



Five College Center for World Languages

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# Preparation

## How do I prepare for the start of the semester?

### Order your Textbook!

Order your textbook one or two months before the start of the semester. You will be given textbook ordering information when you register. Textbooks need to be ordered online. If you have questions or difficulties ordering the text, contact your course organizer as soon as possible for assistance (Theo Hull at [fcmlp2@umass.edu](mailto:fcmlp2@umass.edu) or 413-542-5264).

**Late Enrollments:** If you enroll late, order your textbook immediately and contact your course organizer about how to prepare for sessions until your textbook arrives.

### Find your Syllabus

Course syllabi are housed on the LangMedia website. The primary web address for this website is: <http://langmedia.fivecolleges.edu>. There are individual links for each language. Find your Arabic course and level. This page has syllabi from the most recently offered Arabic courses. Syllabi for the upcoming semester will be posted on LangMedia a week or two before the semester starts. Course formats and requirements vary by semester, so you will need to study your up-to-date syllabus when it is issued.

### Prepare for your First Session

Before attending your first session you need to find your syllabus online and follow the instructions on the syllabus to prepare for the first session. You are expected to attend the first session prepared.

### Watch your E-mail for Important Scheduling Information

Regular conversation session meeting times are set at the beginning of the semester. Conversation session scheduling will take place over e-mail. Students send schedule information to the native speaking conversation partner. The conversation partner chooses a time that will work for all members of the group. That time then becomes the regular meeting time for the semester and should remain consistent throughout the semester. Conversation sessions meet on the home campus of the conversation partner, and the conversation partner will notify students of the exact meeting location.

You will receive more details about the process of scheduling conversation sessions when you register for the course. If you have questions about the scheduling process, contact your course organizer. Your course organizer is Theo Hull, Program Assistant for FCCWL. They can be reached at

[fcmlp2@umass.edu](mailto:fcmlp2@umass.edu) or 413-542-5264.

## **After your Session: Submit your Self-Assessments**

10% of your final grade is based on weekly submission of self-assessment reports. You should submit your self-assessment as soon as possible after each week's conversation session and no later than 9am on the following Monday (you get the weekend as a grace period in case you forget). The self-assessments are designed to help students reflect about the language learning process and to let the FCCWL office know about any academic or logistical issues that need attention. Self-assessments need not be long. Some students choose to write a lot, others just a sentence or two. You get full credit for assessments turned in on time, but only partial credit for late assessments. You will get a special online link to self-assessments when you register for the course.

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