

THE *Parliamo italiano!* ONLINE WORKBOOK & LAB MANUAL

The ***Parliamo italiano!*, 3rd. ed.** textbook program has its Workbook exercises and Language Lab exercises available online through **Quia© Books**, and we will be using the online system for these assignments in the course.

Accessing the Online Workbook and Lab Manual:

If you purchase the textbook package requested for the course, it contains a small cardboard folder providing the access code you will need to enter the SUNY Cortland section for your Italian course at the **Quia** website for the ***Parliamo italiano!*, 3rd. ed.** textbook.

If you purchase the textbook used, you **MUST** purchase the access card separately at the College Store or Mando Books. A number of separate access code packages were requested for this purpose.

Follow the instructions printed in this folder to access the SUNY Cortland section for your Italian course at the **Quia** website. This will also be illustrated for you in class, when I give a familiarization tour of the ***Parliamo Quia*** website.

Workbook and Language Lab assignments and course credit:

The relevant online Workbook and Language Lab exercises are due on the day of the course exam for the corresponding unit sections in the textbook. Completion of the online Workbook and Language Lab exercises earns the student credit in the "General Coursework" portion of your final course grade. Satisfactory completion of the assigned exercises earns the student one coursework credit for the full set of Workbook exercises for each course exam, and one credit for the full set of Language Lab exercises for each Unit in the textbook.

Completing the online Workbook and Lab exercises:

The beauty of the online Workbook and Lab Manual is that you can do the work from any computer with an Internet connection, from anywhere, at any time!

The Workbook and Language Lab exercises are meant to constitute a self-study tool in the course. We will not be reviewing these exercises in class. For my Italian courses, only those exercises for which there are specific answers are assigned for online completion and study. Open-ended exercises are assigned separately for collection and review during the unit of study, or are omitted altogether.

All materials needed for the Workbook and Language Lab exercises are provided on line at the **Quia** website for ***Parliamo italiano!*, 3rd. ed.** (text and drawings, as well as the audio files for the Language Lab exercises). You will simply want to have on hand your textbook (and any other materials -- your notebook or class handouts) when you go to complete the exercises, to consult as you do your work.

After you have attempted an exercise, you submit your work for that exercise, and your work and results are automatically recorded and graded. You are shown your responses and the correct answer in each case. **Your exercises are graded on the first attempt only.** After submitting your answers, and seeing your performance, you are expected to return to the exercise and fix your errors.

As with all assignments in the course, you are expected to put time, care, and effort into the completion of the online Workbook and Lab exercises, and you are expected to strive for grammatical accuracy in their preparation. As noted above, your answers are graded on the first attempt only. To earn a "✓", you must achieve at least an 80% score on most of the exercises. A preponderance of scores below 80% will result in a "✓ -" for the set of exercises; a preponderance of scores of at least 90% will earn a "✓ +" for that set of exercises.

Lastly, you may choose to schedule your work on the **Workbook** exercises however you wish: either all at once before the corresponding exam, or bit by bit throughout the unit sections under study. It may be advisable, however, to avoid leaving ALL Workbook exercises for a given exam until the last minute. In the case of Language Lab exercises, however, because of their integrated nature, they are best left until right before each exam. Fortunately, there are fewer lab exercises per unit, and so it should not be a problem to wait to complete them just before each course exam.