

Important Instructions for Students

1. Carefully read the course module and its appendices in order to familiarize yourself with the content.
2. Verify that you have access to the SUAGM accounts, including the E-Lab, e-mail, and Blackboard. If you need assistance in managing the mentioned accounts, contact the Help Desk (servicedesk@suagm.edu).
3. The facilitator will post messages on Blackboard regarding important dates and other information relevant to the course. Furthermore, he will post reminders regarding assignments, projects, activities, and the importance of completing the Language Lab/E-Lab exercises during the course. Read this information frequently during the duration of the course.
4. The facilitator will explain the *Digital Performance Portfolio Assessment Handbook* which can be found in Blackboard. This document includes detailed instructions for the effective completion of the digital portfolio. Familiarize yourself with this handbook.
5. The facilitator will explain the *Education Internship Handbook* which can be found in Blackboard. This document contains detailed instructions regarding the internship process, as well as the forms required to effectively complete these procedures.
6. Use NetTutor to revise your written work, prior to sending it to the facilitator. This resource reviews the principles of correct writing and grammar of your work and provides feedback.
7. The facilitator will send written works to SafeAssign™ to detect cases of plagiarism. Limit the use of information copied directly from the Internet, use APA style, and cite references. You may send an assignment by means of SafeAssign™, if the facilitator sets it up beforehand.
8. If you have questions regarding assignments, activities or content, clarify them with the facilitator using the Voice E-mail tool in Blackboard (E-Lab tool used to send voice messages).
9. It is essential that you understand the importance of mastering the learning topics. It is necessary that you continuously consult dictionaries and other support resources. Total mastery of the knowledge acquired in each workshop is necessary for the classes that follow. In this way, you will continue refining the learning process.

10. Pay attention to the language activities. Remember that 30% of your weekly and final grades depends on the demonstration of your linguistic proficiencies in English and Spanish (according to the language of the workshop), and 70% depends on your mastery of the course content.
11. Use the Virtual Library, your Universities Electronic Library, the Internet, and other academic resources in the E-Lab, such as electronic books, to conduct research.