EDUC 404 01W – CULTURAL FLUENCY

COURSE SYLLABUS: SPRING 2019

INSTRUCTOR INFORMATION

Instructor: Dr. Alan Francis
Office Location: Young Education North 122
Office Hours: Online Virtual Office
Office Phone: 903-468-3226 (use email for faster response)
Office Fax: 903-886-5507
University Email Address: Alan.Francis@tamuc.edu
Preferred Form of Communication: Email

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required:

Lui, S., Volcic, Z., & Gallois, C. (2015). *Introducing intercultural communication* (2nd ed.). Thousand Oaks, CA: SAGE Publications, Inc.
ISBN: 9781446285916

Optional Texts and/or Materials:

Other materials/readings as assigned will be posted in the online course.

Course Description

EDUC 404 Cultural Fluency examines the educational impact of the intersections of race, class, gender, and sexuality from an intercultural perspective.

Student Learning Outcomes

In this online course the engaged learner will:

1. Incorporate a broad perception of cultural diversity, including age, race, gender, ethnicity, and national origin.
2. Communicate insight and ownership of a personal meaning of diversity.
3. Use college experience as a basis to create significant change in attitude toward diversity in personal and/or professional life.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Students should be able to use the learning management system, Microsoft Word, and, presentation and graphics programs.

Instructional Methods

Assignments:

Specific modules will contain an assignment related to assigned reading from the course textbook. Assignment should be in paragraph format and cited in APA format for each module assignment. Students will use the template available in Shared Resources for all assignments. Review assignment for correct grammar and spelling. Follow the Course Calendar due dates for each assignment.

Discussion Boards:

Each discussion board thread topic will require a "post" and a minimum of two "replies" to fellow classmate's posts.

> **Initial Post:** Student provides thoughtful and thorough response to each topic for discussion. Students will need to complete an initial "post" to each discussion board by the due date stated on Course Calendar. Review "post" content for correct grammar and spelling.
>
> **Replies:** Student provides constructive comments to a fellow classmate's post. Reply content must relate to discussion topic. Review "reply" content for correct grammar and spelling. It is suggested that each reply consist of a minimum of four to five complete sentences.

Follow the "Course Calendar" due dates for each Discussion Board. It is critical that students read all the postings for each topic. This will ensure that you not only respond to the topic questions, but to your colleagues' comments as well. Also, it will help in ensuring against anyone plagiarizing your work.

Reflections:

Upon completion of specific modules, you will be required to write your reflections. Reflections should contain your thoughts about the module activities, assigned readings, issues, concerns, and ideas related to the module content. Reflections should be in paragraph format, cited in APA format, and consist of a minimum of 300 words for each module reflection. Students will use the template available in Shared Resources for all reflections. Review reflections for correct grammar and spelling.

Final Research Assignment:

Student will select a topic directly related to one aspect of the course and write a research paper. The research paper should constitute a literature review using scholarly sources of an aspect of the course that caught your interest. Final Research Assignment specifics and grading rubric will be available within the online course. Follow the Course Calendar due date for the final research paper.

Note: Turnitin.com will be used to automatically check content and sources on final research paper submitted to the assignment folder.

GRADING

Final grades in this course will be based on the following scale:

A = 89%-100%
B = 79%-898%
C = 69%-78%
D = 59%-68%
F = 58% or Below

Percentage and Point Values for Assessments

Assignments	Reflections	Discussion Boards
Module 1: 100 points (5%)	Module 2: 100 points (5%)	Module 1: 100 points (5%)
Module 2: 100 points (5%)	Module 4: 100 points (5%)	Module 2: 100 points (5%)
Module 3: 100 points (5%)	Module 6: 100 points (5%)	Module 3: 100 points (5%)
Module 4: 100 points (5%)		Module 4: 100 points (5%)
Module 5: 100 points (5%)		Module 5: 100 points (5%)
Module 6: 100 points (5%)		Module 6: 100 points (5%)
Module 7: 100 points (5%)		
Module 7 Final: 100 points (20%)		

The *syllabus/schedule are subject to change.*

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

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Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or **point** release of that major version) and the previous major version of iOS (the latest minor or **point** release of that major version). For example, as of June 7, 2017, D2Lsupports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
    - 512 MB of RAM, 1 GB or more preferred
    - Broadband connection required courses are heavily video intensive
    - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
    - Sound card, which is usually integrated into your desktop or laptop computer
    - Speakers or headphones.
    - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and kept up to date.

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Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.
JavaScript is enabled.
Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - Adobe Reader https://get.adobe.com/reader/
  - Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
  - Adobe Shockwave Player https://get.adobe.com/shockwave/
  - Apple Quick Time http://www.apple.com/quicktime/download/

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu**.**

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support

Need Help?

Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words "click here" to submit an issue via email.

System Maintenance

D2L runs monthly updates during the last week of the month, usually on Wednesday. The system should remain up during this time unless otherwise specified in an announcement. You may experience minimal impacts to performance and/or look and feel of the environment.

Interaction with Instructor Statement

Instructor's communication response time to emails will in most instances be within 24 hours. Grading of assignments and discussion boards will in most instances be completed within four days of there deadline date.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Attendance Policy

Students are expected to "attend class" and actively participate. The professor will monitor student participation/activity.

Late Work

I do not accept late work and do not believe in allowing students to turn in work after the due date. However, I do understand that sometimes there are circumstances outside one's control that may impact timely submission of assignments, such as jury duty, hospitalization, or a funeral of a family member.

Drop Course Policy

Students should take responsibility for dropping themselves from the course according to University policy should it become necessary.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.
http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette
http://www.albion.com/netiquette/corerules.html

TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.
http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

Graduate Student Academic Dishonesty 13.99.99.R0.10

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf

ADA Statement

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a

learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce
Gee Library- Room 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu

Website: Office of Student Disability Resources and Services

http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

Web url:
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

COURSE OUTLINE / CALENDAR

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Notes:

Jan 14: First class day

Jan 15: Module 1 - Read Ch. 1 and 2

Jan 21: Module 1 Discussion Board Post Due

Jan 25: Module 1 Discussion Board Replies Due

Jan 28: Module 1 Assignment Due

Jan 29: Module 2 - Read Ch. 3 and 4

Jan 21: Martin Luther King, Jr. Holiday – University Closed

The *syllabus/schedule are subject to change.*

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Notes:

Feb 4: Module 2
Discussion Board Post Due

Feb 8: Module 2
Discussion Board Replies Due

Feb 11: Module 2
Assignment Due

Feb 12: Module 2
Reflections Due

Feb 13: Module 3 – Read Ch. 6 and 7

Feb 18: Module 3
Discussion Board Post Due

Feb 22: Module 3
Discussion Board Replies Due

Feb 25: Module 3
Assignment Due

Feb 26: Module 4 – Read Ch. 7 and 8

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March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mar. 18-22: Spring Break

Notes:

Mar 4: Module 4 Discussion Board Post Due

Mar 8: Module 4 Discussion Board Replies Due

Mar 11: Module 4 Assignment Due

Mar 12: Module 4 Reflections Due

Mar 13: Module 5 – Read Ch. 9 and 10

Mar 25: Module 5 Discussion Board Post Due

Mar 29: Module 5 Discussion Board Replies Due

The *syllabus/schedule are subject to change.*

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Apr. 21: Easter Sunday

Notes:

Apr 1: Module 5 Assignment Due

Apr 2: Module 6 – Read Ch. 11 and 12

Apr 8: Module 6 Discussion Board Post Due

Apr 12: Module 6 Discussion Board Replies Due

Apr 15: Module 6 Assignment Due

Apr 16: Module 6 Reflections Due

Apr 17: Module 7 – Read Ch. 13

Apr 22: Module 7 Discussion Board Post Due

Apr 26: Module 7 Discussion Board Replies Due

Apr 29: Module 7 Assignment Due

The *syllabus/schedule are subject to change.*

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Notes:

May 3: Module 7 Assignment Due

May 6: Module 7 Final Research Assignment Due

May 10: Last Class Day

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