

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

FALL 2025

Visit our website for updates and announcements: [Welcome to the World Languages Lab \(morgan.edu\)](http://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:** **September 10th 2025 – December 10th 2025**
The lab will be closed over THANKSGIVING BREAK (11/27/25 –11/30/25) and will close for the semester at **4:00 p.m.** on Wednesday December 10th 2025. **The lab will also be closed on Wellness Days on Oct. 7 & November 26th.**
- Hours:** **Monday - Friday, 10:00 A.M. to 4:00 P.M.**
Evening hours Monday, Tuesday and Thursday 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 World 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 FALL 2025 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 August 12th)**
- 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 for 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 World 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 with operating one of the lab computers, a lab assistant will usually be available to help you.

The World 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 recent 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/iPads/Tablets may be used in the World Languages Lab, but students must be seated in the designated spaces for personal device use and not seated in computer stations with their own personal devices. Please USE ONLY ONE DEVICE per station (unless you need to take notes on an iPad while completing your Lab assignments).** Please do not save any material on the hard drives or desktops of our Lab computers. Any material saved 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 – FALL Semester 2025

Name _____ Course & Section _____

Times Attended

	Mon.	Tues.	Wed.	Thurs.	Fri.
Week 1 September 10			September 10 Lab Opens	10/11	10/12
Week 2 September 15	9/15	9/16	9/17	9/18	9/19
Week 3 September 22	9/22	9/23	9/24	9/25	9/26
Week 4 September 29	9/29	9/30	10/1	10/2	10/3
Week 5 October 6	10/6	10/7 Lab closed Wellness Day	10/8	10/9	10/10
Week 6 October 13	10/13	10/14	10/15	10/16	10/17
Week 7 October 20	10/20	10/21	10/22	10/23	10/24
Week 8 October 27	10/27	10/28	10/29	10/30	10/31
Week 9 November 3	11/3	11/4	11/5	11/6	11/7
Week 10 November 10	11/10	11/11	11/12	11/13	11/14
Week 11 November 17	11/17	11/18	11/19	11/20	11/21
Week 12 November 24	11/24	11/25	11/26 Lab closed Wellness Day	11/27 Lab closed THANKSGIVING BREAK	11/28
Week 13 December 1 st	12/1	12/2	12/3	12/4	12/5
Week 14 December 8	12/8	12/9	12/10 Lab Closes @ 4 p.m. Classes end		

Please note that the lab will be closed over Thanksgiving BREAK (11/27/25 – 11/30/25) and will close for the semester at **4:00 p.m.** on Wednesday December 10th 2025.
The lab will also be closed on Wellness Days on October 7 & November 26th.

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.



RULES/ETIQUETTE FOR STUDENTS AT THE LANGUAGE LAB

BEFORE YOU START THE LAB ASSIGNMENT

- **Have you checked in at the front desk with the lab assistants?** If not, please go to the front table, give your full name, language class, and professor to track your hours. Remember to track your time as well.
- **Do you know what you have to do?** Ensure you know your tasks for the lab session. Check Canvas for instructions from your professor, consult the assignment list, and ask Lab Assistants if needed
- **Choose your station:** Use the computer station for lab devices. If using your own device, please sit at a station without a computer.

DURING YOUR LAB ASSIGNMENTS:

- Ask lab assistants for a DVD player and headphones. Have your Morgan ID ready for checkout.
- **NO TEXTING OR CHATS TO FRIENDS/PERSONAL CALLS WITH IPHONE during your lab assignment**
- ONE iPad for note taking is allowed **BUT NO MORE THAN ONE PERSONAL DEVICE ITEM** is allowed during the completion of the lab assignments
- IF YOUR COMPUTER DOES NOT WORK: Please ask for assistance to the lab assistant or Director Applauso
- **WHEN WATCHING AN ASSIGNED MOVIE WATCH** in the **TARGET LANGUAGE!** Make sure to follow your instructor's direction when viewing a movie and watch the movie in the ASSIGNED LANGUAGE (with or without English SUBTITLES ONLY). The LANGUAGE OF THE MOVIE SHOULD NOT BE SET TO ENGLISH
- **NO FOOD OR DRINKS AT THE COMPUTER STATION.** While we offer delicious snacks and coffees for all students to enjoy, please consume this at the coffee station and avoid bringing drinks and foods by the computer stations as those could cause damage to the devices.

AFTER:

- **Have you returned everything to the lab assistant?** Please make sure to return all materials that you have used (headphones, DVD players, DVD movie, etc.)
- **Have you put things back the way they were?** Please be mindful of other students and leave the computer station. Desk that you used in order for the next students (place the keyboard, mouse, monitor, etc. the way you found them.