



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**Fingerspelling and Numbering
SLNG 1211 87**

Gayle VanTrease

Note: This is a 16-week Online course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

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Course Description:

SLNG 1211 - Fingerspelling and Numbering Develops expressive and receptive fingerspelling skills. Receptive skills focus on whole word and phrase recognition and fingerspelling/numbering comprehension in context. Expressive skills focus on the development of speed, clarity, and fluency. Semester Hours 2 (1 lec/2 lab)

Course Notes:

This course requires one additional lab hour per week (outside of the class times).

Lab Hour Requirements:

2 credit hours: 15 clock hours for outside of the class times and 15 hours during the class times (on Mondays)

Additional Information: All students must email weekly on the correct information to submit. Failure to sign in on the correct sheet will result in loss of hours. **In addition, the student must email the professor every Friday indicating the total number of hours worked in the lab for that week.**

Emails: Students must include the following in each email:

- week the work was done (ex.: Jan 12-16)
- total number of hours **for the week**
- fingerspelling practice packet information
- total number of hours **earned so far**
- how many hours you may be behind or indicate “on track”
- fingerspelling practice packet information

Example: I earned 1 hour this week. Jan 12 – 16; I worked on SN Cooking Simply packet. I am not behind OR I am .5 hours behind; my total hours so far are 3.0.

Lab Location and Hour Information: MAC computer lab or do it at home.

DVDs for Fingerspelling/Numbers lab activity list: Attached

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Instructor Information:

Instructor Name: Gayle VanTrease
MCC E-mail: gvantrease@mcclennan.edu
Office Phone Number: 254-227-5036
Office Location: CSC E210
Office/Hours: email me if you need any
assistance and make an
appointment with me if
needed..

Required Text & Materials:

No textbook required for this course

Online Video Assessment app required. Students will need to go to the link of GoReact App. Registration on GoReact and Brightspace and the app cost is ZERO. The app is for your expressive practice skills.

Students will need to record and save to GoReact. ** (Please check with your instructor regarding specific instructions/requirements, because this will vary depending on the new equipment to be installed in the lab.)** This will be demonstrated on the first day of class; thereafter, it is the students' responsibility.

[MCC Bookstore Website](#)

Methods of Teaching and Learning:

Instruction for Fingerspelling will include online video lecture with demonstration, and practice in expressive and receptive fingerspelling for your skills. Lab activities and Exams are based on self-paced progress through increasingly difficult receptive fingerspelling videos. Grades are based on the number of receptive units successfully completed (see below under grading).

Numbering instruction will include lecture, demonstration, and practice in expressive and receptive skills in number systems in ASL. Students will complete assignments practicing the various types of numbers, with feedback from the instructor.

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Course Outline: ONLINE only

The following is a TENTATIVE schedule of topics and units to be covered in this course, but the schedule may change according to student progress and needs. Announcements about major changes in this schedule will be made in class and posted on BrightSpace.

Tentative Schedule for Fingerspelling and Numbering Portion of SLNG 1211 Class

Week 1	Proper names
Week 2	Cardinal and ordinal numbers
Week 3	State & month abbreviations
Week 4	Age numbers, & birthdays (dates, months)
Week 5	Lexicalized fingerspelling
Week 6	Height, weight, simple fractions, approximations
Week 7	Family rank/info
Week 8	Review / Midterm
Week 9	Midterm
Week 10	Money numbers
Week 11	Address and phone numbers
Week 12	Clock Time, Gate and Flight Numbers
Week 13	Time numbers, number incorporation, etc.
Week 14	Sports numbers (scores, decimals, places, jerseys)
Week 15	Review
Week 16	Final Exam

Course Evaluation:

A	Lab Activities (Receptive /Expressive	30	Percent
B	Emails with submit assignments	10	Percent
C	Attendance and Participation	15	Percent
D	Quizzes on GoReact	10	Percent
E	Mid-Term Receptive Exam	15	Percent
F	Final Receptive Exam	20	Percent
	Total Points	100	Percent

Grade Scale

Letter Grade	A	B	C	D	F
Total Points	100 – 90	89 – 80	79 – 70	69 – 60	59 or Below

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GRADE PENALTIES for cheating may include points deducted, re-doing an assignment, or a score of 0 on an assignment, depending on the weight of the assignment and the severity of the offense. Cheating includes (but is not limited to):

- Unauthorized use of other resources (text, notes, dictionaries, information from other persons) during exams.
- Copying work from other students (including daily lab packet, homework, quizzes, etc.)
- Giving assistance to another student during an exam or quiz. Allowing others to copy your homework or other assignments.

Late Work, Attendance, and Make Up Work Policies:

Incompletion of 2 hour lab **weekly** during outside of the class times will result in a lowered grade for those lab activities. Late or failure to send the instructor an email of your lab hour information weekly will result in a lowered grade for the email participation.

QUIZZES: Several unannounced quizzes will be given during the semester on GoReact. Quizzes will contain material that is covered for ONLINE course AND material from homework that is assigned. Therefore, you are strongly encouraged to attend online lab work in GoReact each day, complete all homework assignments, and come to GoReact to participate for feedback with partners.

MCC Attendance Policy:

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

Please refer to the [Highlander Guide](#) for the complete policy.

Poor daily attendance will have a negative effect on your grade for attendance/participation. In addition, you will miss the presentation of new information and classroom practice (which affects your ability to perform well on the exams.)

Student who are tardy are responsible to contact the instructor to be sure they are given credit for that day's attendance. Three tardies will equal one absence for the course. Students who leave class early will also receive partial absences, according to the amount of class/lab time missed.

When you are absent it is your responsibility to:

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- Check Bright Space/GoReact for handouts/assignments, etc.
- Consult with another student on missed notes and information
- Turn in the current day's assignment, as well as assignments due on the day(s) you were absent
- Request a copy of any handout material from your instructor (if it is not on Blackboard)
- You may make an appointment with the instructor during office hours for additional individual assistance.
- Understand the instructor cannot "catch you up" on missed class information during class.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

Students should demonstrate courtesy and respect to all instructors, guests, and fellow learners. While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or hostile behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

DEVICES: All use of cell phones, smart phones, and other mobile communication devices is prohibited in class. This is an entirely visual class which requires you to be watching at all times. Any such devices used during class will be kept for you at the front of the classroom until the end of class.

OUR LAB/CLASSROOM IS AN ALL-VISUAL, ASL ENVIRONMENT. LEAVE YOUR VOICE OUTSIDE THE DOOR. NO TALKING, WHISPERING, OR MOUTHING WORDS ALLOWED ARE IN THE AREA OF THE LAB AND CLASSROOM.

The Student is expected to:

Attend class and be on time

Ask questions when you do not understand

Adhere to Deaf Culture Norms

Participate fully in class activities

Complete all assignments on or before due date

Be patient

Have expressive exam tapes completed by dates assigned

Refrain from using your voice or interpreting for other students who may not understand instructor

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)
(<https://www.mclennan.edu/highlander-guide/policies.html>)

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Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

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STUDENT LEARNING OUTCOMES for INTERPRETER TRAINING:

Student Learning Outcomes for the program and the courses in which they are primarily measured are indicated in this matrix:

	Student Learning Outcomes X = Assessed	SLNG 1317 Deaf Comm	SLNG 1321 Intro Interp	SLNG 1347 Deaf Culture	SLNG 2401 Interp I	SLNG 2402 Interp II	SLNG 2488 Intern- ship	Assessment Type
1	Explains/describes interpreters' role and responsibilities and the interpreting process		X					Exam
2	Demonstrates understanding of interpreter's role and functions appropriately in that role						X	Supv Eval
3	Identifies significant names, facts, acronyms related to Deaf Community, organizations, history	X						Exam
4	Identifies and explains environmental and logistical factors affecting the interpreting process, along with possible solutions		X					Exam
5	Recognizes and gives examples of cultural differences; identifies potential relevance to interpreting situations			X				Exam
6	Identifies health risks; explains and/or demonstrates methods for preventing RSI's and burnout		X					Exam
7	Explains/describes technology related to Deafness	X						Exam
8	Demonstrates an appropriate level of ASL Skills (Competence in vocabulary, grammar, sociolinguistics, pragmatics, and strategy)						X	Capstone Project
9	Demonstrates an appropriate Level of skills in Interpreting/Transliterating					X		Mock Eval (Perform Eval)

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10	Implements a professional development plan; demonstrates commitment to ongoing personal and						X	Capstone Project
	professional development							
11	Uses appropriate technology (Camera, recorders, videophones, etc.)				X			
12	Evaluates own skills and suitability for assignments; demonstrates appropriate levels of self-confidence and poise							Mock Eval (Perform Eval)
13	Establishes appropriate professional relationships with supervisors, mentors, peers, and consumers							Supv Eval
14	Knows and follows recognized codes of ethics/conduct		X					Exam

Appendix B: Statement of Workplace and Foundation Competencies

McLennan Community College is determined to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for the Interpreter **Training Program**.

COMMON WORKPLACE COMPETENCIES

Manage Resources:	Time / Money / Materials / Space / Staff
Exhibit Interpersonal Skills:	Work on teams/ Teach others / Serve customers / Lead work teams/Negotiate with others
Work with Information:	Acquire & evaluate data / Interpret & communicate data
Apply Systems Knowledge:	Work within social systems / Work within technological systems / Work within organizational systems / Monitor & correct system performance / Design & improve systems
Use Technology:	Select equipment and tools

FOUNDATION SKILLS

Demonstrate Basic Skills:	Arithmetic & Mathematics / Speaking / Listening
Demonstrate Thinking Skills:	Creative thinking / Decision making / Problem solving / Thinking logically
Exhibit Personal Qualities:	Self-esteem / Self-management / Integrity

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Course Number: <u>SGNL 1402</u> Course Name: <u>Beginning ASL II</u>	Relevant Competencies (Identify by Competency Number)
SCANS COMPETENCIES.	
1. Managing Resources: a. Manage time b. Manage money c. Manage materials d. Manage space e. Manage staff	a. 11 b. 11,12 c. d. e.
2. Exhibiting Interpersonal Skills: a. Work on teams b. Teach others c. Serve customers d. Lead work teams e. Negotiate with others f. Work with different cultures	a. 2,5,6,10,12 b. c. d. e. 3,6,12 f. all
3. Working with Information: a. Acquire/evaluate data b. Organize/maintain information c. Interpret/communicate data d. Process information with computers	a. 1,2,3,4,6 b. 2,4,5,6 c. 1,2,4,5,6,7,11,12 d.
4. Applying systems knowledge: a. Work within social systems b. Work within technological systems c. Work within organizational systems d. Monitor/correct system performance e. Design/improve systems	a. 5,6,7,8,10,12 b. 8,11 c. d. 10 e. 9,12
5. Using Technology: a. Select equipment and tools b. Apply technology to specific tasks c. Maintain/troubleshoot technologies	a. 8 b. 8,11,12 c. 11
SCANS FOUNDATIONS.	
6. Demonstrating Basic Skills: a. Reading b. Writing c. Arithmetic/Mathematics d. Speaking e. Listening	a. 1,2,4,6,8,11 b. 2,10 c. 4 d. 1,2,5,7,9,12 e. 1,2,4,5,6,7,9,12
7. Demonstrating Thinking Skills: a. Creative thinking b. Decision making c. Problem solving d. Thinking logically e. Seeing with the mind's eye	a. 5 b. 7,9 c. 2,4,7,8,9 d. 5,6,7,12 e. 6,9
8. Exhibiting Personal Qualities: a. Individual responsibility b. Self-esteem c. Sociability d. Self-management e. Integrity	a. 5,7,8,10,11,12 b. 5 c. 8,10 d. 7,10,11,12 e.

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DVDs for Fingerspelling/Numbers on GoReact
SLING 1211, Lab Activity

The following DVD's are for outside of the class times.

Take the pre-test FIRST. And take the post-test at the end of the semester. It is not for grade, for your participation.

ALL first time students of Fingerspelling must begin with:

Fingerspelling Expressive and Receptive Fluency by Joyce Linden Groode
Students may then move to the following practices:

- *Fingerspelling Practice Tapes-Proper Names, Sign Media
- *Fingerspelling Practice Tapes-Loan Sign, Sign Media
- *Larry: Fingerspelling Loan Sign, Stories, Date, Numbers
- *SN Cooking Simply

The following DVD's are for during the class time (often on Mondays).

- Fingerspelling 1
- SN Deaf Perspective #1
- ASL Storytime Vol. 1- 2

***DVDs have the EXACT same exercises just the titles are different. Students do NOT have to complete all of them. Students are welcome to stop in the middle of a packet and begin an entirely different DVD and packet.**

Following the instructions for each packet is crucial to your grade. If expressive work is required then it is be placed on GoReact. If the instructions to each packet are not clear then ask the instructor for assistance.

McLennan

C O M M U N I T Y

COLLEGE

ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.