SYLLABUS
Lamar University, a Member of The Texas State University System, is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate, Baccalaureate, Masters, and Doctorate degrees (for more information go to http://www.lamar.edu).

<table>
<thead>
<tr>
<th>Course Title:</th>
<th>English for Food Service</th>
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</thead>
<tbody>
<tr>
<td>Course Number:</td>
<td>Path 0363</td>
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<tr>
<td>Course Section:</td>
<td>48F</td>
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<tr>
<td>Department:</td>
<td>Pathway Program</td>
</tr>
<tr>
<td>Professor:</td>
<td>Corey Broussard</td>
</tr>
<tr>
<td>Office Hours:</td>
<td>9:00 am - 10:00 M &amp; W</td>
</tr>
<tr>
<td>Contact Information:</td>
<td>LU email: Office: Montagne Center Rm 106 Phone: +1 409 880- 8012</td>
</tr>
</tbody>
</table>

PERSONAL INTRODUCTION- My name is Corey Broussard, and I currently have 15 years of experience in the Food Service Industry. I enjoy teaching and training people how to successfully learn and grow as they navigate through a career in this field.

COURSE DESCRIPTION: Path 0363 – English for Food Service is for food service professionals who want to improve their English communication in the Food Service Environment. Incorporating Food Service specific vocabulary and contexts, each unit offers step-by-step instruction that immerses students in the four key language components: reading, listening, speaking and writing. Path 0363 English for Food Service addresses topics including parts of a restaurant, taking orders, food preparation, catering, and career options.

COURSE-LEVEL OBJECTIVES: Students will be able to:
• Grammar: recognize and use past, present, future tenses, and conditionals accurately in written and spoken interactions and productions.
• Listening: understand the main points of standard speech of radio and TV programs
• Reading: understand high frequency text and job-related language, description of events, feelings, and wishes.
• Written & Oral Interaction: respond spontaneously to conversations covering family, hobbies, work, travel, and current events.
• **Written & Oral Production**: describe experiences, events, dreams, hopes, and ambitions, and offer brief reasons and explanations for opinions and plans.
• **Writing**: produce simple text on familiar topics and personal interest, describe experiences and offer impressions.
• **Vocabulary**: to accurately use presented vocabulary in context.

**ACADEMIC PREREQUISITES:**
• Placement Test - Accuplacer ESL tests
• Academic - None

**COURSE SPECIFIC TECHNOLOGY SKILLS REQUIREMENTS**
Students must have access to the internet, a computer, and be able to use the computer and internet with ease.

**TECHNOLOGY PREREQUISITES**
Students are required to have **placed the skills needed** to be successful in the class. Additionally, they should feel confident about their ability to navigate through typical online websites and their ability to use common word processing software to submit written assignments.

The minimum technical skills and the system requirements for this course:

**LU LEARN / BLACKBOARD Learning Management System (LMS)**
Students will utilize the Lamar University’s Learning Management System (LMS), Blackboard, for online courses. For Blackboard support go to ([https://blackboardsupport.lamar.edu](https://blackboardsupport.lamar.edu)) for more information.

**SOFTWARE USED IN THIS CLASS**
Grammarly – this is downloaded and offers a free version. I suggest the professional version; it will help you immensely.

**RESPONSE TIMES**
In general, I try to respond to all email within 24 hours, but sometimes that is not possible. I will respond within 48 hours to emails. Grades post within 2 weeks days of the due date.

**COURSE MATERIALS**
**Required Text**: Career Paths: Food Service Industries
**Audio CDs (Set of 2)**: Career Paths: Food Service Industries
**Authors**: Virginia Evans, Jenny Dooley, Ryan Hallum
**ISBN**: 978-1-4715-2030-3
**Required Electronic Course Materials**: Access to Career Paths: Food Service Industries online portal
**Recommended**: Grammarly – [https://www.grammarly.com/1](https://www.grammarly.com/1)
This helps you edit your work before submitting. It is almost essential. I highly suggest you purchase the professional version. If you don’t purchase it, use the free version for everything; it will help you. If you choose not to do so, no problem, but your grade will most likely suffer a good deal unless you spend a great deal of time editing your work.

Optional Material:
1. The instructor may provide additional materials throughout the course.

GRADING POLICY AND EVALUATION

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
</tr>
<tr>
<td>D</td>
<td>69-60</td>
</tr>
<tr>
<td>F</td>
<td>59 - below</td>
</tr>
</tbody>
</table>

GRADING OF ASSIGNMENTS AND ASSESSMENTS

1. Attendance 15%
2. Homework (Computer) 25%
3. Speaking Projects (3) 30%
4. Written Projects (3) 30%
Total 100%

Students must participate in class. Not participating in class results is a “0” for that day’s attendance.

PARTICIPATION REQUIREMENTS

Students should log into the course each day and check emails and announcements. You should expect to spend 8 – 12 hours per week actively engaged in this course. It is essential that you attend and participate in every class. This course is interactive; without you here, the class changes dramatically.

Grade Criteria 1 (15%): Attendance
Summary: Classes meet twice a week to enhance interaction. Specific times will be scheduled at the beginning of the term to ensure all participants can take part. It is extremely important that each student participates fully in this online course. Evaluating help that is needed and what progress has been made is enhanced by student to teacher interaction. Interacting within the classroom setting is a requirement and will be graded as such.

Scoring Method: Attendance is noted at the beginning of class; students who have not completed the workbook assignments and are ready to discuss them will be counted absent. Absences are -15 points.
Grade Criteria 2 (25%): Homework (Computer Based)
Summary: Student must complete the online segments of the textbook. These focus on the Grammar, vocabulary, readings, and listening sections.

Scoring Method: These assignments are objective grades and are automatically graded by the computer.

Grade Criteria 3 (30%): Speaking Projects (3 projects)
Summary: Every five weeks you will have a “Speaking Project” to assess your ability to use English to discuss topics, readings, vocabulary, and grammar functions taught in the course. These projects may be completed individually or as small groups (3-4 students). Each student should expect to speak for 3-5 minutes and answer questions based on their talk. All students should be prepared to ask questions after each presentation.

Scoring Methods:

<table>
<thead>
<tr>
<th>Speaking Rubric</th>
<th>Excellent (A) - 4.5 points</th>
<th>Very Good (B) - 4.0 Points</th>
<th>Good (C) – 3.5 Points</th>
<th>Below Average (D) – 3.0 points</th>
<th>Poorly Done (F) – 2.5 points</th>
<th>Not Done – 0 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocabulary Use</td>
<td>0-1 error</td>
<td>2-4 errors</td>
<td>5-6 errors</td>
<td>7-8 errors</td>
<td>9-10 errors</td>
<td>Not Done</td>
</tr>
<tr>
<td>Function Use</td>
<td>0-1 error</td>
<td>2-4 errors</td>
<td>5-6 errors</td>
<td>7-8 errors</td>
<td>9-10 errors</td>
<td>Not Done</td>
</tr>
<tr>
<td>Connections Between Speakers</td>
<td>0-1 error</td>
<td>2-4 errors</td>
<td>5-6 errors</td>
<td>7-8 errors</td>
<td>9-10 errors</td>
<td>Not Done</td>
</tr>
<tr>
<td>Conversation Extension</td>
<td>0-1 error</td>
<td>2-4 errors</td>
<td>5-6 errors</td>
<td>7-8 errors</td>
<td>9-10 errors</td>
<td>Not Done</td>
</tr>
<tr>
<td>Reliable &amp; Relevant Questions</td>
<td>0-1 error</td>
<td>2-4 errors</td>
<td>5-6 errors</td>
<td>7-8 errors</td>
<td>9-10 errors</td>
<td>Not Done</td>
</tr>
<tr>
<td>Reliable &amp; Relevant Responses</td>
<td>0-1 error</td>
<td>2-4 errors</td>
<td>5-6 errors</td>
<td>7-8 errors</td>
<td>9-10 errors</td>
<td>Not Done</td>
</tr>
</tbody>
</table>
Grade Criteria 4 (30%): Written Projects

Summary: Every five weeks you will have a “Writing Project” to assess your ability to use written English based on topics discussed, readings, vocabulary, and grammar functions taught in the course.

Scoring Method:

<table>
<thead>
<tr>
<th></th>
<th>Excellent (A)-4.5 points</th>
<th>Very Good (B) - 4.0 Points</th>
<th>Good (C) – 3.5 Points</th>
<th>Below Average (D) – 3.0 points</th>
<th>Poorly Done (F) – 2.5 points</th>
<th>Not Done – 0 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocabulary Use</td>
<td>1 error</td>
<td>2-4 errors</td>
<td>5-6 errors</td>
<td>7-8 errors</td>
<td>9-10 errors</td>
<td>Not Done</td>
</tr>
<tr>
<td>Grammar</td>
<td>1 error</td>
<td>2-4 errors</td>
<td>5-6 errors</td>
<td>7-8 errors</td>
<td>9-10 errors</td>
<td>Not Done</td>
</tr>
<tr>
<td>Topic Understanding</td>
<td>1 error</td>
<td>2-4 errors</td>
<td>5-6 errors</td>
<td>7-8 errors</td>
<td>9-10 errors</td>
<td>Not Done</td>
</tr>
<tr>
<td>Effective use of class content</td>
<td>1 error</td>
<td>2-4 errors</td>
<td>5-6 errors</td>
<td>7-8 errors</td>
<td>9-10 errors</td>
<td>Not Done</td>
</tr>
<tr>
<td>Relevant Response</td>
<td>1 error</td>
<td>2-4 errors</td>
<td>5-6 errors</td>
<td>7-8 errors</td>
<td>9-10 errors</td>
<td>Not Done</td>
</tr>
<tr>
<td>Relevant Responses</td>
<td>1 error</td>
<td>2-4 errors</td>
<td>5-6 errors</td>
<td>7-8 errors</td>
<td>9-10 errors</td>
<td>Not Done</td>
</tr>
</tbody>
</table>

MAKE-UP WORK
Make-up work is not accepted. If a student is having difficulty completing an assignment, it is the student’s responsibility to meet with the professor and plan before the assignment being late.

DROP DATES
This course adheres to the add/drop standards for each term as stated by Lamar University. For more details, refer to the [http://www.lamar.edu](http://www.lamar.edu) and search “Academic Calendar.”

COURSE EVALUATION
Instruction, as well as student performance, is subject to evaluation. Procedures for evaluation will be provided near the end of this course via email from the University and also within the
Resources area of the course. Please respond to the evaluation link provided in each course or each email.
### Course Content Outline

<table>
<thead>
<tr>
<th>Module 1</th>
<th>Week 1 - 5</th>
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</thead>
</table>

**Summary:**

**Week 1**

**Readings:**
- Section 1 – Pages 4-5
- Section 2 Pages 6-7
- Section 3 Pages 8-9

**In Class Discussions:**
- Review Section 1-3 Pages 4-9

**To Do**
- Complete Online Work
- Email to instructor your name, your amount of experience in years in the Food Service Industry, and what you hope to achieve by the end of this semester.
- Pick a topic – My Restaurant (Unit 1-3), Food Prep (Unit 4-6). This will be your topic for your oral and written assignment for week 5

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**Week 2**

**Readings:**
- Section 4 Pages 10-11
- Section 5 Pages 12-13
- Section 6 Pages 14-15

**Lecture:**
- Review Sections 4-6 Pages 10-15

**To Do**
- Complete Online Work
- Developing your topic – create an outline of your topic for your written project.

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**Week 3**

**Readings:**
- Section 7 Pages 16-17
- Section 8 Pages 18-19
- Section 9 Pages 20-21

**Lecture:**
- Review Sections 7-9 Pages 16-21
To Do
• Complete Online Work
• Developing your topic – create a draft of your topic for your written project

Week 4
Readings:
• Section 10 Pages 22-23
• Section 11 Pages 24-25
• Section 12 Pages 26-27
Lecture:
• Review Reading Material Sections10-12 Pages 22-27

To Do
• Complete Online Work
  Developing your topic – create a draft of your topic for your written project.

Week 5
Readings:
• Section 13 Pages 28-29
• Section 14 Pages 30-31
• Section 15 Pages 32-33
• Speaking Project- ( in class presentation )
Lecture:
• Review Sections 13-15 Pages 28-33
To Do
• Complete Online Work
• Writing Project – Due (Saturday night, midnight)
• Speaking Project – Due (in class presentation)

Module 2
Week 6-10
Summary:
Week 6
Readings:
• Section 1 Food Service Staff Pages 4-5
• Section 2 Types of Menus – Pages 6-7
• Section 3 Menu Pricing Styles – Pages 8-9
Lecture:
• Review Sections 1-3 Pages 4-9
•
•
To Do
• Pick a topic – Managing My Restaurant Sections (Sections 2-5) or Preparing Food Items (Sections 7-10). This will be your topic for your oral and written assignment
• Complete Online Work

Week 7
Readings:
• Section 4 Purchasing and Orders – Pages 10-11
• Section 5 Inventory and Storage – Pages 12-13
• Section 6 Preparing Fruits and Vegetables – Pages 14-15
Lecture:
• Review Reading material Sections 4-6 Pages 10-15

To Do
• Complete Online Work
• Developing Your Topic – Develop an outline for your topic that will be for your written and oral project

Week 8
Readings:
• Section 7 Preparing Meats – Pages 16-17
• Section 8 Preparing Seafood – Pages 18-19
• Section 9 Preparing Dairy Products – Pages 20-21
Lecture:
• Review Reading Material Sections 7-9 Pages 16-21

To Do
• Complete Online Work
• Developing your Topic – Create a rough draft of your written project

Week 9
Readings:
• Section 10 Preparing Baked Goods – Pages 22-23
• Section 11 Preparing Desserts – Pages 24-25
• Section 12 Beverages – Pages 26-27
<table>
<thead>
<tr>
<th>Lecture:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Review Sections 10 – 12 Pages 24-29</td>
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</tr>
</tbody>
</table>

**To Do**

- Complete Online Work
- Developing your topic - Create a rough draft for your written project

**Week 10**

**Readings:**

- Section 13 The Bar – Pages 28-29
- Section 14 Customer Service – Pages 30-31
- Section 15 Customer Complaints – Pages 32-33

**Lecture:**

- Review Sections 13-15 – Pages 28-33
-                      

**To Do**

- Complete Online Work
- Writing Project (Due Saturday night - Midnight)
- Oral Project – In class Presentation

<table>
<thead>
<tr>
<th>Module 3</th>
<th>Summary:</th>
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<tbody>
<tr>
<td>Week 11-15</td>
<td></td>
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</tbody>
</table>

**Week 11**

**Readings:**

- Section 1 Opening Operations – Pages 4-5
- Section 2 Sanitation – Pages 6-7
- Section 3 Safety – Pages 8-9

**Lecture:**

- Review Sections 1-3 pages 4-9

**To Do**

- Complete Online Work
- Choose a Topic for Written and Oral Project. Nutrition and Specialty Diets (Section 6-7) Maximizing Profit (Sections 10-12)

**Week 12**

**Readings:**
<table>
<thead>
<tr>
<th>Week</th>
<th>Readings</th>
<th>Lecture</th>
<th>To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 13</td>
<td>• Section 7 Specialty Diets – Pages 16-17</td>
<td>• Review Sections 7-9 Pages 16-21</td>
<td>• Complete Online Work</td>
</tr>
<tr>
<td></td>
<td>• Section 8 Management – Pages 18-19</td>
<td></td>
<td>• Developing Your Topic – Create an outline for your written project</td>
</tr>
<tr>
<td></td>
<td>• Section 9 Marketing – Pages 20-21</td>
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<tr>
<td>Week 14</td>
<td>• Section 10 Increasing Sales – Pages 22-23</td>
<td>• Review Sections 10-12 Pages 22-27</td>
<td>• Complete Online Work</td>
</tr>
<tr>
<td></td>
<td>• Section 11 Standard Recipes and Costs – Pages 24-25</td>
<td></td>
<td>• Developing Your Topic – Create a rough draft for your written project</td>
</tr>
<tr>
<td></td>
<td>• Section 12 Menu Pricing – Pages 26-27</td>
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<td></td>
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<tr>
<td>Lecture:</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>• Review Sections 13-15 Pages 28-33</td>
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<table>
<thead>
<tr>
<th>To Do</th>
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</thead>
<tbody>
<tr>
<td>• Complete Online Work</td>
</tr>
<tr>
<td>• Writing Assignment Due (Saturday midnight)</td>
</tr>
<tr>
<td>• Oral Assignment Due – In class presentation</td>
</tr>
</tbody>
</table>
STUDENT HANDBOOK
Students may access the Student Handbook online at http://students.lamar.edu/student-handbook.html.

STUDENTS WITH DISABILITIES
Lamar University is committed to providing equitable access to learning opportunities for all students. The Disability Resource Center (DRC) is located in the Communications building room 105. Office staff collaborates with students who have disabilities to provide and arrange reasonable accommodations.

For students:

- If you have or think you may have, a disability (e.g., mental health, attentional, learning, chronic health, sensory, or physical), please contact the DRC at 409-880-8347 or drc@lamar.edu to arrange a confidential appointment with the Director of the DRC to explore possible options regarding equitable access and reasonable accommodations.

- If you are registered with DRC and have a current letter requesting reasonable accommodations, we encourage you to contact your instructor early in the semester to review how the accommodations will be applied in the course.

Additional information is available at the DRC website, http://www.lamar.edu/disability-resource-center/.

TECHNICAL SUPPORT
Technical Support can be located at http://students.lamar.edu/it-services-and-support/index.html.
Phone: 409-880-2222
Email: servicedesk@lamar.edu

Hours of Operation (CST):
Monday - Thursday 7:30 a.m.-12:00 a.m.
Friday 7:30 a.m. - 7:30 p.m.
Saturday 9:00 a.m. - 6:00 p.m.
Sunday 3:00 p.m. - 12:00 a.m.

For Blackboard technical support go to https://blackboardsupport.lamar.edu.
Phone: 866-585-1738
Phone and chat are available 24/7/365
LU CONNECT PORTAL
Students are asked to obtain a Lamar Electronic Account username and password so they can log onto the LU CONNECT website. Students may get information on how to get into the LU CONNECT website from the University’s homepage (http://www.lamar.edu) by clicking on the LU CONNECT link on the left top corner of the screen. Follow the steps to secure your LU CONNECT username and password.

SYSTEM REQUIREMENTS

Computer/Technology Requirements:
- Students will need regular access to Windows, MAC with a broadband Internet connection. Note: mobile devices (if you have mobile devices there are limitations)
- The minimum computer requirements are:
  - The most current version of Firefox is recommended
    - Please note that Blackboard may not support Internet Explorer, Safari, or Chrome.
  - 8 GB or more preferred
  - Broadband connection (cable modem, DSL, or other high speed) required – some courses are video intensive
  - 1024 x 768 or higher resolution
  - Strongly recommended that you have a headset with a microphone. You may also use webcam and speakers
    - Example: Plantronics Audio 628 USB headset
  - Current anti-virus software must be installed and kept up to date.
  - Students will need some additional free software for enhanced web browsing. Be certain to download the free versions of the software.
    - Firefox (http://www.mozilla.org)
    - Adobe Reader (https://get.adobe.com/reader/)
    - Adobe Flash Player (http://get.adobe.com/flashplayer)
    - Java (http://www.java.com)
    - QuickTime (https://www.apple.com/quicktime/download/)
    - Silverlight (https://www.microsoft.com/silverlight/)
  - Most home computers purchased within the last 3-4 years meet or surpass these requirements.
  - At a minimum, students must have Microsoft Office 365 (https://my.wip.lamar.edu) click on MS Office 365). Microsoft Office 365 is available for all students.

Required Skills:
- Navigate websites, including downloading and reading files from them.
- Use e-mail, including attaching and downloading documents/files.
- Save files in commonly used word processing formats (.doc, .docx).
- Copy and paste text and other items in computer documents.
- Save and retrieve documents and files on your computer.
• Locate information on the Internet using search engines.
• Locate information in the library using the online catalog.

NETWORK USE

ACCEPTABLE USE
Students must respect the integrity and security of Lamar University computer systems and network, and the privacy and preferences of other users. Responsibility for learning about and complying with Lamar University Acceptable Use Policy ultimately rests with the individual. The network may be used to download, copy, or store any software, shareware, digital media files or freeware, as long as the use complies with copyright law licensing agreements, and campus policies, such as storage space limitations and network bandwidth restrictions. The network may not be used for any activity, or to transmit any material, that violates United States or local laws.

UNACCEPTABLE USE
The network may not be used for commercial purposes. Advertising and sponsorships on Lamar University websites is restricted. In addition, students may not permit other persons to use their usernames, passwords, accounts or disk space, or disclose their usernames, passwords or account information to any third party. Students may not log on to someone else's account, internet address, or other network codes, or attempt to access another user's files. Students may not create false or dummy accounts to impersonate someone else. Students may not try to gain unauthorized access ("hacking") to the files or computer systems of any other person or organization. Students may not impersonate another person by forging e-mail, web pages or other electronic media. Students who maliciously access, alter, delete, damage or destroy any computer system, computer network, computer program, or data will be subject to disciplinary action by Lamar University, and criminal prosecution as well. Students may not disrupt or attempt to disrupt network traffic, and they may not attempt to monitor or capture network traffic in any way. Finally, students may not intentionally create, store, display, print or transmit information that violates the university’s Sexual Harassment Policy.

ACADEMIC SUPPORT
Academic Support can be located at http://students.lamar.edu/academic-support/index.html. There are many areas (i.e., Advising, Writing Center, etc.) of academic support. Each area provides their own specific contact information and days and hours of operation.

STUDENT SERVICES
Information on Student services can be located at http://students.lamar.edu/index.html. There are many resources (i.e., Course schedules, important phone numbers, etc.) available. Each area provides their own specific contact information and days and hours of operation.

ACADEMIC HONESTY POLICY
Lamar University expects all students to engage in academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in their academic
experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. Disciplinary proceedings may be initiated against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion, and the abuse of resource materials.

Plagiarism shall mean the appropriation of another’s work or idea and the unacknowledged incorporation of that work or idea into one’s own work offered for credit.

Collusion shall mean the unauthorized collaboration with another person in preparing work offered for credit.

Abuse of resource materials shall mean the mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course materials.

Academic work shall mean the preparation of an essay, report, problem, assignment, creative work or other project that the student submits as a course requirement or for a grade.

Students are specifically warned against all forms of plagiarism, which include “purchasing, or otherwise acquiring and submitting as one’s own work any research paper or other writing assignment prepared by an individual or firm.” Plagiarism is defined as, “the appropriation and the unacknowledged incorporation of another’s work or ideas into one’s own offered for credit” (82). Students seeking to avoid plagiarism should consult either the course instructor or the most recent addition of the MLA Handbook for Writers of Research Papers or the most recent addition of the APA Style Guide, depending on your College requirements for writing research papers. The course instructor will complete a thorough and impartial investigation of any instance of academic dishonesty. A student found guilty of academic dishonesty will be notified in writing by the instructor of the violation, the penalty, and the student’s right to appeal the determination of dishonesty and/or the sanction imposed. Penalties for academic dishonesty in this course will result in either a lowered letter grade or failure of the course as determined by the instructor. The penalty may vary by instructor. For complete policy: go to https://students.lamar.edu/academic-support/academic-policies.html.

COPYRIGHT POLICY STATEMENT
Copyright is defined as the ownership and control of the intellectual property in original works of authorship which are subject to copyright law. As an institution of higher learning that values intellectual integrity, Lamar University prohibits the distribution of published materials (print or electronic) in violation of copyright law.

NETIQUETTE (ONLINE ETIQUETTE) STATEMENT
Please adhere to the same standards of behavior and professional respect online that you would follow in face-to-face communication with others, but most particularly when writing email and when taking part in collaborative and discussion board activities. Lamar provides access to network resources, including the Internet, in order to support learning and to prepare students for the 21st century world. Students, however, are expected to adhere to the *Lamar University Acceptable Use Policies when Using Networks*. More comprehensive student code of conduct can be found at [https://students.lamar.edu/academic-support/code-of-conduct.html](https://students.lamar.edu/academic-support/code-of-conduct.html).

**GENERAL GUIDELINES TO RESPECT ALL PARTICIPANTS**

- Respect the right of each person to disagree with others.
- Treat people the same as you would face-to-face.
- Respect the time of others.

**GUIDELINES WHEN COMMUNICATING WITH OTHERS (EMAIL, DISCUSSIONS, BLOGGING, AND ETC.)**

- Always sign your names to any contribution you choose to make.
- Be constructive in your responses to others in the class.
- Do not use all caps (Doing so may be interpreted as shouting).
- Re-read your postings before sending them.
- Always think before you write.
- Respond respectfully.
- Use appropriate grammar and structure.
- Spell-check your postings.
- Use short paragraphs focused on one idea.
- Use appropriate business language at all times.

**DISTANCE EDUCATION LIBRARIAN**

Distance education students and faculty have access to a dedicated distance education librarian. Access this link, [http://libguides.lamar.edu/distancelearning](http://libguides.lamar.edu/distancelearning), for more information.

**Writing Center**

The Lamar University Writing Center offers synchronous online sessions through Blackboard for your convenience, Monday through Thursday, 9 am to 6 pm and Friday, 9 am to 3 pm. Consultants with experience in a variety of disciplines are trained to help you in any step of the writing process. Schedule an online session at [https://www.schedulicity.com/scheduling/LUWXN6/services](https://www.schedulicity.com/scheduling/LUWXN6/services), then email uwc@lamar.edu with your assignment and/or document. Your consultant will email you a link prior to your session. Click on the link and “join” the session by clicking on “Get Launch link.” For more information, including how to test your camera and microphone, please see our website at [http://artssciences.lamar.edu/writing-center/services/index.html](http://artssciences.lamar.edu/writing-center/services/index.html).

**INSTRUCTIONAL ASSOCIATES/TEACHING ASSISTANTS**
If you are in a large class, Instructional Associates/Teaching Assistants may be utilized. In the event they are present in the course, you will be notified, via email, regarding their information. Instructional Associates/Teaching Assistants have been selected based upon their teaching experiences and accomplishments. Course activities, assignments, questions, and correspondence are to be emailed to the Instructional Associates/Teaching Assistants. University faculty members have ultimate responsibility for all assessments and final course grades. Each semester, faculty members will conduct random reviews of materials to ensure inter-rater reliability among all Instructional Associates/Teaching Assistants.

**LAMAR UNIVERSITY PRIVACY POLICY STATEMENT**

**ACADEMIC CONTINUITY STATEMENT**
In the event of an announced campus closure in excess of four days due to a hurricane or other disaster, students are expected to login to Lamar University’s website’s homepage ([http://www.lamar.edu](http://www.lamar.edu)) for instructions about continuing courses remotely.

**EMERGENCY PROCEDURES**
*Be sure to update your LU Connect Account with the most current information.*
Many types of emergencies can occur on campus instructions for specific emergencies such as severe weather, active shooter, or fire can be found at [http://www.lamar.edu/about-lu/administration/risk-management/index.html](http://www.lamar.edu/about-lu/administration/risk-management/index.html).

These procedures may or may not apply to you:

**Severe Weather:**
- Follow the directions of the instructor or emergency personnel
- Seek shelter in an interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside
- If you are in a multi-story building, and you cannot get to the lowest floor, pick a hallway in the center of the building
- Stay in the center of the room, away from exterior walls, windows, and doors

**Violence / Active Shooter (CADD):**
- **CALL**- 9-1-1
- **AVOID**- If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.
- **DENY**- Barricade the door with desk, chairs, bookcases or any items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police it’s safe.
- **DEFEND**- Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.

**ACCESSIBILITY POLICIES**
DELETE THOSE THAT DO NOT APPLY TO YOUR COURSE. (DELETE THIS STATEMENT WHEN FINISHED)

Lamar University
http://www.lamar.edu/about-lu/accessibility.html
Blackboard
http://www.blackboard.com/accessibility.aspx
Firefox
Microsoft
Kaltura
Adobe Acrobat
http://www.adobe.com/accessibility/products/acrobat.html
Adobe Flash
Adobe Connect
http://www.adobe.com/accessibility/products/adobeconnect.html
Adobe Reader
Java
Pearson Higher Ed
http://www.pearsonhighered.com/educator/accessibility/index.page
McGraw-Hill Higher Ed
https://www.mheducation.com/about/accessibility.html
Cengage Learning
http://www.cengage.com/accessibility/
ProctorU
http://blog.proctoru.com/?p=345

PRIVACY POLICIES

Lamar University
http://www.lamar.edu/about-lu/privacy-and-security.html
Blackboard
http://www.blackboard.com/Footer/Privacy-Center.aspx
Firefox
https://www.mozilla.org/en-US/privacy/
Microsoft
Kaltura
http://corp.kaltura.com/privacy-policy
Adobe
http://www.adobe.com/privacy.html
Java
Pearson Higher Ed
http://www.pearsoned.com/privacy-policy/
McGraw-Hill Higher Ed
Cengage Learning
http://www.cengage.com/privacy/
Proctor U
http://www.proctoru.com/privacy.html
YouTube
https://www.youtube.com/static?template=privacy_guidelines
Grammarly
https://www.grammarly.com/privacy-policy