teams or email me at [email]. Please strive to make these appointments *at least 24 hours* in advance. After I receive the request, I will confirm the time and send further instructions.

Joining Virtual Meetings. We will make use of one of the following tools for office hours, review sessions, etc.: 1) Microsoft Teams, or 2) Zoom (<http://msu.zoom.us>). Ideally, you will use a webcam, microphone, and headphones for these meetings, but you can also dial in by phone. These tools allow for real-time communication and sharing of our computer screens.

3. Late assignments

You are responsible for handing in all assignments on time. If you realize that you will not be able to complete an assignment on time, you may request an extension **prior to the due date**. If you submit an assignment after the due date without prior notice, I will grade it without penalty if uploaded in the next two days. After that 10% of the grade will be deducted. I reserve the right to refuse acceptance of that assignment entirely if that happens in the final week of the course. The maximum credit possible in this case is 50% of the assignment grade. Exceptions will be made in cases of documented medical emergencies or natural disasters.

4. Withdrawal policy

If you are enrolled in this course, then I assume that you will be participating in the course and completing assignments on a weekly basis, beginning with the first week of class. If you decide to withdraw from the course, please inform me as soon as possible. YOU must then un-enroll YOURSELF from the course. The deadlines to drop and receive a refund and drop with no grade penalty (W, not F) are clearly listed in the schedule system (<http://schedule.msu.edu/>). You can click on a course's section number to see the date by which you must drop if you would like to receive a refund (not pay for the class).

For Fall 2022, these are the official deadlines:

- Last day to drop with refund (8:00pm): 9/23/2022
- Last day to drop with no grade reported (8:00pm): 10/18/2022

Further information is available on the Registrar's **Programs & Policies** page: <https://reg.msu.edu/ProgPol.aspx>.

ONLINE LEARNING MANAGEMENT SYSTEM

This online course is managed through Michigan State University's current learning management system, D2L. Log in at d2l.msu.edu using your MSU NetID and password. In a fully online course like this one, our D2L page is essentially our classroom. This page is used for sharing materials, linking to external sites and tools, submitting assignments, communicating via email and discussion board, completing quizzes in some courses, reporting grades, and more. D2L runs well in most browsers and works on mobile devices. Note that you can set up various alerts in D2L (click your name in the top right corner and choose Notifications) that will send a message to your email and/or phone when you have new items, upcoming due dates, and so on.

D2L 24/7 Help Desk: Click "**Help**" in D2L or go to help.d2l.msu.edu or call (517-432-6200)

Troubleshooting: If you should have technical trouble while attempting to complete a task or submit an assignment in D2L, you can contact the D2L Help Desk 24/7 by submitting a request online or by phone. Note that the Help Desk staff will send me updates on the issue upon request. If you are having trouble accessing materials through the MSU Library, click **Ask a Librarian** at www.lib.msu.edu. Other troubleshooting advice is provided in the D2L course page under **FAQ**.

TECHNOLOGY FOR ONLINE LEARNING

In order to participate in this course, you will need the following technology, all of which you may already have at your disposal: <https://maflt.cal.msu.edu/online-course-tips/>.

RECOMMENDED RESOURCES

From our online course page on Desire2Learn (<http://d2l.msu.edu>), you can access links to a number of important resources for completing coursework and expanding your knowledge and tools for language teaching. Click on **Links** in the horizontal navigation bar to reach these resources. Here are some of the key websites that may be useful to you during this course and beyond. Please let me know if you have questions about any of these sites. You will also be welcome to recommend other resources via D2L.

- **Professional Resources:**

- ACTFL - American Council on the Teaching of Foreign Languages: <http://www.actfl.org>
- TESOL - Teaching English to Speakers of Other Languages: <http://www.tesol.org>
- NFLRC – National Foreign Language Resource Centers – see listings, links, and resources for all of them at <http://www.nflrc.org>. See especially COERLL, CASLS, NHLRC, CULTR.
- TELL Project – Teaching Excellence for Language Learning – <http://www.tellproject.org>.
- LinguistList: <http://linguistlist.org/>
- MLA Language Map: http://www.mla.org/map_main

- **Writing and Research:**

- MSU Library Guide for MAFLT Program: <http://libguides.lib.msu.edu/maflt>
- Google Scholar: <http://scholar.google.com/> - Modify the settings to tell Scholar to connect to the MSU library and offer options for downloading citation information. Look for further instructions in the MAFLT Library Guide.
- Library links to citation style guides, citation management software, tutorials, and related resources: <https://www.lib.msu.edu/research/cite-resources/>.
- Citation management software such as EndNote or Mendeley. Use this guide to choose: <https://lib.msu.edu/citationmanagementsw/>.
- **Online Writing Lab** at Purdue (the well-known and widely-used **OWL**):
 - APA Style Guide: <http://owl.english.purdue.edu/owl/resource/560/01/>.
 - ESL Academic Writing Support - <https://owl.english.purdue.edu/owl/section/5/25/>.

The MAFLT Program has a specifically designed **Library Research Guide** that our liaison librarian, Stephanie Perentesis, created for us and continues to update regularly: <http://libguides.lib.msu.edu/maflt>. This useful guide will help you to locate articles and books, identify other scholarly sources relevant to your MAFLT coursework, and research topics for assignments. The guide also includes instructions for using Google Scholar, guidance on APA format and using citation software such as Mendeley, and links to useful reference texts. You are welcome to contact Stephanie Perentesis for assistance at perente1@msu.edu. She will be glad to guide your exploration of library resources, but she is not a writing tutor and cannot comment on content. As a courtesy to her, attach the Assignment Guidelines when you ask for help.

The following academic journals, among many others, are reliable sources of high-quality research on second and foreign language acquisition and instruction in regard to various languages.

The Modern Language Journal
Foreign Language Annals
Journal of Second Language Writing
Language Teaching Research
System
TESOL Quarterly

Language Learning & Technology
Studies in Second Language Acquisition
Language Teaching
Language Learning
International Journal of Corpus Linguistics
English for Specific Purposes

GENERAL REQUIREMENTS FOR WRITTEN WORK

1. **Content and quality:** All assignments are expected to be well written. Assignments will be graded on *depth of coverage* (comprehensive/ thorough treatment of the topic reflecting a clear understanding of the subject), *presentation* (clear, concise, readable prose), and *argument* (strength of evidence, and attention to counter arguments where necessary). You will need to use effective strategies for planning, editing, and proofreading your work. Carefully review and follow the individual Guidelines document for each written assignment.

In many cases, you will submit multiple drafts of major assignments. For these assignments, even the first draft needs to fulfill the assignment guidelines completely and will receive instructor and often peer feedback. In addition, you are encouraged to ask someone you trust to review your writing before submitting it to me. This practice is recommended for speakers of English as an L1 and L2. This practice will improve your control of language and style. No professional writing assistant may provide you with help on content, though you can ask someone to proofread your work (i.e., correct spelling and grammar errors). Your assignments must be original and not used in any other class (prior or present) without approval by me and the professor of that other class. Any use of others' work or ideas other than properly cited references to published material will be considered plagiarism and subject to disciplinary action.

2. **Document Format:** All written assignments should be typed and submitted using general format guidelines from the American Psychological Association (APA format). Work that is submitted with major and distracting format issues may be returned to you for revision and marked as late. For guidance on learning academic style and format, look for the **Academic Writing** folder under **Resources** in **D2L**. Also read the following guidelines and review them before submitting each assignment. By default, use Times New Roman size 12 font and 1-inch margins all around. Though usually required, double-spacing and cover pages are optional in my courses. In the top left corner of the first page, always include a heading that contains your full name, the course number, and the date. Also, indicate the assignment in the heading or in the title. For example:

Ima Nay Student
FLT 807 – Dr. Sommer-Farias
October __, 2022

Assignment Title (Draft)

3. **File Format:** Turn in all written assignments in MS Word format (.doc or .docx). Do not submit PDFs. I will not accept PDFs for written assignments. Do not submit other document types unless you have checked with me that I can read them on my computer and run them through MSU's plagiarism checker. For assignments that involve presentations, web pages, visuals, or other formats, you should still use appropriate style, cite sources using APA format, and proofread. The Assignment Guidelines document for each major assignment will provide further details.

The **file name** for each and every file you submit should include **your last name** and the **title of assignment**. If there will be multiple drafts of the assignment, also indicate draft status. Students often put their names on papers but forget to put their names on associated files, such as slides or student handouts. Please keep in mind that I have many students in multiple courses, and you want me to be able to easily identify your work.

WRONG: ImaNayStudent_Paper1.docx (vague)
WRONG: FLT807FLTMethods_AssignmentTitle.docx (no name or draft #)
RIGHT: **LastName_FLT807_AssignmentTitle_Draft.docx**

4. **Submitting Written Work:** All assignments should be submitted to the appropriate **D2L Assignments** folder (formerly Dropbox) unless explicitly stated otherwise. Please do **not** submit papers by **email** unless you are having technical trouble and cannot resolve it through the Help Desk. When you have successfully uploaded and submitted your file(s), you should receive confirmation on screen and by email, and you will be able to go back to the same Assignments folder in D2L and see a link to your submission. Feedback will appear in the same area of D2L. In some cases, you will also be asked to share your work with peers via **Google Drive**.

Students often ask about the importance of staying within **length requirements**. The recommended range for each task is intended to help you estimate the scope and demands of the assignment. Points will be deducted if the length is more than 10% above or below the limit. If your document is **too short**, consider adding another key point, further examples, or more detailed explanations. If your document is **too long** and you are finding it difficult to cut it down, return to your outline and reconsider what material is most important for fulfilling the purpose of this paper. You may need to remove or combine sections or reorganize the content in other ways.

5. **Citations:** When your written assignment includes references to published works of any kind, use APA format to cite the original source. You can find examples in the reference list at the end of the syllabus, and you will find further resources listed below, on our D2L page, and on our MAFLT Library Guide. While I fully understand that using sources appropriately is an academic skill that you may still be acquiring in graduate school and will support you in that process, you must strive to observe appropriate citation practices in **any and all work** you submit for this course. That includes papers, presentations, quizzes and exams, discussions, and so on. See further information on academic integrity and penalties for plagiarism below in the University Policies section. Note that APA format also provides guidelines on using non-sexist and inclusive language. If you need more information about what constitutes sexist language and how to avoid it, you can consult the APA manual or talk to me. Please see further information on academic honesty and plagiarism under University Policies.

6. **Feedback on Written Work:** Once you have submitted an assignment, I will provide feedback in a range of different ways, depending on the type of assignment, the stage in the writing process, and the extent of feedback. I frequently provide a rubric before an assignment is due and use it to show you the components of your score. I also use the Comments function in Word or in Google Drive to make notes on your paper. When I return documents to you with my feedback, the file name will include the tag “_Comments.” It is very important that you access and consider this feedback carefully in further drafts of the same assignment and in subsequent assignments.

In this course, you will also be asked to provide **peer feedback** on the work of one or more of your classmates. Peer feedback allows you to reflect on the challenges of the assignment and to provide and receive guidance in meeting the requirements of the assignment. In each case, I will provide guidance on the priorities and procedure of this process. A portion of your grade will depend on timely and appropriate completion of this task. Please strive to respect the time and efforts of your classmates, as they will strive to respect yours. You may also seek assistance with planning, revising, and proofreading your assignments from the **MSU Writing Center**. Schedule Online Consulting here: <http://writing.msu.edu/locations/online/>.

ACADEMIC INTEGRITY GUIDELINES AND POLICIES

Expectations for Academic Integrity at Michigan State University

The principles of truth and honesty are fundamental to the educational process and the academic integrity of the University. The MAFLT Program adheres to the policies on academic honesty as specified in General Student Regulations 1.0, Protection of Scholarship and Grades; the all-University Policy on Integrity of Scholarship and Grades; and Ordinance 17.00, Examinations. (See MSU Policies on Academic Integrity.)

You are responsible for knowing MSU's policy on academic honesty and plagiarism. Plagiarism can include accidental failures to cite appropriately, blatant use of others' words or ideas without proper attribution, self-plagiarism involving submission of the same paper in multiple courses, and other activities that constitute breaches of trust between instructors and students regarding student work. Familiarize yourself with this site: <http://www.msu.edu/unit/ombud/academic-integrity/>. Note that this web site states that "plagiarism not only is legally wrong but also morally corrosive... Any paper based upon the writing of others should *acknowledge every source used.*"

Academic integrity also assumes that any and all work submitted by a student is generated by that student for the purposes of that course. Therefore, students should never:

- claim or submit the academic work of another as one's own
- procure, provide, accept or use any materials containing questions or answers to any examination or assignment without explicit authorization from the instructor
- use the <http://www.allmsu.com> website to complete any work for this course
- complete or attempt to complete any assignment or examination for another individual without proper authorization
- allow any examination or assignment to be completed for oneself, in part or in total, by another without proper authorization
- submit coursework completed for another course to satisfy the requirements of this course.

Possible penalties for breaches of academic integrity include: (a) receiving a penalty grade on the assignment, (b) failing the assignment, or (c) failing the class. Please note that unfortunately all three types of penalties have been given out to MSU undergraduate and graduate students before. If an instructor gives you a penalty, that instructor is expected to and will inform the director of the program and other relevant faculty of the penalty. Note that plagiarism can lead toward expulsion from MSU.

Implications for Academic Integrity in MAFLT Course Assignments

The overall purpose of the MAFLT Program is to prepare master language teachers. In addition to that objective, however, the program should train you to participate in academic communities, to be an active and informed consumer of relevant research, and to contribute to the field. Course assignments therefore often require that you follow conventions that are agreed upon by scholars in fields related to foreign language teaching. In this program, we use the format for citing sources and structuring papers defined by the American Psychological Association (APA). However, the most important consideration when using sources is that you find a way to give credit to all sources that you use.

You are expected to create your own original work for each and every assignment in the MAFLT Program. That work should be informed and inspired by other teachers as well as scholars. When you use their ideas and words, you must give credit to them. That is true for all types of assignments. It is true for any and all sources that inform your work, including journal articles, book chapters, published lesson plans (from sites such as TeachersPayTeachers.com), blog posts from other teachers' websites, popular media. You do not need to cite lecture materials or guidelines created by your instructor for this course.

When you do not give credit to the sources that you use, you are violating expectations for academic integrity as defined by Michigan State University and may be subject to the penalties described above. If you are not sure whether and how to cite sources for a given assignment type, consult with your instructor *before* the assignment is due. At minimum, provide a comment in your submitted document stating that you have a question about whether you have cited appropriately and sufficiently. Incorrect citation format in any assignment does not automatically constitute plagiarism. However, the line between incorrect formatting and a case in which you are knowingly using others' ideas or words without giving proper credit is sometimes

difficult to discern. That is why we strive to use, and to teach you to use, citation practices that are common across instructors in the MAFLT and accepted by scholars, academic journals, publishing houses, and professional organizations in our field.

Disagreements and Appeals

If at some point during or after this course you have a dispute with an instructor about a grade, the application of a policy, or another aspect of the course, you should take the following steps: First, discuss the issue with your instructor in a live meeting (virtual or in person), not exclusively via email. Second, if you and your instructor are unable to resolve the dispute, you may contact the MAFLT Program Director. In the case of this course, the instructor is also the program director. Therefore you may take your concerns to the Director of the Center for Language Teaching Advancement, Dr. Felix Kronenberg.

OTHER UNIVERSITY POLICIES AND RESOURCES

Use of Materials from the Course

As members of a learning community, students are expected to respect the intellectual property of course instructors. All course materials presented to students that are the copyrighted property of the course instructor are subject to the following conditions of use:

- **Use of instructional materials:** Students may use course materials including videos, lecture slides, and readings **only** for their own course-related purposes.
- **Sharing of instructional materials and recordings:** Students may not post any course materials online or distribute them to anyone not enrolled in the class without the advance written permission of the course instructor, and if applicable, any students whose voice or image is included in the recordings.
- Any student violating the conditions described above may face academic disciplinary sanctions.

Disability Accommodation Requests

Michigan State University is committed to providing equal opportunity for participation in all programs, services, and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities at 517-884-RCPD or on the web at <http://www.rcpd.msu.edu>. Once your eligibility for an accommodation has been determined, you will be issued a verified individual services accommodation (“VISA”) form. Please present this form to me at the start of the term and/or two weeks prior to the accommodation date (test, project, etc.). Requests received after this date will be honored whenever possible. Please visit: <http://www.rcpd.msu.edu/Awareness/Home>.

Counseling and Psychological Services (CAPS)

About CAPS: MSU Counseling & Psychiatric Services, CAPS, is the place on campus for students seeking help for a wide range of concerns, including depression, anxiety, stress management, homesickness, adjustment or acculturation, relationships, gender identity and sexual orientation (LGBTQ) concerns, substance abuse, trauma, eating or body image concerns, and other personal mental health concerns. CAPS combines the services of the former MSU Counseling Center and former Olin Psychiatry Clinic to provide improved access for students. From: <https://caps.msu.edu/about-us/index.html>.

MSU Religious Observance Policy

It has always been the policy of MSU to permit students and faculty to observe those holidays set aside by their chosen religious faith. Students who are absent from classes on these days should not be seriously disadvantaged. It is the responsibility of those students who wish to be absent to make arrangements in advance with their instructors. (Please see <http://www.reg.msu.edu/ROInfo/Notices/ReligiousPolicy.asp>).

Online Instructional Rating System

Michigan State University takes seriously the opinion of students in the evaluation of the effectiveness of instruction, and has implemented the SIRS (Student Instructional Rating System) process to gather student feedback. The course utilizes the “online SIRS” system. You will receive an e-mail sometime during the last two weeks of class asking you to fill out the SIRS online form at your convenience. Please note the final grade for this course will not be accessible on STUINFO during the week following the submission of grades for this course unless the SIRS online form has been filled out. You will have the option on the online SIRS form to decline to participate in the evaluation of the course – we hope, however, that you will be willing to give us your frank and constructive feedback so that we may instruct students even better in the future. You may find out more about the SIRS system at <http://sirsonline.msu.edu>.