

**ARABIC 601C: First Year Arabic I**

Fall 2018

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<ul style="list-style-type: none"> <li>This document contains important information and represents an agreement between the instructor and the students.</li> <li>You are responsible for knowing all the information contained in this document.</li> <li>You indicate acceptance of these policies by registering for this course.</li> </ul>		

**Course Materials:**

1. *Alif Baa, Introduction to Arabic Letters and Sounds (Third Edition)* by Brustad, Al-Batal & Al-Tonsi. This book comes with a CD (the contents therein are downloadable to your iPod for review while running/exercising/driving) and a companion website (for doing homework), and we will be using all three **every night**. We will be using this text for the first month of class. The book is available at the UT COOP on Guadalupe Street.
2. In addition to purchasing the *Alif Baa* book, **you must enroll in your instructor's course** at the companion website for an additional charge of \$24.95. Please refer to the class Canvas site for detailed instructions on how to do this.
3. *Al-Kitaab fii Ta'allum al-'Arabiyya, Part 1 (Third Edition)* by Brustad, Al-Batal & Al-Tonsi. This textbook is also available at the UT COOP. We will switch to this textbook after finishing *Alif Baa* and will use it for 2 semesters and for two weeks in second year.
4. For *Al-Kitaab, Part 1*, you must also enroll in your instructor's course at the companion website for an additional charge of \$24.95.
5. *TalkAbroad*, we will be using an online platform to connect and talk with native speakers. We will be completing two 10 minute conversations during this semester.
6. *Canvas*:: In this class, we will use Canvas—a web-based course management system at <http://courses.utexas.edu> —to distribute course materials, communicate online, and post assignments and grades. You will receive emails with important course information from your instructor via Canvas's email tool, so be sure to check your email frequently.

**Course Objectives:**

By the end of Arabic 601C you will, *in-shaa'a-llaah*:

1. have mastered the Arabic alphabet and sound system, be able to recognize all Arabic sounds and have made substantial progress in pronouncing them properly, and write accurately from dictation;
2. be able to initiate basic social interactions, exchange basic information, take leave, and be aware of essential cultural aspects of social interaction in the Arab world;
3. be able to talk (in simple or occasionally conjoined sentences) about yourself, your education, your family, your city, and your likes and dislikes with native speakers of Arabic accustomed to interacting with learners;
4. comprehend simple print texts on familiar topics (e.g., basic biographical information, signs and announcements, lists and schedules, menus, etc.);
5. comprehend simple audio/video texts of up to two minutes on familiar topics (basic biographical information, family, education, weather, etc.);
6. be able to compose simple paragraphs in colloquial and standard Arabic about yourself and your family and friends;
7. be able to use the computer to type in Arabic
8. be able to differentiate between formal and spoken Arabic, recognize both registers, and use basic expressions in at least one variety of spoken Arabic;
9. have an active vocabulary of about 300 Arabic words in colloquial and standard Arabic, covering a range of topics including family, education, and travel, as well as function words expressing concepts such as negation, desire, and possibility;
10. use some of the cultural expressions used in greetings and leave-taking and be aware of the importance of such expressions in interaction; and
11. be aware of most the countries that constitute the Arab world and some important cities.

This course will introduce you simultaneously to *FuSHaa* “formal Arabic” along with one variety of spoken Arabic (either *MaSri* “Egyptian”, *Shaami* “the Arabic variety spoken in Syria, Jordan, Lebanon, & Palestine”) depending on your instructor’s choice. Our aim here is to prepare you to function in a range of situations and expose you to the varieties of Arabic and the many ways in which these varieties interact in real-life communication. In so doing, we embrace a dynamic view of Arabic reflecting authentic communication with and among native speakers across various contexts and geographical areas in the Arab world. While it is impossible to capture all the nuances of spoken Arabic in a single course, you will be introduced to tools that will enable you to function successfully within this exciting sociolinguistic environment.

### **Grade Distribution:**

<b>Class Participation</b>	15%	<b>Skit</b>	5%
<b>Homework</b>	15%	<b>Culture Portfolio</b>	5%
<b>Homework Correction</b>	5% (when we start using <i>Al-Kitaab</i> )	<b>TalkAbroad</b>	5%
<b>Online Quizzes</b>	10%	<b>Final Exam</b>	15%
<b>Tests</b>	25%		

Below you will find more detail on each of the above components of your class grade, as well as a section on final grade calculation and grade policies. Additionally, you will find a section on how to do well in this class, which includes a section on principles for effective group work and finally, a section on UT and department policies applicable in the class.

## Grade Distribution/Course Requirements in Detail:

### **Class Participation (15%):**

Class time will be devoted to **activating** the vocabulary and structures that you have prepared at home through your homework. At least 75% of class time will be spent doing activities in pairs and small groups. Thus, active participation in class is paramount for significant language proficiency gains and good in-class performance. This part of your grade will be based on a daily “class participation” rating assigned by your instructor and TA according to the following criteria:

- 5-** You are **actively** engaged in developing your Arabic proficiency and communicating **in Arabic as much as possible** with your partner/classmates/teachers from the moment you walk into the class until you leave it. **You cannot expect to earn a 5 automatically. You have to earn a 5. Full credit will be given when you:**
- a- are ready to begin class on time,
  - b- are well prepared for the class. This means that you have listened to recorded materials on the companion web site/CD, learned the new vocabulary well enough to be ready to activate it in class without referring to your book, read the grammar explanations carefully and done the homework drills based on these explanations before coming to class,
  - c- are alert,
  - d-participate actively when we are working together as a class,
  - e- make maximum use of pair/group work time by
    - understanding the learning objectives of tasks assigned,
    - staying focused on those objectives,
    - continuing to work with your partner on the task objectives even if you “finish” an assigned task before the allotted time is up (Ask your TA or instructor for additional instructions if you aren’t sure what to do next), and
  - f- maintain the “Arabic as much as possible” policy.
  - g- contribute to and maintain a supportive, friendly, positive understanding and accepting environment in class. Learning another language presents challenges to everyone and we should not contribute to a discouraging environment with discourteous and disrespectful behavior. An example of this would be laughing at another student when he or she makes a mistake.
- 4-** You are present but lacking in one of the above criteria for full credit in participation.
- 3-** You are present but lacking in two of the criteria.
- 2-** You are present but lacking in three of the above criteria.
- 1-** You are present but lacking in more than three of the above criteria. For instance, you come late to class, submit incomplete homework, use English to say something that you could say in Arabic and are not focused on the assigned task during group work.
- 0-** You are absent or more than 20 minutes late

### ***Principles for Group Activities***

- Help and encourage your colleagues, and accept help from them; each of you can learn with and from everyone else.
- Work with different people on a regular basis.

- Come prepared. Do not be someone who slows down colleagues by not being able to fully participate in the work. If you are not prepared for class let your instructor know beforehand and s/he will arrange for you to learn by listening on that day.
- Stay focused on the task at hand and do not rush to finish. Most activities are designed to elicit creative play with vocabulary and structures on which we are working. If you do the minimum, you will get only minimum benefit. Take advantage of class time by pushing yourself to be creative and say and write as much as you can.
- Speak in Arabic while you are engaged in the activity. If you feel frustrated, raise your hand and ask for help.
- When your group finishes the task, raise your hand to let the instructor know.
- The instructor may call time before everyone is finished. If your group does not finish, you may want to take a few minutes after class to study the rest of the exercise.

### **Attendance Policies:**

- If you are absent from class you will receive a “0” for that day’s participation. Your **lowest 3 grades for participation will be dropped when calculating your final grade at the end of the semester.**
- **More than ten absences—whatever the reason—will result in an "F" for the course.**
- Please inform your instructor by email of absence as soon as possible ***before—not after***—the class you will miss. The absence will not be excused but informing your instructor of an absence helps considerably in planning for daily class activities.

### **Tardiness Policy**

Arriving late to class is disruptive, so please make every effort to be in class and ready to start working when class begins. Participation points will be deducted for tardiness. **If you arrive more than 20 mins. late for class you will receive a “0” for that day’s class participation and it will count as an absence in applying the absence policy. For each 5 minutes that you are late, 1 point will be deducted from your participation grade.**

### **Classroom Conduct Policies:**

- Use of cell phones is not permitted. **Turn your cellphone off completely when in class.**
- Please do not chew gum in class.
- Food is not permitted in the classroom. Drinks in spill-proof mugs and bottles with tops are allowed.

### **Homework (15%)**

Expect to spend **about two (2) hours on homework for every class session.** To prepare for the learning that takes place through practice in class, you will listen to, read and study new material at home. This material will not be presented in class. To help you process this material, you will have daily written assignments ***due at the beginning of class on the day designated in the schedule.*** The amount of effort you put into your at-home preparation and your homework is an important part of your homework grade. Pay close attention to your instructor and/or TA’s comments on your assignments and follow up promptly in office hours or after class if you have questions about your homework grade.

Homework assignments will be rated on a **scale of 1 to 5 (5 = excellent; 4 = good but not your best effort; 3 = mediocre; 2 = poor; 1 = very poor).** *You will be rated on the overall quality of your work, not merely on the number of correct or incorrect answers.* Note that you do not need to have everything 100% correct on your homework in order to get a “5” rating as long as you have made your best effort. **Your lowest three (3) homework ratings will be dropped when**

calculating your final grade. Please also note that you will not automatically get a 5 just for doing the HW. You need to earn higher scores and demonstrate that you've worked adequately to deserve them.

**On each homework assignment,**

1. write your name **in Arabic** as soon as you are able to do so,
2. write **the homework number** (from the assignment schedule),
3. **staple pages together in the upper right hand corner of the page** , and
4. leave room for feedback from your instructors on the homework. Write on every other line.

***Failure to do any of the above will lower your homework grade by at least ½ point.***

- We expect you to write out your homework assignment **in full sentences**. You will not receive full credit for submitting only the words from a fill-in-the-blank exercise or submitting a Xeroxed copy of the exercise from the book. The aim of the homework exercises is not only to build your vocabulary, but also to recycle and reinforce the vocabulary and grammatical structures that you already know. By writing out the exercise in full, you will notice details of the language (such as spelling and grammatical details) that you may have missed the first time around. Furthermore, you incorporate your new vocabulary in context rather than producing a simple list, and you increase your writing speed. Because a simple list only meets one aim of the exercise, we consider it incomplete, and ***you may lose points on your homework grade for this reason.***
- We encourage you to study and brainstorm together while doing homework assignments, but participation must be equal, and each student must hand in her/his own paper. **Copying homework someone else did is a violation of the Honor Code.**
- Generally, late homework will not be accepted. However, if there are exceptional extenuating circumstances that will prevent you from turning in homework on time, contact your instructor to discuss the possibility of getting advance permission to submit late homework.
- Note that the **assigned homework at the companion website is required** homework. Failure to complete the online portion(s) of the homework will result in points being deducted from your homework grade.

**A note about [al-kitaabtextbook.com](http://al-kitaabtextbook.com) companion website:**

Put your best effort into the work you do on the website and do not take short cuts. Your instructors can monitor how you perform on each assigned exercise on the website. Last year, we discovered that some students were simply clicking the "submit" button before actually attempting to answer any of the questions in the online drill. Presumably, they did this in order to get to the right answers before attempting to answer the questions. You will NOT learn this way.

To benefit from the web site to the utmost extent you need first to read the explanations and examples of the vocabulary and grammar in the book. Then you can complete the drills on the website based on what you have understood. When you have completed the drill, you can submit your answers so that you can get feedback on your performance on this drill. If you do not attempt, but simply copy the answers given on the web site, you are not developing that understanding, and hence not learning!

Please note that your teachers will be monitoring your use of the web site. Students who do not complete the drills thoroughly but try to take short cuts will not receive credit for it. We are implementing this policy in order to give you an incentive to do what is best for your learning.

Also, please note that, when doing the drills on *Al-Kitaab* companion website, you are free to redo any drill as many times as you wish to help you improve your percentage of correct answers. Therefore, take advantage of the fact that you can re-attempt any drill many times before you decide to move on to the next drill.

The first month of class requires an extra time investment on your part while we are doing the sounds and letters activities. ***Expect to spend up to an extra hour per day on homework during this month.*** This investment will pay off later; learning to connect the sounds and letters well helps you memorize vocabulary better, avoid spelling problems, and communicate effectively with native speakers with clear pronunciation.

**IMPORTANT: Using the answer key of *Alif Baa* or *Al-Kitaab* in doing homework assignments is a violation of the UT Honor Code and will be treated accordingly.**

### Homework Correction (5%)

In the second part of the semester, when we begin the *Al-Kitaab* textbook, you will be asked to make corrections on your written homework. Mistakes on homework are a natural part of the learning process. However, for you to fully benefit from your mistakes, you need to go back and correct them. The homework rating system in the class is designed to reward you for doing just that. When you submit your homework the first time, your instructor or TA will underline or circle mistakes to be corrected and label them with correction symbols using the correction code (posted on Canvas). When you get your homework back ***you are expected to go over it and correct the mistakes (using a different color ink or pencil)*** on the original homework paper and **next to** what you wrote originally, and then resubmit it according to the daily assignment schedule.

To get full credit for your homework corrections you ***must attempt to correct every mistake*** pointed out to you. If you don't understand why something is wrong, write a note to your TA/teacher on your homework asking for more help.

Homework corrections will receive a ( ✓ ) and credit for complete and satisfactory corrections or ( ✓ ) and no credit for incomplete corrections. Please make sure to use a different color of ink on corrections.

Late corrected homework will not be accepted. Your **lowest two (2) grades for homework correction will be dropped** when calculating your final grade.

### Tests (25%)

There will be **four (4) tests** over the course of the semester, worth a total of 25% of your final grade. If you will miss/have missed a test, contact your instructor as soon as you know that you will be missing/have missed it. Requests for make-ups will be considered on a case-by-case basis. If you have not contacted your instructor within 24 hours after the test has been given to discuss the possibility of a make-up, you will receive a "0." The tentative dates for the tests are September 21, October 10, October 25, and November 16.

### Skit (5 %)

You will be asked to prepare one skit with a partner (6 minutes) and present it in class together towards the end of the semester. Skits provide you with the opportunity to show what you have learned and what you can create with the language. **Further information about the skit's format and evaluation will be provided at least one week before the skit is due.**

### Culture Portfolio (5%)

In addition to your language work, you will create an electronic Culture Portfolio with **four entries** all written **in English**. The culture portfolio is your opportunity to engage with Arab culture outside the classroom in order to explore and improve your knowledge of the cultural and social contexts in which Arabic is spoken.

You are required to **post your culture portfolio entry (300 words in English per entry) on Canvas**. We hope that you will enjoy reading the portfolio entries of your classmates in addition to writing your own. More details of this component of the course are posted on Canvas, and the due dates for each entry will be provided on the weekly schedule. (The tentative due dates are September 14, October 2, October 26, and November 6.)

### **TalkAbroad (5%)**

Twice during the semester, you will have a 10-minute conversation online with a native speaker from an Arabic-speaking country. This assessment will consist of a pre-activity (which will help you prepare), the conversation itself, and an in-depth follow-up activity, in which you will comment on the content of your conversation, as well as observations you have made about your language skills.

### **Online Quizzes (10%)**

You are required to have a computer/tablet with you every day, and you will be taking quizzes on Canvas that will test your knowledge of vocabulary and/or grammar that you are supposed to prepare for. There is no make up for these Quizzes and they may/may not be announced in advance. You should be ready to take a quiz at any point.

### **Final Examination (15%)**

The final examination will be comprehensive and will test reading, writing, and listening in addition to vocabulary and grammar. The final exam will be given as a uniform exam for all sections of ARA 601C. The Registrar's Office has not yet set dates for the exam and the make-up exam. We will inform you of the dates as soon as they become available to us. You are expected to take the final during the uniform scheduled time.

The listening comprehension section of the exam will be given on the last day of classes. The written section of the exam will be during the final examination period. The Registrar's Office will publish the Final Exam Schedule approximately three weeks prior to the end of the semester. There is an officially scheduled make-up for the written final exam ONLY for students who cannot attend the final exam owing to a conflict with another regularly scheduled UT exam. In order to be placed on the Make-up Written Final Exam roster, you must, in advance, present a copy of your final exam schedule indicating the conflict. (Once the Final Exam Schedule is published by the Registrar's Office, students can access their individual exam schedule at [https://utdirect.utexas.edu/registrar/exam\\_schedule.WBX](https://utdirect.utexas.edu/registrar/exam_schedule.WBX)) Students whose names are not on the roster will not be allowed to take the Make-up Written Final Exam and will receive a grade of 0 for that part of the exam. DO NOT PLAN TO LEAVE TOWN UNTIL AFTER THE LAST DAY OF THE FINAL EXAMPERIOD.

### **Final Grade Calculation and Grade Policies:**

Number/Letter grade equivalents are:

94-100	A	87-89.9	B+	77-79.9	C+	67-69.9	D+	Below 60	F
90-93.9	A-	84-86.9	B	74-76.9	C	64-66.9	D		
		80-83.9	B-	70-73.9	C-	60-63.9	D-		

- Grades on the border between two letter grades (89.9 for instance) may or may not be rounded up to the next higher letter grade, at the instructor's discretion.



- Your final class grade will be based on your final weighted average in the class (including the final exam grade).
- In order to continue to the next level of Arabic, you must have a grade of C or better. A grade of C- is not sufficient to pass to the next level.
- If you take the course Pass/Fail, you may not register for the next level of Arabic.
- No Incompletes will be given for this course.
- Auditing is not permitted.

## How to Do Well in this Class

**Prepared by Dr. Kristen Brustad**

**This class is a group effort!** We can make much more progress as a class than as individuals by creating an Arabic-speaking community, of which you will be a fully participating member. The following suggestions will help you get the most out of the course:

**1. Be an active learner.** The approach we use here at UT depends on you learning new material at home, and encourages you to use analytical and logical thinking to master grammar a little bit at a time. You will learn better and remember more when you are able to answer your own questions. Active learners often have questions that reflect their engagement with the material. Take initiative in class and on homework: this effort will be rewarded both in your grade and in your language ability. Feel free to write us questions on specific language features in your daily homework—just remember to be specific.

**2. Put yourself out there.** Language learning requires you to make mistakes, both in your assignments and in front of your peers. In this class, you will never be penalized for a mistake that you make when trying something new. You will be corrected in class. Feedback from your instructors is intended to support you as you develop your language proficiency, and not as criticism.

**3. Personalize vocabulary.** You will remember vocabulary when you “own” it. Make words relevant to your life by thinking of what you can say about yourself with them. Write extra sentences that are meaningful to you so that the vocabulary becomes “yours” and expresses something about your world.

**4. Prepare for active participation in class by anticipating what you will do.** You should soon be able to predict what kinds of activities will be performed and how. As you study new material and complete assignments before each class, think about how you will use the new material. This will help you to prepare for the activities we’ll be doing in class.

**5. Develop your memorization skills.** Experiment with different techniques, combining listening, speaking and writing together as much as possible. Cross-train: Try the following and find what combination of techniques works best for you:

- ✓ listening to words and repeating them aloud—not once but ten or twenty times, until the word is easy for you to pronounce
- ✓ using flashcards—but without English definitions, and make yourself say the word aloud and use it in a phrase or sentence



- ✓ writing out vocabulary over and over—but remember to pronounce it out loud while you write!
- ✓ putting the words in sentences or a paragraph or story
- ✓ studying in groups and quizzing each other
- ✓ using word association techniques
- ✓ using an audio recorder to record your own dictation of phrases and then review

**6. Study out loud, and repeat new words many times.** The only way to train your brain and your mouth to speak this language is by doing it aloud. Certain muscles need to be strengthened before they will be able to produce some Arabic sounds correctly; studying aloud and exaggerating these sounds will help your muscles develop! Pronounce new vocabulary words at least fifteen times, until you can say them easily and it feels natural.

**7. Guess.** Think about how you acquired your native language: you did not use a dictionary. Rather, you learned new words by guessing their meaning from context, and you learned how to produce sentences by imitating and using patterns. As adult learners, we can take some shortcuts, but guessing skills remain central to language acquisition. Do not leave blanks on the homework, but also do not allow yourself to become frustrated with the homework; give it your best shot, and move on. If you are not sure you have understood a sentence in the homework, you may write a translation or a question on your homework for your instructor and/or TA to check or answer.

**8. Correct yourself.** Good language learners learn from their own successes and mistakes as well as those of others. Correcting mistakes is an essential part of the learning process. In this class, you will never be penalized for a mistake that you make when trying something new. When your instructors and classmates are speaking, be an active listener by listening both to what they are saying and how they are saying it. Correcting the mistakes of others in your head or in your notebook is also good practice.

**9. Extend language learning beyond the classroom.** Practice Arabic as much as possible. Study with classmates: ask each other questions, brainstorm about assignments, go over materials – and do this in Arabic as much as possible. Look out for films and cultural activities on campus and around town and go attend them. Talk to yourself in Arabic!

## Important UT and Departmental policies and regulations that apply to this course

### *Important Dates*

- **September 4th** is the last day of the official add/drop period; after this date, changes in registration require the approval of the department chair and usually the student's dean.
- **September 14<sup>th</sup>** Last day an undergraduate student may add a class except for rare and extenuating circumstances. Last day to drop a class for a possible refund. Last day a graduate student may, with the required approvals, add a class.
- **November 1<sup>st</sup>** is the last day a graduate student may change registration in a class to or from a credit/no credit basis. Also, it is the last day an undergraduate student may, with the dean's approval, withdraw from the University or drop a class except for urgent and substantiated, nonacademic reasons and it is the last day an undergraduate student may change registration in a class to or from a pass/fail basis.

### *UT Honor Code and Academic Integrity*

The UT Honor code is in effect in this class. The University's Honor Code states: "The core values of the University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward

peers and community."Submitting any assignment or exam that is not your own, or that you did not participate fully in doing, is a violation of that code.

Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. For more information, visit the Student Judicial Services web site at [www.utexas.edu/depts/dos/sjs/](http://www.utexas.edu/depts/dos/sjs/) or call 471-2841.

**All students with 1) an Arabic-speaking parent, or 2) who have had schooling in an Arabic-speaking country, or 3) who have undertaken any formal study of Arabic other than at UT prior to enrollment in this course must contact the Arabic Coordinator, Olla Al-Shalchi at [olla@austin.utexas.edu](mailto:olla@austin.utexas.edu) immediately to determine whether they can be placed in this course. Failure to do so constitutes an act of academic dishonesty.**

### ***Disabilities***

Students with disabilities who require special accommodations need to get a letter that documents the disability from the Services for Students with Disabilities area of the Office of the Dean of Students (471-6259 voice or 471-4641 TTY for users who are deaf or hard of hearing). This letter should be presented to the instructor in each course at the beginning of the semester and accommodations needed should be discussed at that time. Five business days before an exam the student should remind the instructor of any testing accommodations that will be needed. See website below for more information: <http://deanofstudents.utexas.edu/ssd/providing.php>

### ***Religious holy days.***

A student who misses classes or other required activities, including examinations, for the observance of a religious holy day should inform the instructor as far in advance of the absence as possible (**a minimum of 2 weeks here is required**) so that arrangements can be made to complete an assignment within a reasonable time after the absence, particularly in the case where they might affect larger assignments such as quizzes, skits, oral interviews, etc.

### ***Use of Canvas***

This course uses Canvas, a Web-based course management system in which a password-protected site is created for each course. You are responsible for checking the Canvas course site regularly for class work and announcements. Canvas is available at <http://courses.utexas.edu>. Support is provided by the ITS Help Desk at 475-9400 Monday through Friday 8 am to 6 pm.

### ***Use of E-mail for Official Correspondence to Students***

All students should become familiar with the University's official e-mail student notification policy. It is the student's responsibility to keep the University informed as to changes in his or her e-mail address. Students are expected to check e-mail on a frequent and regular basis in order to stay current with University-related communications, recognizing that certain communications may be time-critical. It is recommended that e-mail be checked daily, but at a minimum, twice per week. The complete text of this policy and instructions for updating your e-mail address are available at <http://www.utexas.edu/its/policies/emailnotify.html>.

### ***Behavior Concerns Advice Line (BCAL)***

If you are worried about someone who is acting differently, you may use the Behavior Concerns Advice Line to discuss by phone your concerns about another individual's behavior. This service is provided through a partnership among the Office of the Dean of Students, the Counseling and Mental Health Center (CMHC), the Employee Assistance Program

(EAP), and The University of Texas Police Department (UTPD). Call 512-232-5050 or visit <http://www.utexas.edu/safety/bcal>.

### ***Emergency Evacuation***

The following are recommendations regarding emergency evacuation from the Office of Campus Safety and Security, 512-471-5767, <http://www.utexas.edu/safety/> :

- Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside.
- Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.
- Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class.
- In the event of an evacuation, follow the instruction of faculty or class instructors.
- Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.
- Link to information regarding emergency evacuation routes and emergency procedures can be found at: [www.utexas.edu/emergency](http://www.utexas.edu/emergency)

### ***Prohibition of Sexual Discrimination, LGBTQ Discrimination, Sexual Harassment, Sexual Assault, Sexual Misconduct, Interpersonal Violence, and Stalking***

It is the policy of The University of Texas at Austin ("University") to provide an educational and working environment for its students, faculty, and staff that is free from sex and gender discrimination, sexual harassment, sexual assault, sexual misconduct, interpersonal violence (including domestic violence and dating violence), and stalking. In accordance with federal and state law, the University prohibits discrimination on the basis of sex and gender and prohibits sexual harassment, sexual assault, sexual misconduct, interpersonal violence, and stalking.

The full policy statement on this issue can be found here: <https://www.policies.utexas.edu/policies/prohibition-sexual-discrimination-sexual-harassment-sexual-assault-sexual-misconduct>

Students in need of assistance for this type of issue or any other personal emergency or crisis should the Police and the Dean of Students via these resources and links:

<http://deanofstudents.utexas.edu/emergency/resourceslinks.php>

### ***Q drop (drop without academic penalty) Policy***

The State of Texas enacted a law limiting the number of course drops for academic reasons to six (6). Senate Bill 1231: "Beginning with the fall 2007 academic term, an institution of higher education may not permit an undergraduate student a total of more than six dropped courses, including any course a transfer student has dropped at another institution of higher education, unless the student shows good cause for dropping more than that number."

### ***Campus Carry***

1. The open carry of handguns is not allowed on the campus. Therefore, if you ever see a gun, do not attempt to question or approach the carrier, but immediately CALL 911. Police are trained to handle this situation.
2. There are several areas of campus in which the concealed carry of handguns is prohibited, including some portions of residence halls. Individuals with a license to carry are responsible for knowing the locations that exclude concealed handguns and to plan their daily activities carefully.
3. License holders must carry their handguns on or about their person at all times while on campus. "About" the person means that a license holder may carry a handgun – holstered – in a backpack or handbag, but the backpack or handbag must be close enough that the license holder can grasp it without materially changing position. The holster must completely cover the trigger area and have enough tension to keep the gun in place if jostled.

4. All license holders must think through the activities of their day. There may be times when the consequence of your activities may preclude carrying on a given day. For example, if you are going to a Rec Sports area, have a class that requires role playing, rolling, or spinning or contact with other students, you might expose the handgun. Remember that there is no storage on campus except in a privately owned vehicle.
5. Many people on campus have strong viewpoints about the new law, and we understand those passions. However, regardless of your opinion about the legislation, you are required to follow the laws laid out by the State of Texas, and the policies of The University of Texas at Austin. We also ask that everyone show respect toward other members of the university community who have different views.

أهلاً وسهلاً في صف اللغة العربية!

***Ahlan wa sahlam to Arabic class!***