Course Syllabus SPN 1121C-0W91

Instructor Contact

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Carolina Salazar</th>
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</thead>
<tbody>
<tr>
<td>Office</td>
<td>TCH 361A</td>
</tr>
<tr>
<td>Office Hours</td>
<td>Mondays and Wednesdays from 12:30 PM to 3:00 PM</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:carolina.salazar@ucf.edu">carolina.salazar@ucf.edu</a></td>
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Course Information

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Elementary Spanish Language and Civilization II</th>
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<tbody>
<tr>
<td>Course ID &amp; Section</td>
<td>SPN 1121</td>
</tr>
<tr>
<td>Credit Hours</td>
<td>4</td>
</tr>
<tr>
<td>Semester</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>Location and Meeting Time</td>
<td>Online</td>
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Course Description (Catalog)

SPN 1121 Elementary Spanish Language and Civilization II is a continuation SPN 1120, which introduces the student to Spanish culture through the major language skills: listening, speaking, reading, and writing.

* This course is not open to native or heritage speakers of Spanish. Please consult with an advisor in the Modern Languages department for proper placement in a course.
Prerequisite

SPN 1120 Elementary Spanish Language and Civilization I, or equivalent.

Course Goals and Objectives

The proficiency goal of SPN 1121 is that, upon successful completion of the course, students will communicate in Spanish at the Novice Mid to Novice High levels, based on ACTFL’s (American Council on the Teaching of Foreign Languages) Proficiency Guidelines. Students at this level are able to:

- communicate on familiar topics using simple sentences
- handle short social interactions in everyday situations by asking and answering simple questions
- write briefly about most familiar topics and present information using a series of simple sentences
- understand the main idea in short, simple messages, texts, conversations, and presentations on familiar topics
- demonstrate an understanding of relevant practices, perspectives, and products of the target culture

Required Texts

PORTALES (LOOSELEAF) W/ 24 MTH ACCESS

Author: José A. Blanco
ISBN: 9781680041965
EDITION: 16
PUBLISHER: VISTA HIGH

Campus Store (Barnes and Noble): $277.20

Please consider the Short Term Advance for Books option that is offered by the University in case you are concerned about not receiving your financial aid disbursement in a timely fashion: https://finaid.ucf.edu/receiving/funds-for-books/

This textbook will be used for the following courses:

SPN 1121C Spanish Language and Culture II
SPN 2200  Intermediate Spanish Language and Culture I

Your access code is good for 24 months allowing adequate time to complete the sequence of the classes.

Supplies and Tech Requirements

- A reliable computer capable of supporting Webcourses Computer Set-Up and VHL Central Supersite
- Speakers or headphones
- A microphone (built-in or external)
- A webcam
- A dependable Internet Service Provider (ISP) with high-speed internet access
- If you experience any technical issues it is your responsibility to deal with them in a timely fashion. It will not be acceptable to turn in presentations or other recordings via email.
- Students should only use Firefox or Chrome when working through content in both Webcourses and VHL Central Supersite

Students in dorms need to use a hard network as frequently the WiFi service is not dependable.

Any tech issues in Webcourses should be directed to Webcourses @UCF support, not your instructor.

Test your flash settings and camera ahead of time using PROCTORHUB.CDL.UCF.EDU prior to completing any assessment. Follow the set of links under students.

Take your computer to Tech Commons if you continue to experience issues.

Recommended and Approved Resources

- Your textbook
- A Spanish/English dictionary
- Online Spanish/English Dictionary

Course Requirements

Your attendance for this course will be measured by the assignments and assessments that you submit online. In order to succeed in this course, it is necessary that you participate fully by completing assignments on time and contributing to all learning activities.
You should expect to spend 15-20 hours per week on Spanish coursework. This time includes online instruction, vocabulary review, grammar and vocabulary tutorials, practice activities, graded homework assignments, graded Partner Chats activities, writing assignments, and graded quizzes.

As of Fall 2014, all faculty are required to document students’ academic activity at the beginning of each course. In order to document that you began this course, please complete the Syllabus Quiz (See below) by the end of the first week of classes or as soon as possible after adding the course, but no later than Friday, January 11, 2019 at 5:00 p.m. Failure to do so may result in a delay in the disbursement of your financial aid.

Assignment Submission, Missed Assignments, Make-Up Policy

The submission location for assignments and assessments will vary for each type of assignment, and may be in Webcourses, and/or in VHL Central Supersite, which you will access through your modules in Webcourses or through vhlcentral.com. Deadlines for assignments completed in Webcourses and VHL Central Supersite are based on Eastern Standard Time.

Generally, there are no permitted make-ups for missed assignments. **VHL Central Supersite homework activities will incur a 10% penalty per day late automatically deducted, up to a maximum of 100% deduction.**

Per university policy, you are allowed to submit make-up work (or an equivalent, alternate assignment) for authorized university-sponsored activities, religious observances, or legal obligations (such as jury duty). If this participation conflicts with your course assignments, I will offer a reasonable opportunity for you to complete missed assignments and/or exams. The make-up assignment and grading scale will be equivalent to the missed assignment and its grading scale. In the case of an authorized university activity, it is your responsibility to show me a signed copy of the Program Verification Form for which you will be absent, prior to the class in which the absence occurs. In any of these cases, please contact me ahead of time to notify me of upcoming needs.

**Final Exams will not be administered early or accepted late under any circumstances.**

Online Communication

Since Webcourses email is the most direct and frequent line of communication between you and the instructor outside of class, you are encouraged to be thoughtful and courteous in your communication as well as to be diligent about checking and responding to emails. Your instructor will make every effort to respond to your messages and help requests, **at the latest, within 48 hours Monday through Friday, but most likely it will be sooner.**

Assignment information will be posted in a number of places, so it is important to check all of the following on a daily basis: Webcourses Inbox, the Announcements section of Webcourses, the Modules section of Webcourses, the Calendar in Webcourses.
Evaluation and Grading

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 – 100 points</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89.99 points</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79.99 points</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69.99 points</td>
</tr>
<tr>
<td>F</td>
<td>0 - 59.99 points</td>
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<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage of Grade</th>
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<tbody>
<tr>
<td>VHL Homework (<a href="http://vhlcentral.com">vhlcentral.com</a>)</td>
<td>25%</td>
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<tr>
<td>Participation</td>
<td>10%</td>
</tr>
<tr>
<td>Pruebas/ Tests</td>
<td>15%</td>
</tr>
<tr>
<td>Discussions (Low Stakes)</td>
<td>5%</td>
</tr>
<tr>
<td>Writing Activity (High Stakes)</td>
<td>10%</td>
</tr>
<tr>
<td>Oral Activities (on webcourses, and Partner Chats/Virtual Chats on <a href="http://vhlcentral.com">vhlcentral.com</a>)</td>
<td>10%</td>
</tr>
<tr>
<td>Midterm</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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**Final Grades**

It is the student’s responsibility to keep track of assignments and calculate grades throughout the semester based on the grades posted in Webcourses.
Please note that final grades will NOT be rounded up. That means, for example, a percentage grade earned between 89.01 and 89.99 will be reported as an overall letter grade of B.

**VHL Supersite Online Activities (VHL Central)**

VHL Supersite is one of the two learning management systems you will use in this course. The activities assigned in the VHL Central Supersite can be found on the calendar. The activities assigned represent extensive practice that will assist students in internalizing the language. Homework will need to be completed by the dates that appear on the calendar. Late homework is accepted with a 10% reduction for each day it is late. Submissions after nine days from the due date will result in zeros. As with any website, you might experience technical issues. Make sure you report these issues to the VHL tech support. This information can be found in the Tech Support section of the Start Here module in Webcourses.

**Participation**

Regular and active participation in activities in Webcourses are essential to learning Spanish. You will be evaluated on a series of mini activities on Webcourses. You will find instructions in the learning modules.

**Pruebas/Tests (Webcourses)**

You will complete three pruebas/tests in Webcourses after completion of Chapters 6, 7 and 9. The pruebas/tests are 45 minutes long. It is your responsibility to ensure that your camera is working prior to starting these assessments. Additionally the pruebas/tests will need to be completed using Proctor Hub. Failure to record your submission using Proctor Hub will result in a grade of zero. The use of machine translators is forbidden. Also, copying and pasting answers is not permitted. Note that when this is done it is apparent in Webcourses. You may not refer to your book or notes while taking these assessments.

**Writing Activities / Discussions**

As part of the requirements for this course you will have a series of writing assignments done in Discussions in Webcourses. These assignments are designed to help you improve your writing skills and prepare you for more complex writing activities. You will be rewarded for the process of thinking and practicing rather than for the end product itself. These exploratory writings in Spanish will allow you to express yourself using the vocabulary and grammar learned in class and appropriate to the novice level. Your grade for each of these assignments will be based on completion of the requirements.

After completion of the Exploratory Writing assignments you will complete a more complex writing assignment, the High Stakes writing assignment
**Oral Activities**

You will complete 2 Oral presentations throughout the semester. You will be using your webcam to complete this assignment. You will find instructions in the learning modules.

You will complete 1 Partner Chat and 1 Virtual Chat throughout the semester. These are impromptu conversations with your classmates/avatar that can be accessed through VHL Supersite. The Partner Chat may be completed with another classmate and the virtual chat will be completed with an avatar. Your instructor will provide you with more details for each activity as well as the due dates. The purpose of the Partner Chat and Virtual Chat is to assess your ability to communicate orally in Spanish in the interpersonal mode. Keep in mind that although you are completing this assessment in an online setting, certain presentational decorum is expected. Please make sure you are working in a quiet, distraction free environment. You should be fully dressed with your person covered, seated in a chair or standing where your camera may adequately capture your submission. Additionally, please do not use any language that would be deemed inappropriate in a classroom setting.

**Midterm**

The Midterm will test your abilities to listen, read, write and speak in Spanish. Your instructor will post the deadline for the midterm exam. The midterm exam will testing chapters 6-8 from your book. No late exams will be accepted. It is your responsibility to ensure that your camera is working prior to starting these assessments. Additionally your midterm will need to be completed using Proctor Hub. Failure to record your submission using Proctor Hub will result in a 0 grade. Use of translators are forbidden. Copy and paste is also forbidden (Webcourses shows when this is done). You cannot refer to your book or notes.

**Final Exam**

The exam will test your abilities to listen, read, write and speak in Spanish. Your instructor will post the deadline for the final exam. The final exam will be comprehensive and cumulative. No late exams will be accepted. It is your responsibility to ensure that your camera is working prior to starting these assessments. Additionally your final will need to be completed using Proctor Hub. Failure to record your submission using Proctor Hub will result in a 0 grade. Use of translators are forbidden. Copy and paste is also forbidden (Webcourses shows when this is done). You cannot refer to your book or notes.

**Extra Credit**

No extra credit will be accepted.

**Incompletes**

A grade of INCOMPLETE will not be given under any circumstances. There are NO EXCEPTIONS.
Policy Statements

Course Accessibility Statement

The University of Central Florida is committed to providing access and inclusion for all persons with disabilities. Students with disabilities who need disability-related access in this course should contact the professor as soon as possible. Students should also connect with Student Accessibility Services (Ferrell Commons 185, sas@ucf.edu, phone (407) 823-2371). Through Student Accessibility Services, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential access and accommodations that might be reasonable. Determining reasonable access and accommodations requires consideration of the course design, course learning objectives and the individual academic and course barriers experienced by the student.

Academic Integrity

Students should familiarize themselves with UCF’s Rules of Conduct at <http://osc.sdes.ucf.edu/process/roc>. According to Section 1, “Academic Misconduct,” students are prohibited from engaging in

1. Unauthorized assistance: Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record. The unauthorized possession of examination or course-related material also constitutes cheating.
2. Communication to another through written, visual, electronic, or oral means: The presentation of material which has not been studied or learned, but rather was obtained through someone else’s efforts and used as part of an examination, course assignment, or project.
3. Commercial Use of Academic Material: Selling of course material to another person, student, and/or uploading course material to a third-party vendor without authorization or without the express written permission of the university and the instructor. Course materials include but are not limited to class notes, Instructor’s PowerPoints, course syllabi, tests, quizzes, labs, instruction sheets, homework, study guides, handouts, etc.
4. Falsifying or misrepresenting the student’s own academic work.
5. Plagiarism: Using or appropriating another’s work without any indication of the source, thereby attempting to convey the impression that such work is the student’s own.
6. Multiple Submissions: Submitting the same academic work for credit more than once without the express written permission of the instructor.
7. Helping another violate academic behavior standards.

For more information about Academic Integrity, consult the International Center for Academic Integrity <http://academicintegrity.org>.

Responses to Academic Dishonesty, Plagiarism, or Cheating

Students should also familiarize themselves with the procedures for academic misconduct in UCF’s student handbook, *The Golden Rule* [http://goldenrule.sdes.ucf.edu/docs/goldenrule.pdf]. UCF faculty members have a responsibility for students’ education and the value of a UCF degree, and so seek to prevent unethical behavior and when necessary respond to academic misconduct. Penalties can include a failing grade in an assignment or in the course, suspension or expulsion from the university, and/or a “Z Designation” on a student’s official transcript indicating academic dishonesty, where the final grade for this course will be preceded by the letter Z. For more information about the Z Designation, see [http://goldenrule.sdes.ucf.edu/zgrade](http://goldenrule.sdes.ucf.edu/zgrade).

Ethics Statement

UCF faculty support the UCF Creed. Integrity - practicing and defending academic and personal honesty - is the first tenet of the UCF Creed. This is in part a reflection of the second tenet, Scholarship: - I will cherish and honor learning as a fundamental purpose of membership in the UCF community. - Course assignments and tests are designed to have educational value; the process of preparing for and completing these exercises will help improve your skills and knowledge. Material presented to satisfy course requirements is therefore expected to be the result of your own original scholarly efforts.

Academic integrity will be appraised according to the student academic behavior standards outlined in The Golden Rule of the University of Central Florida's Student Handbook. See UCF Golden Rule for further details.

Copyright

This course may contain copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance the learning environment. Please do not copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.

Third-Party Software and FERPA

During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these could be required assignments, you need not make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identity-sensitive information. If you have any concerns about this, please contact your instructor.
Online Learning

Online learning is not for everyone; some people may not be able to manage a course that does not meet face to face to learn. Online learning requires lots of planning and self-pacing so that you may be successful in my course. Since I will be covering much material in 16 weeks, I would highly recommend treating this course like a regular lecture course, and keeping up with lectures and assignments. Please do not be tempted to skip two weeks of lectures and expect to catch up easily.

Internet Usage

You will be expected to have “daily” access to the internet and email, since I will be emailing and contacting you “regularly” about assignment updates, additions and changes. All students at UCF are required to obtain a Knight's Email account and check it regularly for official university communications. If you do not own a computer, there are computer accessible to you in all UCF's computer labs, and most computer labs have computers connected to the internet. For further information on computer labs, please see the following website: [http://guides.ucf.edu/c.php?g=78577&p=517810](http://guides.ucf.edu/c.php?g=78577&p=517810)

Webcourses

Webcourses is an online course management system (accessed through [my.ucf.edu](http://my.ucf.edu) and then the "Online Course Tools" tab) which will be used as a medium for turning in assignments and a forum for communicating with your teammates. Under the "Discussion" section, you will have a designated forum section. My recommendation is to check Webcourses every 2-3 days for updates from your teammates or myself.

Email Policy

In this class our official mode of communication is through email located inside Webcourses. All communication between student and instructor and between student and student should be respectful and professional. It is the student's responsibility to check the "course mail" tool frequently. You may also wish to create a Knight's Email account at [www.knightsemail.ucf.edu](http://www.knightsemail.ucf.edu) for separate official communication from the university.

Title IX

Title IX’s implementing regulation provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. The University receives federal financial assistance so Title IX applies to UCF’s programs – and, by extension, provides protections to UCF students.
Title IX Overview

Diversity and Inclusion

The University of Central Florida recognizes that our individual differences can deepen our understanding of one another and the world around us, rather than divide us. In this class, people of all ethnicities, genders and gender identities, religions, ages, sexual orientations, disabilities, socioeconomic backgrounds, regions, and nationalities are strongly encouraged to share their rich array of perspectives and experiences. If you feel your differences may in some way isolate you from UCF's community or if you have a need of any specific accommodations, please speak with the instructor early in the semester about your concerns and what we can do together to help you become an active and engaged member of our class and community.

Title IX prohibits sex discrimination, including sexual misconduct, sexual violence, sexual harassment, and retaliation. If you or someone you know has been harassed or assaulted, you can find resources available to support the victim, including confidential resources and information concerning reporting options at www.shield.ucf.edu and http://cares.sdes.ucf.edu/.

If there are aspects of the design, instruction, and/or experiences within this course that result in barriers to your inclusion or accurate assessment of achievement, please notify the instructor as soon as possible and/or contact Student Accessibility Services.

For more information on diversity and inclusion, Title IX, accessibility, or UCF’s complaint processes contact:

- Title IX – OIE - http://oie.ucf.edu/ & askanadvocate@ucf.edu
- Disability Accommodation – Student Accessibility Services - http://sas.sdes.ucf.edu/ & sas@ucf.edu
- Diversity and Inclusion Training and Events – www.diversity.ucf.edu
- Student Bias Grievances – Just Knights response team - http://jkrt.sdes.ucf.edu/
- UCF Compliance and Ethics Office - http://compliance.ucf.edu/ & complianceandethics@ucf.edu
- Ombuds Office - http://www.ombuds.ucf.edu

Religious Observances

Students must notify their instructor in advance if they intend to miss class for a religious observance. For more information, see the UCF policy at <http://regulations.ucf.edu.chapter5/documents/5.020ReligiousObservancesFINALOct17.pdf>.
Deployed Active Duty Military Students

Students who are deployed active duty military and/or National Guard personnel and require accommodation should contact their instructors as soon as possible after the semester begins and/or after they receive notification of deployment to make related arrangements.

Campus Safety Statement

Emergencies on campus are rare, but if one should arise during class, everyone needs to work together. Students should be aware of their surroundings and familiar with some basic safety and security concepts.

- In case of an emergency, dial 911 for assistance.
- Every UCF classroom contains an emergency procedure guide posted on a wall near the door. Students should make a note of the guide’s physical location and review the online version at <http://emergency.ucf.edu/emergency_guide.html>.
- Students should know the evacuation routes from each of their classrooms and have a plan for finding safety in case of an emergency.
- If there is a medical emergency during class, students may need to access a first-aid kit or AED (Automated External Defibrillator). To learn where those are located, see <http://www.ehs.ucf.edu/AEDlocations-UCF> (click on link from menu on left).
- To stay informed about emergency situations, students can sign up to receive UCF text alerts by going to <https://my.ucf.edu> and logging in. Click on “Student Self Service” located on the left side of the screen in the toolbar, scroll down to the blue “Personal Information” heading on the Student Center screen, click on “UCF Alert”, fill out the information, including e-mail address, cell phone number, and cell phone provider, click “Apply” to save the changes, and then click “OK.”
- Students with special needs related to emergency situations should speak with their instructors outside of class.
- To learn about how to manage an active-shooter situation on campus or elsewhere, consider viewing this video (<You CAN Survive an Active Shooter>).

Campus Safety Statement for Students in Online-Only Courses

Though most emergency situations are primarily relevant to courses that meet in person, such incidents can also impact online students, either when they are on or near campus to participate in other courses or activities or when their course work is affected by off-campus emergencies. The following policies apply to courses in online modalities.

- To stay informed about emergency situations, students can sign up to receive UCF text alerts by going to <https://my.ucf.edu> and logging in. Click on “Student Self Service” located on the left side of the screen in the toolbar, scroll down to the blue “Personal Information” heading on the Student Center screen, click on “UCF Alert”, fill out the information, including e-mail address, cell phone number, and cell phone provider, click “Apply” to save the changes, and then click “OK.”
- Students with special needs related to emergency situations should speak with their instructors outside of class.
**Make-Up Assignments for Authorized University Events or Co-curricular Activities**

Students who represent the university in an authorized event or activity (for example, student-athletes) and who are unable to meet a course deadline due to a conflict with that event must provide the instructor with documentation in advance to arrange a make-up. No penalty will be applied. For more information, see the UCF policy at <http://policies.ucf.edu/documents/4-401.1MakeupAssignmentsForAuthorizedUniversityEventsOrCoCurricularActivities.pdf>

**UCF Cares**

During your UCF career, you may experience challenges including struggles with academics, finances, or your personal well-being. UCF has a multitude of resources available to all students. Please visit UCF Cares if you are seeking resources and support, or if you are worried about a friend or classmate. Free services and information are included for a variety of student concerns, including but not limited to alcohol use, bias incidents, mental health concerns, and financial challenges. You can also e-mail ucfcares@ucf.edu with questions or for additional assistance. You can reach a UCF Cares staff member between 8 a.m. and 5 p.m. by calling 407-823-5607. If you are in immediate distress, please call Counseling and Psychological Services to speak directly with a counselor 24/7 at 407-823-2811, or please call 911.

**Disclaimer Statement**

This syllabus may be altered, at the instructor’s discretion, during the course of the term. It is the responsibility of the student to make any adjustments as announced.