I. COURSE INFORMATION

Term and Year: Fall 2016

Course Prefix, Number, and Title: CHNS 1001, Elementary Chinese I

Contact Hours: 37.5 hours

Number of Credit Hours: 3 credit hours

Course Description: This course focuses on four main language skills: listening, speaking, reading, and writing. Students in this course are required to pay more attention to their listening and speaking. The pace of the course will be approximately one lesson a week. Elementary Chinese serves as the foundation toward language proficiency and the understanding of grammar, and the structure of the language. In general this course will cover the following contents:

- vocabulary learning
- grammar and sentence structure
- listening and speaking skills
- basic writing skills.

Course-Level Goals:

The following course goals articulate the general objectives and purpose of this course:

- comprehend essential Chinese language material about daily life
- communicate in basic Chinese
- conduct simple dialogues in Chinese.

Course-Level Student Learning Outcomes:

The following student learning outcomes indicate competencies and measurable skills that students develop as a result of completing this course:

- understand the basic elements of the Chinese language, such as phonetics, tones, and rhythms as well as
simplified characters

- be able to express themselves in words and phrases in daily living activities, such as exchanging greetings, introducing themselves, asking for information, etc.

**Instructional Method:**

The method of instruction is classroom lecture, comprised of instructor presentations, individual work, student presentations, and group work. All students are encouraged to ask questions and participate in classroom discussions.

**Prerequisite(s):** N/A

**Department Name:** Department of English and Foreign Languages

**College:** Pamplin College of Arts, Humanities, and Social Sciences

**University Mission:** Our mission is to provide leadership and excellence in teaching, discovery, clinical care, and service as a student-centered comprehensive research university and academic health center with a wide range of programs from learning assistance through postdoctoral studies.

### II. GRADING

Your final course grade stems from the following grading opportunities:

<table>
<thead>
<tr>
<th>Grading Opportunities</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>10%</td>
</tr>
<tr>
<td>* See attendance policy for deductions.</td>
<td></td>
</tr>
<tr>
<td>Participation (x2)</td>
<td></td>
</tr>
<tr>
<td>Week 1 – 10 Professionalism and Binder</td>
<td>6%</td>
</tr>
<tr>
<td>Week 11 – 15 Professionalism and Binder</td>
<td>4%</td>
</tr>
<tr>
<td></td>
<td>10%</td>
</tr>
<tr>
<td>Quizzes (x7)</td>
<td></td>
</tr>
<tr>
<td>Quiz 1: Pinyin</td>
<td>2%</td>
</tr>
<tr>
<td>Quiz 2: Numbers</td>
<td>2%</td>
</tr>
<tr>
<td>Quiz 3: Time and Money</td>
<td>2%</td>
</tr>
<tr>
<td>Quiz 4: Food and Beverages</td>
<td>2%</td>
</tr>
<tr>
<td>Quiz 5: Directions and Transportation</td>
<td>2%</td>
</tr>
<tr>
<td>Quiz 6: Symptoms</td>
<td>2%</td>
</tr>
<tr>
<td>Quiz 7: Careers</td>
<td>2%</td>
</tr>
<tr>
<td></td>
<td>14%</td>
</tr>
<tr>
<td>Assignments (x9)</td>
<td></td>
</tr>
<tr>
<td>Assignment 1: Self Introductions</td>
<td>2%</td>
</tr>
<tr>
<td>Assignment 2: Writing Chinese Strokes</td>
<td>2%</td>
</tr>
<tr>
<td>Assignment 3: Writing number (1-10) in Chinese</td>
<td>2%</td>
</tr>
<tr>
<td>Assignment 4: Telling the Time</td>
<td>2%</td>
</tr>
<tr>
<td>Assignment 5: Pinyin and Character Matching</td>
<td>2%</td>
</tr>
<tr>
<td>Assignment 6: Writing Chinese characters (Directions)</td>
<td>2%</td>
</tr>
<tr>
<td>Assignment 7: Writing</td>
<td>2%</td>
</tr>
<tr>
<td>Assignment 8: Dialog</td>
<td>2%</td>
</tr>
<tr>
<td>Assignment 9: Dialog</td>
<td>2%</td>
</tr>
<tr>
<td></td>
<td>18%</td>
</tr>
<tr>
<td>Exams (x4)</td>
<td></td>
</tr>
<tr>
<td>Midterm Oral (Covers Weeks 1 – 9)</td>
<td>7%</td>
</tr>
<tr>
<td>Midterm Examination (Covers Weeks 1 – 9)</td>
<td>13%</td>
</tr>
<tr>
<td>Final Oral (Covers Weeks 1 – 16)</td>
<td>10%</td>
</tr>
<tr>
<td>Final Examination (Covers Weeks 1 – 16)</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>50%</td>
</tr>
</tbody>
</table>

**TOTAL**

100%
Note: Everything earns 100 points and is adjusted for the percentage value indicated above. For example, Quiz 1 earns 100 points which stands for 2% of your course grade. If you were to score 80 points on this quiz, you'd earn 1.6% toward your course grade.

GRADING SCALE

Course grades will be assigned as follows: A = 90 – 100% • B = 80 – 89% • C = 70 – 79% • D = 60 – 69% • F = <60%.

GRADING OPPORTUNITY DESCRIPTIONS

ATTENDANCE

Attendance earns 10% of the course grade. For more details about attendance, please refer to the policy section of the syllabus.

PARTICIPATION

Participation earns 10% of the course grade and allows you to practice your listening, speaking, and writing skills. You'll receive two participation grades: one for everything up to the midterm (earnings up to 6% of the course grade) and one or the remaining portion of the course up until the final examination (earnings up to 4% of the course grade). For more details about participation, please refer to the policy section of the syllabus.

QUIZZES

There are 7 quizzes in this course, each earning up to 2% of the course grade, thus a total of 14% of your final course grade.

Quizzes are meant to help you measure your learning progress. Usually you'll know in advance the timing and nature of quizzes but the possibility of pop quiz should not be excluded. Please refer to the make-up policy for information on the special circumstances under which you can make up a missed quiz.

ASSIGNMENTS

There are 9 assignments in this course, each earning up to 2% of the course grade, thus a total of 18% of your final course grade.

The assignments are meant to enhance your ability to engage in self-directed learning, since learning a foreign language requires students to monitor and manage their own progress. Assignment instructions, grading criteria, and submission deadlines will be given by the instructor during class. See the late work policy for details on how delayed submissions will impact your grade.

When submitting your assignments, please include:

• the course number
• your name
• the date you submitted this assignment
• your instructor’s name
• the title of the assignment.

Please note that assignments, like all coursework, are subject to the Augusta University academic integrity policy, meaning that all work submitted in this course must be your own, completed without help, and created specifically for this course. For more details about academic integrity, please refer to the policy section of the syllabus.

EXAMINATIONS

There are 4 exams in this course, together earning up to 50% of the course grade.

There are 2 oral exams (covering weeks 1 – 9 and 1 – 15) that test your listening and speaking and earn up to 17% in total. The midterm exam (material from weeks 1 – 9) covers listening, reading, and writing and earns up to 13%. The final exam (material from weeks 1 – 15) covers listening, reading, and writing and earns up to 20%. Exam grades may not be dropped.
III. MUST HAVES FOR THIS COURSE

TEXTBOOKS

Through a generous donation from the Confucius Institute, a student book and a workbook are provided for you to use this semester. While you may keep the workbook, you will need to return the student book to the library by the end of the semester, so the next group of students may use it.

You can pick up your workbook/student book from the Augusta University Greenblatt library (1439 Laney Walker Blvd, Augusta, GA • 706-721-3441) at the beginning of the semester (available from January 11, 2016), and return your student book to the same library by the end of the semester (by May 9, 2016). It is best to return your student book in a timely fashion, as standard library late return or missing book fees apply.

The books are as follows:

During class, your instructor will advise you when/how to use your workbook and student book.

REQUIRED SUPPLIES

To successfully complete the D2L portion of this course, you will need the following:

- A binder with loose-leaf paper
- At least two pens, one blue or black and one red
- Access to a good bilingual dictionary, such as the *Concise English-Chinese / Chinese-English Dictionary, 4th Ed.*, by The Commercial Press & Oxford University Press, 2011, ASIN: B004IGT0XK.
- Bookmark [http://www.mandarintools.com/](http://www.mandarintools.com/) — a website for Chinese tools (e.g., flashcards, dictionary, calendar converter, etc.).
- Access to a computer that:
  - meets the [AU minimum hardware and software specifications](https://gru.service-now.com/kb_view.do?sysparm_article=KB0010680)
  - is connected to the Internet.
- The latest version of Adobe Reader, which is available for free at [http://get.adobe.com/reader/](http://get.adobe.com/reader/)
- The latest version of Microsoft Office Word or Office 365, which is available for free to AU students via [https://gru.service-now.com/kb_view.do?sysparm_article=KB0010680](https://gru.service-now.com/kb_view.do?sysparm_article=KB0010680)
- The latest version of QuickTime, which is available for free at [http://support.apple.com/kb/DL837](http://support.apple.com/kb/DL837)
- The latest version of Symantec Anti Virus, which is available for free to AU students via [https://gru.service-now.com/ess/kb_view.do?sysparm_article=KB0010407](https://gru.service-now.com/ess/kb_view.do?sysparm_article=KB0010407)

PREREQUISITE KNOWLEDGE/SKILLS

In order to be successful in this course, you need to already have the following competencies:

- basic computing skills
- basic emailing skills
- basic word-processing skills
- basic D2L skills

Please contact your instructor (and advisor) if you feel you are not meeting some of these competencies.
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Grading Opportunities</th>
<th>Instructional Topics and Learning Activities</th>
</tr>
</thead>
</table>
| 1    | Aug. 17, 19,    | Assignment 1 (Oral): Self Introductions | • CHNS 1001 Course/Syllabus Overview  
• Chinese Phonetics I  
• Greetings  
• Names  
• Classroom Chinese  
• Nationalities  
• Self-Introductions |
| 2    | Aug 22,24,26    | Quiz 1: Pinyin  
Assignment 2: Writing Chinese Strokes | • Chinese Phonetics II  
• Introducing Family Members  
• Individual Presentations to Introduce Family  
• Chinese Characters (Strokes, Basic Structures)  
• Introduction of Orders  
• Writing Calligraphy |
| 3    | Aug 29,31, Sep 2 | Assignment 3: Writing number (1-10) in Chinese | • Numbers  
• Asking One’s Telephone Number  
• Class Activity |
| 4    | Sep 5(Holiday-Labor Day) 7,9 | Quiz 2: Numbers | • Making Telephone Calls  
• Expressing The Date |
| 5    | Sep 12, 14, 16  | Assignment 4: Telling the Time | • Time Expressions  
• Exchanging Money |
| 6    | Sep 19, 21, 23  | Quiz 3: Time and Money | • Shopping and Bargaining  
• Groups Role Plays |
| 7    | Sep 26, 28, 30  | Quiz 4: Food And Beverages | • Ordering Food and Drinks  
• Groups Role Plays |
| 8    | Oct 3, 5, 7     | Assignment 5: Pinyin and Character Matching | • Review For Midterm Examination |
| 9    | Oct 10, 12,14(Holiday-Fall Pause) | Participation 1: Turn in Your Binder  
Midterm Oral/ Written |
| 10   | Oct 17, 19, 21  | Assignment 6: Writing Chinese characters (Directions ) | • Directions  
• Transportation |
| 11   | Oct 24, 26, 28  | Quiz 5: Directions And Transportation | • Body Parts  
• Going To See A Doctor |
| 12   | Oct 31 Nov. 2, 4 | Quiz 6: Symptoms | • At The Hotel Reception Desk  
• Colors |
| 13   | Nov. 7, 9, 11   | Assignment 7: Writing | • Shopping for Clothes, Pants, and Shoes  
• Presentation About Clothes, Hobbies, and Interests |
| 14   | Nov. 14, 16, 18 | Assignment 8: Dialog | • Sports  
• Dates and Appointments |
| 15   | Nov. 21, 23&25 (Holiday-Thanksgiving) | Assignment 9: Dialog  
Quiz 7: Careers | • Talking About Jobs  
Group Activity: Your Hobbies and Plans for When You Leave School; Make A Survey Form |
| 16   | Nov. 28, 30, Dec. 2 | TBD, Based on the Overall Class Progression |
| 17   | Dec. 5, 7       | Participation 2: Turn in Your Binder  
Final Oral | Review For Final Examination |

*As determined by the Registrar. Check the Augusta University Academic Calendar.*
V. POLICIES

Instructor, department, college, and university policies governing this course are listed below.

1. ATTENDANCE AND PARTICIPATION POLICIES

1.1.1 INSTRUCTOR AND DEPARTMENTAL ATTENDANCE POLICY

You are required to attend all classes and will be asked to sign in each time you come to class. Learning a foreign language involves constant practice. Irregular class attendance will not only impact your progress and weaken your confidence necessary to master the foreign language, but will also affect the pace of the whole class. So please be come to class ready to actively engage with the course.

Sometimes you may need to miss a class for reasons beyond your control. To excuse the resulting absence, you will need to communicate with your instructor ASAP and bring supporting documentation, such as a doctor’s note, jury duty paperwork, etc. For a list of legitimate reasons to miss class, please refer to the final note on the last page of the syllabus.

There are penalties for excessive absenteeism, as follows:

- 3 unexcused absences result in a 10% penalty on your final course grade (3.33% deduction per absence)
- 4 unexcused absences result in a course drop with an "F" or "WF" grade, depending on the timing.

If you are present for:

- over half of the class period, you will receive half of the attendance points for that class
- less than half the class period, you will be counted absent. For example, a student leaving after a ten-minute quiz, or a student entering class for the last ten or fifteen minutes will be counted absent.

Also, please be punctual. Three late arrivals constitute one unexcused absence.

All absences, regardless of the reasons, are considered in applying the attendance policy. However, absences may be classified as excused or unexcused for purposes of allowing make-up work. With appropriate written documentation, the following absences may be classified as excused, thus permitting you to make up any missed work:

- illness or emergency medical treatment for self or immediate family
- unavoidable jury duty
- employment-related training or special assignments,
- official University business
- military reserve or active duty obligations.

Arrangements and guidelines for make-up work are made at the discretion of the instructor and are discussed under 7.2 Make-Up Policy.

Tips For Success:

- Maintain a clear channel of communication with your instructor at all times.
- Exchange names and contact information with at least two other students. If you are absent, contact a classmate to obtain assignments so that you return to class prepared. For example, if you miss class Tuesday and there’s a test scheduled Thursday, you are expected to be prepared to take the test on Thursday.

1.1.2 INSTRUCTOR AND DEPARTMENTAL PARTICIPATION POLICY

Please bring to class a binder with loose-leaf paper, at least 2 pens (one blue or black and a red one). Kindly keep your class notes and in-class exercises in this binder. You will be asked to turn in the binder for participation credit twice during the semester, before the midterm and before the final.

Please be actively involved throughout the course. In order to be able to fully participate in class activities, you need to review your notes from previous classes, to have all the material fresh in your memory. While in class, you’ll be asked to
answer questions, read aloud, participate in oral and listening exercises, etc. The quality of your oral responses in the classroom—that is, your pronunciation and comprehension—will be part of your class participation grade.

Halfway through the course and again at the end of the course, you'll receive a participation grade (based on your professionalism and the quality of your binder), which will be factored into your course grade.

1.2 INSTITUTIONAL ATTENDANCE AND PARTICIPATION POLICY

In addition to the above-mentioned instructor and departmental policies, you are also expected to follow the Augusta University Attendance Policy, which is available at http://policy.gru.edu/3-7-2-attendance-policy/. This university policy essentially states that you are expected to punctually attend all classes from the first to the last day of the term, that your instructor will monitor both your attendance and participation, and that there are academic penalties for excessive absenteeism.

2. POLICY FOR INCLEMENT WEATHER OR OTHER EMERGENCIES

To determine whether or not to attend classes during severe weather conditions or other emergencies, proceed according to the following guidelines:

- Go to http://news.gru.edu/alert and check announcements.
  - Do not attend classes beginning within 30 minutes of the emergencies announced.
  - If applicable, notify your practicum sites if your classes have been suspended.
- Be prepared; learn more from the Augusta University Critical Event Preparedness and Response (CEPaR) at http://gru.edu/cepar/.
  - Classes are cancelled and/or suspended to reduce the loss of life and/or property during critical events; do not take unnecessary risks.

3. AUDITING POLICY

The Augusta University Auditing Policy (available at http://policy.gru.edu/3-3-5-auditing-classes-policy/) states that:
"Regularly enrolled students at Augusta University may register for courses as auditors. No academic credit shall be awarded to students enrolled on this basis. No changes from audit to credit or credit to audit will be permitted after the last day of the schedule adjustment period. Students auditing courses will be required to pay regular fees for enrollment. Courses taken as audits do not count toward financial aid eligibility. A student enrolled as an auditor is expected to attend class regularly and perform such other tasks as may be assigned by the instructor. An auditor who does not attend class regularly may be dropped from the class with a grade of W."

4. COMMUNICATION POLICY

4.1 GENERAL

Always stay in close communication with your instructor. Reach out to your instructor as soon as you have questions or foresee any difficulties in attending, participating, and completing assignments.

4.2 POLICY ON POSTING OF GRADES AND FEEDBACK

Barring any unforeseen difficulties (e.g., illness), assignments will be graded within a week of the due date. Grades and feedback are available via the D2L Gradebook. Please check your grades regularly and contact your instructor should you have any questions about your grades or feedback.

4.3 EMAIL

- Please check your email regularly for messages from your instructor or from the foreign-language program.
- You can expect any emails sent to the course instructor to be answered within 48 hours, usually much sooner.
- Email personal questions to your course instructor (rather than sharing them in public D2L discussion forums).
- Give each email a descriptive subject line using the following naming convention: "Course Prefix and Number, Your Name, and the Subject." For instance, if Jane Doe wanted to email her instructor about her Quiz 2 grade in the CHNS 2001 class, she would use the following subject line: "CHNS 2001, Jane Doe, Quiz 2 Grade."
- Assignments emailed to the instructor will not receive credit; please submit all course assignments through D2L, as noted in the assignment instructions.

5. CLASSROOM ETIQUETTE POLICIES

During class time, you are expected to:
• show respect to others when they are asking or answering questions
• turn off your tablet and laptop
• silence your cell phone and refrain from sending messages during class
• refrain from eating (partly because you need to speak and ask questions)
• remain in class at all times (especially during graded activities)
• refrain from recording the class lectures (the presentations will be made available through D2L)
• refrain from bringing family or friends to class (only those persons registered for the course are allowed to attend class).

6. D2L POLICY

D2L is used to enhance our face-to-face class. Please log into D2L regularly and check the News area, the Content area, the Discussion area, as well as the Grades area.

7. GRADING POLICY

7.1 LATE WORK POLICY

For every day that a take-home graded activity is late, 5% of that activity's score will be deducted. For missed in-class activities, please refer policy 7.2 Make-Up Policy.

7.2 MAKE-UP POLICY

If:
1. you have a documented, legitimate reason for missing a grading opportunity
2. and that reason was communicated to the course instructor ahead of time or as soon as possible afterwards,

you may make up the respective assignment, quiz, or exam up to a week after the original deadline, and no later than the last day of class. Please allow 7 business days for the course instructor to grade and provide feedback.

7.3 GRADING SYSTEM POLICY

The Augusta University Grading System Policy (available at http://policy.gru.edu/3-4-2-grading-system-policy/) states that: "Augusta University uses the 4.00 grade point average system as required by the University System of Georgia. Grades are calculated and truncated at two significant digits. This policy relates grade points to grade letters and defines symbols and terms approved for use in grading at Augusta University."

7.4 GRADE CHANGE POLICY

The Augusta University Grade Change Policy (available at http://policy.gru.edu/3-3-6-grade-change-policy/) "provides the guidelines for processing a grade change for a final grade. Incomplete grades are not considered final and are governed by the Incomplete Grade Policy."

7.5 INCOMPLETE GRADE POLICY

The Augusta University Incomplete Grade Policy (available at http://policy.gru.edu/3-4-3-incomplete-grade-policy/) states that: "A student who is doing satisfactory work but, for non-academic reasons beyond his/her control is unable to meet the full requirements of the course, may be assigned an incomplete ("I") grade. A form must be completed to assign the incomplete grade and must include justification. A student who has received an "I" grade has one additional semester to complete the required work and to receive a final grade. A grade change form is required to remove the incomplete and assign the final grade. Any incomplete grade not removed after the next semester will be converted to an "F" grade."

8. STUDENT ACADEMIC APPEALS POLICY

The Augusta University Academic Appeals Policy (available at http://policy.gru.edu/3-1-5-student-academic-appeals-policy/) provides a means to appeal in cases where administrative decisions have been made which may negatively impact your academic career.
9. STUDENT GRIEVANCE POLICY

The Augusta University Student Grievance Policy (available at http://policy.gru.edu/3-1-3-student-grievances-policy/) aims to resolve student academic grievances resulted from faculty actions.

10. ACADEMIC CONDUCT (HONESTY) POLICY

The Augusta University Academic Conduct Policy (available at http://policy.gru.edu/3-1-4-academic-conduct-policy/) states that:

"The University recognizes that honesty and integrity are necessary to its academic function. The following regulations protect the equity and validity of the university’s grades and degrees, and help students develop ethical standards and attitudes appropriate to academic and professional life.

Violations of academic honesty include cheating of all kinds, plagiarism, fraudulent research activity and/or scholarship, collusion, and false statements made to avoid negative academic consequences. […]"

To learn more about avoiding plagiarism, please refer to the following guide created by the Augusta University Libraries and Writing Center: http://guides.gru.edu/plagiarism.

11. USE OF COPYRIGHTED MATERIALS POLICY

The Augusta University Policy for the Use of Copyrighted Materials (available at http://policy.gru.edu/16-4-1-policy-for-the-use-of-copyrighted-materials/) states that you are responsible for obtaining appropriate permission for use of all copyrighted materials submitted in your endeavors at the University.

12. POLICY ON ACCOMODATING STUDENTS WITH DISABILITIES

The Augusta University Accommodating Students with Disabilities Policy (available at http://policy.gru.edu/4-1-1-accommodating-students-with-learning-disabilities/) "ensures that all students with disabilities are afforded equal opportunity and access to all programs and facilities at Augusta University." For information on how you can obtain accommodations, please refer to section IV. Support Services of this syllabus.

VI. SUPPORT SERVICES

TECHNICAL-SUPPORT SERVICES

If you need technical assistance at any time, contact the 24-hour Augusta University Service Desk at (706) 721-4000 or at http://gru.edu/its/help. Additionally, Monday through Friday from 8 am to 5 pm EST/EDT (excluding University holidays), you can also chat with a technician at http://support.gru.edu/.

WRITING SERVICES

The Augusta University Writing Center can help you become a better writer. For details on how you can request a free personal consultation, please refer to http://www.gru.edu/colleges/pamplin/writingcenter/.

LIBRARY SERVICES

For support with your research needs, please refer to http://www.gru.edu/library/reese/.

TESTING AND DISABILITY SERVICES

Augusta University is committed to making online courses accessible to and usable by persons with disabilities in order for students to obtain maximum benefit from their educational experience.

To request academic accommodation services, please contact the Testing and Disability Services office at tds@gru.edu and/or (706) 737-1469 as soon as possible, to begin the process. Please note that all discussions with Testing and Disability Services are subsequently with your course instructor are confidential and are meant to insure that your accommodations are appropriately implemented throughout the course. For more information, please visit http://www.gru.edu/admin/tds/.
VII. ADDITIONAL AUGUSTA UNIVERSITY RESOURCES

ACADEMIC COMPUTING LABS

For information on academic computing labs and assistance with various computer applications available at the various such labs, please visit http://www.gru.edu/art/academiccomputing.html.

AUGUSTA UNIVERSITY STUDENT MANUAL

You can access the latest Augusta University student manual from www.gru.edu/students/conduct/documents/studentmanual.pdf.

INFOCENTRAL

You can obtain information on registration topics—from admissions to enrolling in classes, financial aid and most everything in between by visiting http://www.gru.edu/infocentral/.

VIII. DISCLAIMER

RESERVATION TO THE SYLLABUS

The course instructors reserve the right to make changes to the course syllabus and schedule with reasonable notice to the students.

IX. FOOTOTES

i Basic computing skills: turn your computer on and off; launch and close computer programs; open and close files; save files in a specific location, with a specific name, and in a specific file format; reduce file sizes; organize files into with folders; print; use an antivirus to protect your computer; access and use the help menu to troubleshoot computer problems.

ii Basic emailing skills: access your email application; open email messages; open, save, and print email attachment; create, save, and send a new message; attach a file to an email message.

iii Basic word-processing skills: access your word-processing application; work with font types and sizes, paragraphs, headers and footers, citations, tables, charts, pictures, comments, and Track Changes; save as DOC or as PDF.

iv Basic D2L skills: access D2L; locate class announcements (news); check attendance through the Attendance area; find the instructor and classmates through the Classlist area; access the course itself through the Content area; access discussions through the Discussions area; access grades through the Grades area; navigate modules and files; expand and collapse (sub)modules; download files; save files.

v Legitimate reasons for absences include:

- illness or emergency medical treatment for self or immediate family
- unavoidable jury duty
- official Augusta University business
- military reserve or active duty obligations.