

**MORGAN STATE UNIVERSITY
DEPARTMENT OF WORLD LANGUAGES & INTERNATIONAL STUDIES
FOREIGN LANGUAGE LABORATORY**

Spring 2024

[Visit our website for updates and announcements: Welcome to the World Languages Lab \(morgan.edu\)](http://www.morgan.edu)

- Purpose:** The purpose of the language lab is to provide extensive listening and speaking practice in the target language. The exercises are designed to help you interact with a native speaker at a level appropriate for your course.
- Location:** Holmes Hall, Room G-03
- Dates:** **January 17 2024 – May 9, 2024**
The lab will be **closed over Spring Break** (3/14/24 – 3/24/24) and **will close for the semester at 4:00 p.m. on Thursday May 9, 2024.**
The lab will also close on Wellness Days on February 23 & April 11.
- Hours:** **Monday - Friday, 10:00 A.M. to 4:00 P.M.**
Evening hours: Monday, Tuesday, and Friday from 5 to 7 p.m.
- Procedure:** You will be signed in and out by laboratory personnel. Please **know your professor's name, your class number, and section.** Make sure you agree with the time signed in and out when you initial the sheet upon leaving. **You must sign out each and every time you leave the lab—for any reason-- or your name will be scratched from the attendance roster for that session. You must sign out to receive credit for any session. If you forget, no credit is given.**
- Identification:** An ID card is REQUIRED every time you check out any available materials to be used in the lab; such as textbooks, workbooks, headphones, DVDs, or software.
- Attendance:** Twelve 50-minute lab sessions per semester (about 1 per week, or 600 total minutes) are required for all foreign language courses with a lab component. Students must complete the 50-minute period to fulfill the weekly requirement. Depending on the course, there may be specific listening and speaking exercises for a given week or you may be allowed to work on a range of video and oral exercises. **Check with your instructor for details.** You may receive credit for a **maximum of two 50-minute sessions per week**; however, you may attend the lab more if you like.
- In order to facilitate social distancing, students in Spring 2024 will be allowed to complete up to half of their lab assignments (300 minutes worth) remotely. Check with your instructor for specifics. Should the lab be required to close for health reasons or for renovation, these guidelines will be adjusted.
- If your work/class schedule does not permit you to attend lab during our posted hours, you must obtain documented proof first, then speak with your professor to make other arrangements, no later than the **end of the 3rd week** of classes (by **January 31st**)
- It is **your** responsibility to keep a log of your attendance (5% of grade). The attendance file will be available to faculty members only. Do not ask lab personnel the status of your lab attendance. Only your professor can give you that information. If you are a graduating senior, check with your professor for your attendance cut-off date.
- Examinations:** A Mid-term (5% of grade) and Final Lab Exam (5 % of grade) will be given in the classroom, covering the material seen in the language laboratory. They will be scheduled by your regular classroom professor. Missed lab exams can only be made up with an original written and **verifiable** excuse due to illness or an emergency, presented within one week from **the day you return to classes.** A note from a parent, relative, or friend is NOT acceptable. If you are scheduled for a lab exam and the university closes for some reason (such as inclement weather), your exam will take place the day the university reopens, unless your professor makes other arrangements.

Videos: A selection of DVDs is available in the Department for students to enhance their foreign language acquisition. Arrangements must be made 24 hours in advance for viewing. Come in and watch them. They are helpful and entertaining. These viewing times may not count toward your semester requirement. Check with your professor.

Workbook: Your workbook/lab manual is designed to work in conjunction with your textbook. The lab manual is designed to accompany disks or an online site. Check with your professor regarding the use of these materials. Many lab materials are now available online.

Grading: According to Departmental policy, the lab component counts for 15% of your course grade. It is divided into a Midterm lab exam (5%), a Final lab exam (5%), and mandatory lab participation (5%). **Participation must be fully completed 600 minutes (300 minutes of which will be remote) or the student will forfeit the 5%.** You should plan to start attending early in the semester and budget your time wisely to fulfill the requirement.

Reminder: If you need assistance to operate one of the lab computers, a lab assistant will usually be available to help you.
The Foreign Language Lab has no printing capabilities for students!

**FREE COFFEE AND DONUTS
EVERY FRIDAY!**



The lab is a place to do lab WORK and RELAX. We do have a coffee station and free delicious cookies and/or donuts available every Friday (while supplies last). The coffee & food available @ the lab must be consumed by the station only and should not be brought to the individual computer stations. Thank you for your cooperation!

Students will not be permitted to do other types of studying while using the lab facility. You have signed in to do your lab work. Any other work done in the lab is unauthorized and will not count toward your lab requirement.

Because of the COVID-19 pandemic, we will strongly recommend that students bring their own headphones to the lab. The computers have both USB ports and 3.5 mm headphone jacks. You may also check out a headset at the desk, and clean it before and after use.

Students **MAY NOT** connect any other personal equipment to the lab equipment. Any attempts to do so will be dealt with according to University disciplinary policy. **Laptops may not be used in the Foreign Language Lab, unless special permission is given.** Please do not save any material on the hard drives or desktops of our computers. Any saved material will be deleted on a regular basis.

This information is subject to change if circumstances so require. In that case, you will be notified in your class. There are occasional postings in the lab regarding schedule changes and/or lab closings. If there is a University closing or the lab is full or closed, and you planned on attending the lab that day, give yourself time to attend another day. No exception will be given to students if the lab is fully occupied or closed for any reason. Plan to start attending the lab early in the semester. Things happen!
Please guard your personal possessions. Although we make every effort to keep items mistakenly left in the lab, lab personnel are not responsible for lost or stolen belongings.

Student Lab Attendance Log – Spring Semester 2024

Name _____ Course & Section _____

	Mon.	Tues.	Wed.	Thurs.	Fri.
Week 1 Jan. 15			Jan. 17th Lab Opens	1/18	1/19
Week 2 Jan. 22	1/22	1/23	1/24	1/25	1/26
Week 3 Jan. 29	1/29	1/30	1/31	2/1	2/2
Week 4 Feb. 5	2/5	2/6	2/7	2/8	2/9
Week 5 Feb. 12	2/12	2/13	2/14	2/15	2/16
Week 6 Feb. 19	2/19	2/20	2/21	2/22	2/23 Lab Closed Wellness Day
Week 7 Feb. 26	2/26	2/27	2/28	2/29	3/1
Week 8 March 4	3/4	3/5	3/6	3/7	3/8
Week 9 March	3/11	3/12	3/13	3/14	3/15
Week 10 Mar.18	LAB IS CLOSED THIS WEEK FOR SPRING BREAK				
Week 11 March 25	3/25	3/26	3/27	3/28	3/29
Week 12 April 1	4/1	4/2	4/3	4/4	4/5
Week 13 April 8	4/8	4/9	4/10	April 11 Lab closes Wellness Day	4/12
Week 14 April 15	4/15	4/16	4/17	4/18	4/19
Week 15 April 22	4/22	4/23	4/24	4/25	4/26
Week 16 April 29	4/29	4/30	5/1	5/2	5/3
Week 17 May 6	5/6	5/7	5/8	5/9 Lab Closed @4 pm for the semester	5/10

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This record is intended for a student's personal use. No lab personnel will sign it or verify it. The only official record is sent to your professor on a weekly basis.