



Teaching American Sign Language M.A. Student Handbook

2024-25

University of Northern Colorado

Department of ASL & Interpreting Studies

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The faculty and staff of the ASLIS and the University of Northern Colorado bring expertise and many years of experience, passion, and dedication to supporting students working towards educational goals. While students can grow substantially from that platform of support, individual success or failure in achieving the outcomes of your specific program is ultimately your own responsibility. Communication is especially important within any distance education program. If questions or concerns arise or if something outside your control is interfering with your education, please contact your instructor, advisor or the administrative office.

Department of ASL & Interpreting Studies

UNC @ McKee 525

Campus Box 106

Greeley, CO 80639

Phone: 970-351-1060

General VP: 970-373-1270 (leave a sign message)

Fax: 970-351-1317

<https://www.unco.edu/cebs/asl-interpreting/academic-programs/tasl.aspx>

Welcome from the Chair!

You are about to embark on an exciting academic journey with the Department of ASL & Interpreting Studies (ASLIS) at the University of Northern Colorado (UNC). For over 125 years, UNC has taken pride in producing well-prepared education professionals; the university began as a State Normal School and is still recognized today for the quality of its campus-based and online education programs. As an ASLIS student, you are now a part of this tradition of excellence, which is infused into the goals and expectations of our department. Our faculty and staff are dedicated to providing you with quality instruction in the knowledge and skills that will prepare you for success in your future plans.

ASLIS is part of the College of Education and Behavioral Sciences and offers academic programs at the undergraduate and graduate levels. At the undergraduate level, ASLIS offers a variety of campus-based and online options to fit your interests and enhance your career opportunities. Undergraduate students seeking to develop conversational ASL proficiency and increase their knowledge of Deaf Culture can take ASL courses as Liberal Arts credits or pursue a 24 credit ASL minor. Students seeking a Bachelor of Arts in American Sign Language (ASL)-English Interpretation will take specialized coursework honing the ability to provide interpreting services in either community or educational settings. Graduate students can enroll in our Teaching ASL program and earn a Master of Arts in Teaching ASL, with the option of seeking a degree with licensure in World Language, providing preparation for those seeking to teach in K-12 settings.

Our programs, both campus-based and online courses, are dynamic and engaging, seeking to stay on the cutting edge of both curriculum and delivery. Our undergraduate ASL-English Interpretation program is accredited by the Commission on Collegiate Interpreter Education, and we are one of the first schools nationwide to provide a graduate program for teaching ASL. As part of our commitment to excellence within the fields of ASL and Interpreting, the Department is currently administering three five-year grants: 1) Preparation of Interpreters in Educational Settings (#H325K150213: 2016-2022) and 2) Preparing School Interpreter Project (#H325K210024: 2021-2026) through the US Department of Education, Office of Special Education Programs, and 3) the Improving Rural Interpreter Skills (IRIS) Project (#H160D210006: 2021-2026) through the U.S. Department of Education, Rehabilitation Services Administration. As well, the Department has an ongoing contract with the Colorado Commission for the Deaf, Hard of Hearing, and DeafBlind to support rural interpreters toward national interpreting certification. For more information, see <https://www.unco.edu/cebs/asl-interpreting/grants/>.

This handbook serves to provide you preparation and resources for your upcoming studies. If you have questions about our programs or activities, please contact us.

Once again, welcome to the Department of ASL & Interpreting Studies!

Barbara Garrett

Barbara D. Garrett, Ph.D.

Chair, Department of American Sign Language & Interpreting Studies

McKee 512 | Campus Box 106 | Greeley, CO 80639

O: 970-351-1117 | F: 970-351-1317 | VP: 970-373-1270

Learn More: <https://www.unco.edu/cebs/asl-interpreting/>

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The Department of ASL & Interpreting Studies

ASLIS is part of the [College of Education and Behavioral Sciences](#) (CEBS), located in McKee Hall room 525, that delivers 3 programs on the Greeley campus of the University of Northern Colorado.

ASL I-IV Courses & ASL Minor Courses are offered to develop your conversational fluency and increase your knowledge of Deaf Culture.

The programs are:

1. [ASL I-IV courses](#) are open to anyone interested in learning ASL. You can take ASL courses to meet 6 credits of your Liberal Arts requirements. ASL I-IV is offered on-campus and online.
 - 1) A student, who demonstrates readiness in ASL courses beyond ASL 101, after passing the next level course, may be able to obtain [ASL Retro Credit](#).
 - 2) [The ASL Minor](#) (ASL I-VI & two upper division electives) is open to UNC students with a declared major. The minor offers 24 credits designed to accompany any UNC major. Courses within the ASL minor are offered on-campus and online. Many of the minor courses count for the ASLEI major simultaneously.
2. [Bachelor of Arts in ASL-English Interpretation](#) is offered campus-based and online as a tri-semester program designed to prepare highly qualified entry-to-practice interpreters for community or educational settings.
3. [Master of Arts in Teaching American Sign Language](#) is offered hybrid (online remote and face-to-face on the UNC campus) in the summer semesters and online in the fall and spring semesters. This program provides students with the pedagogical coursework to teach ASL as a foreign/world language in numerous settings, including secondary and post-secondary. The two degrees offered in the Teaching ASL program are:
 - MA: Teaching ASL
 - MA: Teaching ASL and World Languages (Grade K-12) Licensure

Grants and Special Projects also occur within the Department. For more information, see <https://www.unco.edu/cebs/asl-interpreting/grants/>.

The US Department of Education, Office of Special Education Programs (OSEP), awarded a personnel preparation grant—the Preparation for Interpreters in Educational Settings (#H325K150213: 2016-2022)—to the ASL-English Interpretation Program. Thirty (30) students who were interested in working with K-12 students who are deaf and hard of hearing were selected as OSEP Scholars to receive a two-year scholarship (~\$28,000) for upper-division coursework.

A second OSEP award—the Preparing School Interpreters Project (#H325K210024: 2021-2026)—will provide similar scholarship support to 27 new Scholars beginning in the fall of 2022.

- The US Department of Education, Rehabilitation Services Administration, awarded the ASL-English Interpretation Program a five-year grant: Improving Rural Interpreter Skills (IRIS) Project (#H160D210006: 2021-2026). The goal is to select 80 interpreters and 20 mentors from 13 rural states in the nation for developed training, and ultimate to have more and better prepared interpreters to serve consumers in these states.
- The Rural Auxiliary Services (RAS) Rural Interpreter Skills Enhancement (RISE) Project: The Colorado Commission for the Deaf, Hard of Hearing, and DeafBlind has an ongoing training contract with the Department of ASL & Interpreting Studies. The goal of the project is to train and provide mentoring support to interpreters working with consumers in rural areas of the state as they strive for national certification.

Teaching American Sign Language (TASL)

Congratulations and welcome to your academic journey in the Teaching American Sign Language (TASL) Program! According to the Bureau of Labor Statistics, only 13 percent of the U.S. population holds an advanced degree. We are excited that YOU are part of [UNC's Graduate School](#)!

The TASL M.A. degrees, delivered via online and hybrid summer residential requirements, prepare you to teach American Sign Language in a number of settings, including K-12 and post-secondary.

Majors

This program provides a choice of two majors, depending on your professional goals.

- MA: Teaching ASL
- MA: Teaching ASL and World Languages (Grade K-12) Licensure



Program Objective

Gain the knowledge and skills to effectively teach the third most popular foreign/world language in the United States - American Sign Language (ASL) – from Colorado's top-ranked institution for online graduate programs in education.

Program Description

- As a TASL student, you are in one of the first programs nationwide to prepare teachers of ASL.
- As a UNC student, you are in one of the top education colleges and online education graduate programs in the nation, and the institute preparing the largest number of teachers in Colorado.
- The TASL Program, with approval from [Colorado Department of Higher Education](#) and [Colorado Department of Education](#), offers a state-of-the-art curriculum based on the newest research with input from national experts in the field and aligns standards from the American Council on Teaching Foreign Languages.
- Learn from nationally recognized instructional staff who are typically native ASL users.
- Complete pedagogical coursework necessary to teach ASL as a modern/foreign language.
- Gain valuable real-world preparation through extensive field-based learning experiences that include observation and supervised student teaching.

Program Highlights

- This program is 18 months and begins in the summer, followed by fall, spring, summer, and fall.
- Both summer semesters are hybrid (online remote and face-to-face on the UNC campus), and the fall and spring semesters are online.
- As part of graduation requirements, students are expected to complete two practicum experiences: one in the spring semester and one in the second fall semester, and a portfolio.

Program of Study

The following is the course of study for TASL students. Courses must be taken in sequence unless otherwise instructed by your advisor:

TASL MA

Summer 1

Strategies for TASL Success – in May or early June

TASL 501 Methods First and Second Language Acquisition in ASL (3)

TASL 505 Teaching Deaf Community, Culture, and ASL Literature (3)

Fall 1

TASL 502 ASL Teaching (3)

TASL 503 ASL Assessment and Testing (3)

Spring 1

TASL 511 American Sign Language Linguistics (3)

TASL 593 Practicum for ASL Teaching I (3)

Summer 2

TASL 504 ASL Curriculum Development and Design (3)

TASL 506 Contemporary Professional Issues in Teaching ASL (3)

Fall 2

TASL 600 ASL Graduate Research (3)

TASL 594 Practicum for ASL Teaching II (3)

TASL MA and World Languages (Grades K-12) Licensure

Summer 1

Strategies for TASL Success –in May or early June

EDFE 125 - Application for Graduate Licensure Admission to PTEP

EDF 500 Conceptions of Schooling (3)

TASL 501 Methods First and Second Language Acquisition in ASL (3)

TASL 505 Teaching Deaf Community, Culture, and ASL Literature (3)

Fall 1

EDSE 511 Learning Environments and Cultural Considerations (3)

TASL 502 ASL Teaching (3)

TASL 503 ASL Assessment and Testing (3)

Spring 1

ECLD 523 Academic Language / Literacy Development for Diverse Learners in School Settings (3)

TASL 511 American Sign Language Linguistics (3)

TASL 593 Practicum for ASL Teaching I (3)

Summer 2

PSY 500 Educational Psychology for Teachers (3)

TASL 504 ASL Curriculum Development and Design (3)

TASL 506 Contemporary Professional Issues in Teaching ASL (3)

Fall 2

TASL 600 ASL Graduate Research (3)

TASL 594 Practicum for ASL Teaching II (3)

Program Requirements

Teaching ASL M.A.	Teaching ASL M.A. and World Languages (Grades K-12) Licensure
<ul style="list-style-type: none"> • 30 credits • 2 courses (6 credits) each semester • Grades of 85% or higher in all classes • Two practicum experiences: a total of 600 hours, 300 per practicum course. <p>NOTE: The second practicum course, TASL 594 Practicum for ASL Teaching II (3 credits), has a course fee of \$250. This course fee compensates an honorarium to the evaluator who evaluates your teaching performance to provide feedback.</p> <ul style="list-style-type: none"> • Portfolio 	<ul style="list-style-type: none"> • 42 credits • 2-3 courses (6-9 credits) each semester • Grades of 85% or higher in all classes • Two practicum experiences: a total of 800 hours, 400 per practicum course. <p>NOTE: The second practicum course, TASL 594 Practicum for ASL Teaching II (3 credits), has a course fee of \$250. This course fee compensates an honorarium to the evaluator who evaluates your teaching performance to provide feedback.</p> <ul style="list-style-type: none"> • Portfolio

Program Requirements:

The course catalog, handbooks, and course syllabi are the place to find authorized and approved program and course information. Communications and comments from faculty do not have the power to overturn certain licensure and program requirements.

The faculty will assist students in locating appropriate practicum placement and your participation is needed as there are limitations in the number of ASL courses available in any given region. Students may need to travel to fulfill practicum requirements if they live in an area that does not have ASL courses. There is no guarantee that the practicum can be completed online. All students are expected to complete the practicum in face-to-face settings (Need to discuss it with Dr. Garrett). Practicum requirements are an essential part of this degree, and students should plan accordingly. TASL MA: Licensure: World Languages (Grades K-12) are required to complete practicum hours in K-12 settings to comply with Colorado Department of Education licensure regulations. All practicum placements must be approved by the Program Coordinator and/or practicum instructor.

For more information: <https://www.unco.edu/cebs/asl-interpreting/academic-programs/tasl.aspx>.

ASLTA:

A Memorandum of Agreement has been ratified between the [American Sign Language Teachers Association](#) (ASLTA), UNC, and the TASL program.



As a TASL graduate, you will receive a 1-year free complimentary membership as a certified ASLTA member. If you meet ASLTA's established criteria, the fee for the ASLTA-Certified or ASLTA-Master certification process will be waived or reduced.



In 2021, the value of the Memorandum of Agreement was ~\$525.

ASLTA is a professional organization with a mission to perpetuate, preserve, and promote ASL and Deaf Culture through excellence in teaching. ASLTA has recognized TASL's defined exit competencies which ensure graduates have acquired the pedagogical framework to teach ASL as a foreign/modern language in numerous settings.

Next Steps

You are now a graduate student in the TASL program! Follow the steps below:

Activating Student Records

- 1) Sign into your account via <http://ursa.unco.edu>
- 2) As a new UNC student, follow the directions at the bottom left-hand side of that page; or click “new student” on the top left side of the page. Note, be sure to remove the pop-up blocker to access URSA.

****If your major is TASL MA and World Languages (Grades K-12) Licensure**, please use the following link <http://www.unco.edu/cebs/teacher-education/current-students/checkpoints.aspx> to complete EDFE 125 - Application for Graduate Licensure Admission to PTEP. This course determines whether you are eligible to teach in the K-12 setting. This course is to be completed before beginning your online orientation. For questions, please contact Dr. Charles Warren (Charles.Warren@unco.edu) and include your interim academic advisor – Karen.Boyd@unco.edu.

Online Orientation to TASL

All TASL students must complete the online Strategies for TASL Success course before beginning their first semester (summer). This course provides students with the necessary aspects to be successful in the TASL program. You will review the online learning system – *Canvas*, self-analysis of readiness for online learning, explore program questions, and meet the rest of your classmates within your cohort.

- 1) The instructor will provide you with detailed instructions on how to register.
- 2) There is a \$100 fee for the course.

Course Registration

Once your URSA student account is set up you will be able to register for classes.

- 1) Find the necessary information for your classes at the [Extended Campus \(EC\) Current Student website](#). Then select your major and cohort number. On your TASL cohort page, find the appropriate semester and locate the Course Registration Number (CRN) needed for registration. Please note your plan of study. Courses must be taken in sequence. Any questions regarding your courses must be addressed to your advisor.

- 2) Sign into your [URSA account](#). Locate the top tab labeled “Student.” Click “Register, Add or Drop” Classes.

- 3) Select the registration term.

- 4) Input the CRNs at the bottom of the page and click “Accept/Submit.”



- 5) If needed, you can select “Class Search” and locate TASL in the options. Select “Course Search,” to see the list of classes offered. Only select the courses for which you were advised to register.

Next Steps

Books and Materials

Each TASL course uses a variety of materials including textbooks, readings, CDs, or DVDs. These materials are ordered through the [Bookstore website](#) before the start of class. The UNC bookstore is the retailer that the ASLIS Department uses for all course materials. However, you may purchase materials from your preferred book distributor, just ensure this is the correct edition and ISBN number.

You can also find your list of required materials by logging into your Ursa student account. While in the student tab, under the first column, you will see a link to *My Textbooks*. Click that link and follow the prompts for a list of required materials. Do this for each class you are enrolled.

E-Reserve Library

[UNC's Library](#) provides students online access to an array of articles and scholarly publications through their E-Reserve. These will be in some of the TASL courses with instructions based on an assignment.



Online and Hybrid Course Delivery

The following information will detail the online learning management system – Canvas, online resources, as well as the summer residential session at the UNC campus in Greeley, CO.

For more information about the technical requirements, please see this [Extended Campus webpage](#).

Canvas

The UNC's secured learning management system is Canvas. Canvas uses the Internet to enable your access to the course content, assignments, readings, and resources using a Web Browser. Canvas also provides a convenient way for students and instructional staff members to communicate using email messages and discussion groups.



1) At midnight on the first day of class, you will access your online Canvas class by typing the following URL:

<http://canvas.unco.edu>

2) Select UNC LOGIN.

3) Your user ID and password are the same as you use for URSA.

4) For additional assistance with your online course visit the UNC Canvas Support Resources site:

<http://www.unco.edu/canvas/canvas-support/> and click on the various student links. Some tutorials will help you learn and understand more about online instruction that you can take advantage of.

In addition, the following materials can be found online in the Canvas system:

- *Syllabus* — The final version of the course syllabus will be found on Canvas. The syllabus is an overview of the course, and of all the related activities and assignments with timelines.
- *Modules* – Similar to lessons, the modules provide details through course activities, PowerPoint presentations, instructor insights, and so forth.
- *Assignments* – Contains the Assignment Overview and a detailed description of each assignment with the grading rubric.
- *Readings* – Readings may be included in the online course or at the UNC E-Reserves library website.

Online conferences ([Zoom](#))

TASL may use Online conferences such as Zoom (in Canvas) to bring students and experts together for an educational experience that enhances course content. Attendance at these conferences is often mandatory. Students who cannot attend due to extenuating circumstances must contact their instructor before the conference.

Technical Support

Business Hours:

- Monday-Thursday 8am-7pm
- Friday 8am-5pm
- Saturday-Sunday 10am-7pm

If you call after these times, a call service takes your call and alerts UNC IT personnel. The help ticket will then be given to the IT personnel to be completed on the next business day.

Online technical support is also available by going to <https://help.unco.edu>, you will need to log in using your UNC email address and password.

You can also get help by dialing (970) 351-4357(HELP) or 1-800-545-2331 to contact one of the skilled support representatives during business hours.

Hybrid Summer Semester

Summer semesters are required of all TASL students as summer courses are the foundation for the following fall and spring courses. You will take 6-9 credits providing intensive language, knowledge, research, and/or teacher preparation.

Summer's accelerated hybrid approach consists of two weeks online remote, typically in June, and then three weeks on campus between June and July and one additional week online remote. While on-campus, you will be in face-to-face classes from approximately 8:30 AM to 4:30 PM on weekdays with daily and weekend assignments.

Before your summer courses, you will receive information and resources to help you plan your stay on campus. Most out-of-state students stay in one of UNC's residence halls (approximately \$1,000 for the month) and you can either cook your meals in the dorm or purchase a meal plan through dining services.

During the summer semester, the Department of ASL & Interpreting Studies brings together the undergraduate ASL-English Interpretation (ASLEI) program students and staff and the Teaching ASL graduate program students and staff to create a learning community of Deaf and hearing students.

Assessment of Learning

In the pursuit of TASL majors, the learning objectives are assessed through project-based activities that generally require students to apply the learning to a real-life situation or their work experiences as ASL instructors.

Attendance

Participants are expected to attend all scheduled class meetings (e.g., videoconferences, discussion boards, advising sessions, face-to-face workshops, etc.). Extended tardiness or early departures (30 minutes or more) are treated the same as an absence.

Absences, consistent tardiness, or early departures from “real-time” events, may result in a failing grade or non-completion of the course and/or program.

In the rare instance when an absence cannot be avoided, and prior approval has been granted by the course instructor and ASLIS Administration for an in-progress grade, an equal and appropriate make-up experience/assignment is required. This will be specified by the instructor and is to be completed within one year.

Note: Regular interaction provides the instructional foundation for the distance delivery approach used in this program. The condensed format of many of the courses and your geographic separation from the instructor makes attendance crucial – whether it is online or onsite. *Active and regular participation is the key to success in distance education and is a required component of all UNC ASLIS programs. You should check into Canvas at least three days per week. If you need to be absent for more than four days, you must notify your instructor and may be required to provide documentation.*

Be sure to check Bear mail (as well as Canvas Inbox messages) at least twice per week as time-sensitive materials could be waiting for you from UNC, the ASLIS department, or the TASL program.



Time Expectations

Each course is worth a specific number of credits, for example, most knowledge-based courses are worth three (3) credits. For each credit, there are “contact hours” (hours spent in class) and “non-contact” hours (time spent on homework, reading, etc.).

A typical academic formula for a knowledge-based course is:

One (1) credit = 15 contact hours and 30 to 45 non-contact hours.

For example, for a one-credit hour class, you might expect to spend between 45-60 hours to complete the class.

Classes worth three (3) credit hours would require three times this amount, or 135 to 180 hours to complete.

Lab courses require twice as many hours and field-based courses such as practicum require three times as many hours to complete as knowledge-based courses.

If you take one knowledge-based course (3 credits) in a traditional semester it might look like:

180 hours required /15 weeks = 12 hours per week required

Major assignments may increase the time required some weeks and other weeks might require less time, but you need to be prepared to tackle challenging coursework in your TASL program

These numbers are averages, but remember, the amount of time it takes YOU to access your online course and complete all the course activities will depend on:

- Familiarity with the content/topic
- Reading comprehension/writing skills
- Speed of Internet access
- Availability of dedicated quiet time for study
- Local resources are available for observations, internships, etc.

It's also important to check the UNC-ASLIS website, <https://www.unco.edu/cebs/asl-interpreting/> for updates about the Department and the TASL Program, especially the Current Student webpage for the most up-to-date resources and information <https://www.unco.edu/cebs/asl-interpreting/academic-programs/tasl.aspx>.

Grading

The following scheme is used to assign grades for students taking this course for **GRADUATE** level credit:

A= 93-100 superior achievement of objectives

B= 85-92 average achievement of objectives

(Reminder: you must maintain at least a "B" per class to meet degree requirements)

Below 85% is considered not passing.

Weight will be placed on the quality of the work, responses, and/or comments, as well as the presentation of the work (e.g., spelling, and grammar). Timeliness will be a factor in the grading of all assignments and will be assessed by postmark (USPS) or time/date stamp on email/Canvas requirements.

Rubrics

Grading for assignments is based on a grading rubric (an assessment tool for making scoring decisions). The rubric itemizes the criteria that will be evaluated for an assignment and describes the characteristics of an A, B, or below graded assignment. The Orientation course will introduce you to the format of rubrics for your program.

Guidelines for Online Discussion Groups

The guidelines below should be followed for all discussion groups unless otherwise indicated in the activity or assignment.

- Academic discussion groups – Each assignment or activity that requires a discussion will have a unique discussion group in Canvas. You must post your message to the correct discussion group to receive credit.
- For discussion assignments, you must complete the number of posts indicated in the assignment or activity by the dates indicated.
- Compose an articulate comment/response. Online discussion posts are graded and must comply with designated course criteria and due dates.
- If you are responding to a post, make sure you are reading that message when you click the REPLY button so that your message stays with that message.
- Keep discussions professional. It is OK to agree or disagree with a posting but be sure to explain why you agree or disagree professionally. At times, it may be easy to forget that this is a public forum and during times of stress the form of communication (written with no indication of affect or inflection) can be easily misunderstood. Therefore, concerns and issues to be brought to the attention of staff or students need to be thoughtfully composed and considered before posting. Private postings should incorporate the same considerations.



As a part of the Student Orientation, you will develop a list of Netiquette rules to be followed by your cohort group during your participation in UNC-ASLIS courses.

Guidelines for Written Assignments

The following guidelines should be followed for all written assignments submitted in your online classes unless otherwise indicated in the activity or assignment.

You can help your instructor and help yourself by paying attention to these guidelines, which make it much easier to review your work.

Creating your assignment:

- Create your assignment in a document either in MS Word or Rich Text Format (RTF). Documents submitted in a format other than this (such as MS Works) will not be graded.
- All assignments require your name, the date, the course, the assignment number, and the section (if applicable) at the top of your document.
- Your instructor's critique will be uploaded to the Grades area.

Follow these general rules for formatting your paper, unless otherwise indicated in the specific assignment:

- 12-point font
- Arial or Times Roman fonts preferred
- Double spaced
- 1-inch margins
- APA formatting
- Reference page using APA format

Use of Artificial Intelligence

The use of artificial intelligence (AI) chatbot technologies, such as ChatGPT, to generate text, is not allowed and will be treated as an academic integrity violation.

Course Completion

As an online learner in the fall and spring semesters, you have a unique opportunity to take more responsibility for your learning by establishing a study and participation schedule that maximizes your learning. Since the class does not “meet” at an established time and day of the week, it will be your responsibility to stay current with your readings, activities, and assignments. Also, you need to be an active participant in the online discussions, which is the discussion that connects you with your classmates in the cohort to explore and discuss your new learning.

The online courses are designed to challenge you to do your best work. Information, exercises, and activities are provided to help you with this process. You will have the opportunity to assist each other towards success. Your input is essential. *You will gain back what you put into the course.*

Deadlines are important. Web-based participation requires that you stay on top of your work, communicating with the class and your instructor. There will be requirements for discussion and collaboration using the online discussion groups. Each participant in the program has personal perspectives to share (and maybe teaching experiences as well). *This sharing will facilitate new learning for all participants.*

So, to ensure that this learning experience works for you, the following items are required for satisfactory completion:

- Read all assigned readings.
- Complete all defined activities.
- Complete homework assignments per instructions

As a graduate student, a higher level of academic writing is expected in both assignments and Discussion Board posts. You are encouraged to pay attention to **APA requirements** for citations. Refer to <http://owl.english.purdue.edu/owl/resource/560/01/> as one resource.

Degree Works

You are encouraged to check Degree Works in your URSA account each semester to monitor program progress, and grades on your college transcripts, and to see if graduation requirements are met. You know more about your progress in your course of study than any other person. Please be sure to monitor your progress throughout your time in the program.

Concerns and Complaints

Students who have academic concerns and/or complaints are expected to first contact the course instructor to discuss the issue towards a resolution. Most issues are resolved in this way. If the student disagrees with the resolution, then the student should contact the Program Coordinator. If unable to reach an acceptable solution, the next step would be to contact the Chair of the ASL & Interpreting Studies (ASLIS) Chair. If a student is still not satisfied, you may then contact the Dean of the College of Education and Behavioral Sciences. This process must be followed. If you skip a step in this process, you will be directed to contact the appropriate person in the protocol.

Course Evaluations

Every UNC course concludes with a course evaluation. This allows students to comment on the quality of the courses offered and the competence of the instructor. College administrators and faculty members take your feedback very seriously. The information students provide is used to evaluate the instructor's performance and to inform curriculum decisions. Your responses will be anonymous, and your input will be shared with the instructor only after grades are submitted.

Resources & Information

TASL Current Student Page - a resource page for students to access important documents, updated Program information, student highlights, and summer logistics: <https://www.unco.edu/cebs/asl-interpreting/academic-programs/tasl.aspx>

Student Consumer Information – information that applies to all UNC students: <http://www.unco.edu/student-consumer-information/>

UNC Graduate School offers new and current students' information and resources: http://www.unco.edu/grad/new_current/index.html

Student Rights

As an ASLIS student, you will have access to ASLIS materials, staff, and other students at various times throughout your experience. It is imperative, therefore, that we all share the same expectations.

Students have the right to:

- Be informed of course requirements.
- Be evaluated fairly based on their academic performance (their abilities and skills) as required by a professor as part of a course.
- Experience free and open discussion, inquiry, and expression, both in the classroom and in conferences.
- Experience competent instruction and advisement.
- Take exception to the data or views presented and reserve judgment about matters of opinion.
- Expect protection against a professor's improper disclosure of students' views, beliefs, and political associations which may surface because of instructing, advising, or counseling; and
- Expect protection, through established procedures, against prejudicial or capricious evaluation (see Academic Appeals section).

Student Responsibilities

Students have the responsibility to:

- Inquire about course requirements if they do not understand them or are in doubt about them.
- Maintain the standards of academic performance established for individual courses and programs of study.
- Initiate an investigation if they believe their academic rights have been violated. (See section on Academic Appeals).
- Learn the content of any course of study; and
- Act under commonly accepted standards of academic conduct. (See Student Conduct section.)

University Standards and Resources

Disability Resources

It is the policy and practice of the University of Northern Colorado to create inclusive learning environments. If there are aspects of the instruction or design of this course that present barriers to students' inclusion or to accurate assessments of students' achievement (e.g., inaccessible web content, use of videos without captions), students should communicate about these aspects with their instructor(s). Additionally, if you have a temporary health condition or a permanent disability that requires accommodation, contact the Disability Resource Center (DRC) as soon as possible. DRC facilitates the interactive process that establishes reasonable accommodations. Office: (970) 351-2289, Michener Library L-80. Students can learn more here: www.unco.edu/disability-resource-center

Title IX/Equal Opportunity

The University of Northern Colorado is committed to providing a safe and inclusive learning environment for all students that is free from discrimination and harassment, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Students who have experienced (or who know someone who has experienced) any of these concerns should know that they are not alone. UNC has staff members in the University's [Office of Institutional Equity and Compliance](#) (OIEC) who are trained to support students in navigating these concerns and are able to provide on- and off-campus resources and supports, referrals to health and counseling services, academic and housing modifications, and mutual no-contact orders between individuals. Please be aware all UNC instructors and most staff members are required to report their awareness of sexual misconduct to the OIEC. This means that if students tell an instructor about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, the instructor must share that information with the Title IX Coordinator and Equity Officer, Dr. Matt Ricke. Dr. Ricke or a trained staff member in OIEC will contact the reporting students to let them know about resources and support services at UNC as well as their options to pursue an investigation through OIEC, law enforcement, or both. Students who have experienced these types of incidents are not required to speak with OIEC staff regarding the incident. Students' participation in OIEC processes are entirely voluntary. If students do not want the Title IX Coordinator notified, instead of disclosing this information to the instructor, students can speak confidentially with the following people on campus and in the community. They can connect you with support services and help explore options now, or in the future. UNC has confidential victim advocates available 24/7 by phone – students can contact the [Assault Survivors Advocacy Program](#) (ASAP) at 970-351-1490 to seek confidential guidance and support.

Confidential Campus Resources

Assault Survivors Advocacy Program (ASAP) Office Located: 2nd floor of Cassidy Hall

Office Phone: 970-351-1490

Web: unco.edu/asap

Hours: M-F, 9am-5pm

24 Hour Hot Line: 970-351-4040

Email: advocacy@unco.edu

UNC Counseling Center

Office Located: 2nd floor of Cassidy Hall

Office Phone: 970-351-2496

Hours: M-F, 8am-12PM, 1pm-5pm

Web: unco.edu/counseling-center

Psychological Services

Office Located: McKee Hall Room 247

Office Phone: 970-351-1645

Web: <https://www.unco.edu/cebs/psychological-services-clinic/>

Hours: By Appointment

Email: ppsy.clinic@unco.edu

*Staff members at confidential campus resources are not required to automatically report incidents of sexual or relationship/dating violence or stalking to the University. There are limits to confidentiality, and before speaking with a staff member, those exceptions will be outlined. Students who have experienced sexual or interpersonal violence, who are concerned about someone who has, who would like to learn more about sexual or interpersonal violence, or who wish to report an incident, can visit www.unco.edu/sexual-misconduct. Students may also contact OIEC at 970-351-4899 or email titleix@unco.edu.

Artificial Intelligence (AI) Use Statement

The use of artificial intelligence (AI) chatbot technologies, such as ChatGPT, to generate text, is not allowed and will be treated as an academic integrity violation. Intellectual honesty is vital to an academic community and for a fair evaluation of your work. All work submitted must be your own, completed in accordance with the University's academic regulations. You may not engage in unauthorized collaboration or make use of ChatGPT or other AI composition software.

Academic Integrity

Students are expected to practice academic honesty in every aspect of this course. Students who engage in academic misconduct are subject to grading consequences with regard to this course and/or university disciplinary procedures through the Dean of Students Office. More information about the academic misconduct process can be found in UNC's Student Code of Conduct (BEAR Code).

Attendance

Students are expected to attend class regularly. Each instructor determines the relationship between class attendance, the objectives of the class, and students' grades. Instructors are responsible for articulating their attendance policies and their effect on grades to students. Students are responsible for knowing the attendance policy of each course. Only the instructor can approve students' absences. Students are responsible for requesting such approval. In an effort to create inclusive learning environments, instructors should not require doctors' notes to determine whether or not to excuse an absence.

Center for Career Readiness

Come visit us at the Center for Career Readiness to talk about resume, cover letter, interviewing, career/major exploration, job/internship search, graduate school search, and everything else career. For more information on student *resources*, or to schedule an *appointment*, visit the website: www.unco.edu/career/students or for student *events*, visit: www.unco.edu/career/events.

We are located:

Office: University Center 2nd floor

Hours: M-F, 8am-5pm

Appointments: Virtual and In-Person

Drop-Ins: Visit our website for up-to-date information

It's never too early to talk about career!

Equity and Inclusion

The University of Northern Colorado (UNC) embraces the diversity of students, faculty, and staff. UNC honors the inherent dignity of each individual, and welcomes their unique perspectives, behaviors, and world views. People of all races, religions, national origins, sexual orientations, ethnicities, genders and gender identities, cognitive, physical, and behavioral abilities, socioeconomic backgrounds, regions, immigrant statuses, military or veteran statuses, sizes and/or shapes are strongly encouraged to share their rich array of perspectives and experiences. Course content and campus discussions will heighten your awareness of others' individual and intersecting identities. For information or resources, contact the Division of Diversity, Equity and Inclusion, at 970-351-1944. If students want to report an incident related to identity-based discrimination/harassment, please visit www.unco.edu/institutional-equity-compliance. Additionally, there are several cultural and resource centers across the campus that are equipped and designed to serve as caring and thoughtful centers for students, staff and faculty. You can find their information below:

Asian Pacific American Student Services (Cultural Center)

924 20th St
Greeley, CO 80639
(970) 351-1909
AsianPacificAmerican.StudentServices@unco.edu

Cesar Chavez Cultural Center & DREAMer Engagement Program (Cultural Center)

1410 20th St
Greeley, CO 80639
(970) 351-2424
ChavezCenter@unco.edu

Center for Women's and Gender Equity (Resource Center) & Stryker Institute for Leadership

Development
1915 10th Ave
Greeley, CO 80639
970-351-1492
cwge@unco.edu

Center for Gender and Sexuality (Resource Center)

2215 10th Ave., Campus Box 42
Greeley, CO 80631
970-353-0191
gsrc@unco.edu

Marcus Garvey Cultural Center (Cultural Center)

928 20th St., Campus Box 41
Greeley, CO 80639
(970) 351-2351
MGCC@unco.edu

Native American Services (Cultural Center)

924 20th St
Greeley, CO 80639
(970) 351-1909
AsianPacificAmerican.StudentServices@unco.edu

Veteran's Services (Resource Center)

1815 8th Ave
Greeley, CO 80631
970-351-1403

timothy.nellett@unco.edu

Food Insecurity and Basic Needs

Knowing that food insecurity is experienced at higher rates among college students, UNC offers assistance to students facing food insecurity through an on-campus food pantry. The Bear Pantry is located in University Center 2166A and is open for regular hours throughout the semester. Please visit www.unco.edu/bear-pantry for more information.

Land Acknowledgment

The University of Northern Colorado occupies the lands in the territories of the Ute, Cheyenne, Lakota and Arapaho peoples. The University acknowledges the 48 tribes that are historically tied to the state of Colorado. Thus, the land on which UNC is situated is tied to the history and culture of our native and indigenous peoples. UNC appreciates this connection and has great respect for this land. Additionally, the University community pays its respect to Elders past, present, and future, and to those who have stewarded this land throughout the generations. As part of the learning and reflection process please visit <https://native-land.ca/> or call the Office of Equity & Inclusion at 970-351-1944.

Name in Use/Pronoun in Use/Name Change

Some students may have changed their names to better reflect their gender identity or for other reasons. The process to request that the University change the name that appears on Canvas and on the course roster is available here: <https://www.unco.edu/registrar/name-change.aspx>

University Libraries

The University Libraries has the spaces, resources, and support you need to help you achieve your academic goals. Visit us at Michener Library, on west campus, or at Skinner Music Library, on central campus. Check out all the resources we offer, from scholarly journal databases and streaming media to laptops and anatomical models, at our website: <https://www.unco.edu/library/>. Need research help from an expert? Ask a librarian. We offer multiple ways to get in touch: <https://www.unco.edu/library/research-help/>.

Writing Center

The [Writing Center](#) offers three kinds of sessions to meet your writing needs: In-Person, Email, and Zoom Sessions. Trained Writing Center Consultants can assist you with writing assignments from any course or subject. Even if you think your writing is pretty good, it's always nice to have another reader look over your work. To guarantee a session time, make an appointment using our online scheduling system by visiting our website (below). We also have walk-in session times available during our scheduled open hours, Monday – Friday 9:00 am – 4:00 pm in the Writing Center, Ross Hall 1230 as well as walk-in sessions in the library (first floor) Monday – Thursday evenings, 5:00 pm – 8:00 pm. If your instructor requires you to visit the Writing Center, make sure to alert your consultant, and/or check the box on the appointment form, and we will send an email confirmation of your session to your instructor. For more information, email the Writing Center at writingcenter@unco.edu or visit the website: www.unco.edu/writing-center.

Guidelines for the Use of Technology

Responsible use of the UNC ASLIS technologies and services (i.e., Canvas, audio conferencing, etc.) requires that both students and staff follow these guidelines. You are to:

- Respect the rights of others by complying with all college and program policies regarding intellectual property and copyrights.
- Respect the rights of others by complying with all college and program policies regarding sexual, racial, and other forms of harassment, and by preserving the privacy of personal data to which you may have access.
- Respect the privacy of others by not tampering with their tapes, files, attachments, passwords, or accounts, or representing others when messaging or conferencing.
- Use only computer IDs or accounts and communication facilities, which you are duly authorized to use, and use them for the purposes for which they were intended.
- Restrict anyone else from using your ID or accounts to access courses or other resources available to registered students of the UNC ASLIS; and
- Respect the integrity of computing systems and data; for example, by not intentionally developing programs or making use of already existing programs that harass other users, infiltrate a computer or computing system, and/or damage or alter the software components of a computer or computing system or gain unauthorized access to other facilities accessible via the network.

Inappropriate Use of Technology

Certain activities are considered inappropriate use of technology services. These include electronic chain letters, pyramid schemes, the mass mailing of unsolicited emails, and "spamming".

Security of the Online Environment

Inviting individuals to become online students is somewhat like trying to get a small child to stick his hand into one of the boxes at the zoo to feel what is in it and learn more about the animal in front of him. It is a great learning opportunity...but rather a scary proposition!

Creating a safe, learning environment in the TASL "virtual schoolhouse" demands a great deal of time and energy. Breaches of that security – by students, staff, or interns – are not taken lightly.

During your TASL experience, you will have opportunities to discuss situations that occur in your work as an interpreter. When discussing the observations, you are expected to protect the privacy of the students. This includes, but is not limited to:

- Protecting their identity.
- Not duplicating their work.

Only persons with an authorized login user ID and password are expected to be in ASLIS online courses. No one is to give his access codes to anyone else. UNC ASLIS online students are made aware **before** others are invited into the environment, just as you would in a traditional, campus-based course. No one is to have anyone "watching over her shoulder" unless this has been previously authorized.

You may know and even interact with other ASLIS students in various aspects of your own work/life.

Sensitivity to this reality is very important. As students, you are all aware of these issues. In a distance environment, where you may rarely see the face of another student, it can be challenging to relate in the same ways you are accustomed to in the onsite environment. Everyone is expected to be diligent in this area.

Grounds for Dismissal

Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if his or her conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

The following are grounds for dismissal from ASLIS programs:

Academic deficiency

Must meet grade requirements of a specific program.

Plagiarism

For more information, see the Student Handbook at UNC:

<https://unco.smartcatalogiq.com/current/graduate-catalog/general-information/policies-and-procedures/plagiarism/>

Security of technology and materials

- Personal information and in-class discussions are to be kept confidential. This would include, for example, not sharing content of courses or student discussions on social media.
- The materials you receive in your UNC ASLIS courses are copyrighted. Duplication of materials or media without written permission from UNC ASLIS is illegal.

Privacy

You will be given a login user ID and password to Canvas to access your course content and communications. This is not to be shared with anyone else. Neither are you to “invite” others to observe the class on the Web. ***The ASLIS takes this issue very seriously.*** The reason is to preserve the safe learning environment for you and your cohort colleagues to take the risks required for your learning. It also protects privacy issues that may arise in various online discussions.

Personal and Professional Disposition

Students who do not maintain a professional disposition in class or interactions outside of class are subject to review to determine if they are prepared to become ASL instructors in the profession. This includes face-to-face or email interactions with TASL faculty and staff, presentations during practicum, and presentations via social media.

Need Help?

Every effort will be made to ensure that you can complete your educational journey. However, it is **your** responsibility to contact the appropriate person when you need help.

Important Contacts at UNC:

[Graduate School](#)

970-351-2831

grad.school@unco.edu

[Financial Aid](#)

970-351-2502

ofa@unco.edu

[Registrar's Office](#)

970-351-2231

registrar@unco.edu

[Department of ASL & Interpreting Studies](#)

UNC @ McKee Hall 525

Campus Box 106

Greeley, CO 80639

Fax: 970-351-1317

Phone: 970-351-1060

Problem:	Contact:
Questions about course content, activities, assignments, problems with your coursework or inability to complete assignments	1. Your instructor Your instructor should be the first person you contact! 2. Program Coordinator If you do not get a timely and satisfactory response from your instructor, you may contact the Program Coordinator. 3. Chair In the event of additional concerns that cannot be resolved with the Instructor or Program Coordinator, please contact the Chair of the Department of ASL & Interpreting Studies. (See full list below)
Update contact information Locate final grades See progress in degree plan Register for classes Pay bills	URSA Online <u>http://ursa.unco.edu</u>
Did not receive all course materials	Vendor from who you purchased materials.

Cannot login to Canvas or URSA	http://www.unco.edu/canvas/ UNC Technical Support 970-351-4357 or help@unco.edu
Updated TASL resources, documents, and information	https://www.unco.edu/cebs/asl-interpreting/academic-programs/tasl.aspx

ASLIS Staff

The ASLIS administrative office is housed on the UNC campus McKee Hall 525 in Greeley, CO. The staff provides the administrative and instructional support for the programs delivered through the ASLIS Department.

ASLIS Chair

Dr. Barbara Garrett
970-351-1117 or VP: 970-373-1270
Barbara.Garrett@unco.edu

TASL Coordinator & Academic Advisor

Karen Boyd, Interim
Karen.Boyd@unco.edu

Instructional Coordinator

LaNae Phillips
970-351-1047
LaNae.Phillips@unco.edu

Resource and Logistics Assistant

Sherry Schriver
970-351-1060
Sherry.Schrive@unco.edu

[Meet our current ASLIS Faculty.](#) We think they are the brightest and the best!

**Quality Instruction Preparing
Culturally and Linguistically Competent
Teachers of American Sign Language**

