

COURSE SYLLABUS

SPAN 2313 - Section No. _____

FALL 2012

Instructor _____ Email _____

Office Location _____ Office Hours _____ Tel. MODL Office: 817.272.3161

Classroom Location _____ Instructor's blog _____

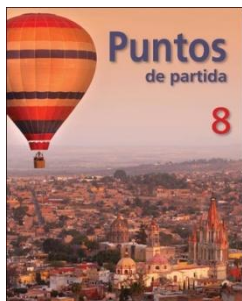
GRADE DISTRIBUTION:

Examen Final (<i>Final Exam</i>)	20%
Examen Parcial (<i>Midterm Exam</i>)	20%
Exámenes de Capítulo (<i>Chapter Tests</i>)	15%
Pruebas/Controles (<i>Quizzes</i>)	10%
Discursos (<i>Oral Presentations</i>)	10%
Composición (<i>In-class compositions</i>)	10%
Participación (<i>Class Participation</i>)	05%
Online Lab Manual	05%
Online Workbook	05%

GRADING SCALE:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 and below	F

REQUIRED COURSE MATERIALS:



◆ *Puntos de partida: An Invitation to Spanish*, 8th edition. New York: McGraw Hill, © 2009.
(Only the above edition of your textbook is valid for this course.)

◆ Supplementary Materials Workbook, 7th edition, to accompany *Puntos de partida*, 8th edition

◆ Access to online Lab Manual & Workbook on the website Centro

OBJECTIVES

In **Spanish 2313**, the objective of the course is to develop skills in the areas of listening, reading, writing and speaking in the Spanish language. Emphasis is placed on creative oral practice of Spanish in the classroom to actively promote speaking proficiency. Mastery of grammatical structures is also highly emphasized for enhanced communication and comprehension.

PLACEMENT EXAM

Transfer students, students who have taken high school Spanish or have Spanish-speaking relatives are encouraged to take the UTA CLEP placement test. Call the Counseling and Testing Center (817.272.3670) for details. Neither the Department of Modern Languages nor the testing center has study aids for this test.

STUDENT LEARNING OUTCOMES BY TEXTBOOK CHAPTERS

- **Chapter 12:** Talk about technology, describe where you live, tell others what to do, express requests, use informal commands and the subjunctive for influence.
- **Chapter 13:** Talk about the arts and culture, express emotions, disbelief and doubt, rank things, use the subjunctive for emotions and uncertainty.
- **Chapter 14:** Talk about the environment and cars, describe conditions, tell what you have done recently, use past participles as adjective, use the present perfect (indicative and subjunctive).
- **Chapter 15:** Talk about sentimental relationships and the stages of life, describe your ideal companion, friend, job, etc., discuss cause-and-effect relationships, use the subjunctive after nonexistent and indefinite antecedents and after conjunctions of contingency and purpose.
- **Chapter 16:** Discuss careers and money matters, talk about the future and pending actions, use future verb forms, use the subjunctive and indicative after conjunctions of time.
- **Chapter 17:** Discuss current events, express doubts, emotions and wishes in the past, talk about what belongs to you and others, use the past subjunctive and stressed possessives.
- **Chapter 18:** Use conditional verb forms.

COURSE COMPONENTS

Midterm and Final Exams

The Midterm Exam and the Final Exam will be given only on the dates shown on the syllabus. You will be tested on Chapters 12, 13, and 14 for the Midterm. The Final Exam will emphasize Chapters 15, 16, 17 and 18. Reviews for these exams can be found on the Lower Level Spanish student blog: <http://lowerlevelspanish.wordpress.com>

Chapter Tests

Two double-chapter tests will be given only on the dates shown on the syllabus. These are given for Chapters 12-13 and Chapters 15-16. You will be tested over material from your online work, the textbook, and class activities. The policy of the department is no make-ups. If a student provides proper written documentation for an excused absence (only for serious extenuating circumstances) on the day of a Chapter Test, the score of the Midterm or Final (whichever corresponds to the missed Chapter Test) will also be used as the score for that test. Otherwise, missed tests are recorded as a grade of zero. Only students who provide an excuse on university letterhead will be allowed to make up a missed test.

Quizzes

There will be 10-12 grades. Quizzes may or may not be announced, at the discretion of the instructor. Missed quizzes cannot be made up under any circumstances. The 2 lowest quiz grades will be automatically dropped at the end of the semester IF the student has not been reported to Student Conduct during the course. (See *Academic Integrity*.)

Oral Presentations: Discursos

Students will give 2 oral presentations. Instructions for content can be found on the UTA Spanish student blog mentioned above. Students must turn in a script for the presentation on the due date. Presentations must be memorized or the student will have points deducted. The script should be a minimum of 12 sentences, typed and double-spaced, and must be stapled to the instruction sheet which contains the grading rubric. N.B.: If a student is absent on the day of a presentation, he/she must present proper documentation in order to make it up. Make-ups will be given on the first day of the Midterm Exam or the Final Exam (after all other students have finished taking the exam), and a different topic will be assigned by the instructor one week prior to the day of the make-up.

In-Class Compositions: Composiciones

Students will write 2 in-class compositions. Approximately one week before the composition date, your instructor will announce the topic that you will be asked to write on. The composition will be graded using the ECCO correction code and the final grade will be based on the corrected version only. The ECCO correction code file can be found on the UTA Spanish student blog, as well as the rubric and cover sheet which must be attached to the original essay written in class and the corrected version. N.B.: No credit can be given if the corrected version of the composition is not accompanied by the original work done in class.

Class Participation: Participación

Students will be given a class participation grade for each chapter studied. Evaluation of class participation is at the discretion of the instructor.

Centro Online Components: Lab Manual & Workbook

Each chapter contains mandatory work in the online Workbook/Lab Manual which must be completed by midnight on the day before all chapter tests, the Midterm Exam, and the Final Exam. See your course calendar for exact due dates. Only work in Chapter 18 is not mandatory, although it is recommended as preparation for the Final Exam.

ATTENDANCE

Each student is allowed three “free” hours or class days of absences per course. (For evening classes = 2 class days). All absences count, including but not limited to absences due to illness and religious holidays. Excused absences are only accorded to athletes participating in a sports event for which they provide documentation on university letterhead in advance. If a student maintains his or her attendance record at or below the above allowance, 2 percentage points will be added to the student's final grade.

N.B.: (a) Three tardies equals one absence; (b) If a student is reported to the Office of Student Conduct during the course, he/she will not be eligible for the extra percentage points, regardless of his/her attendance record or the final adjudication in the case. (See *Academic Integrity*.)

COURSE EXPECTATIONS AND REQUIREMENTS FOR LOWER LEVEL SPANISH CLASSES

- A grade of “C” or better in Spanish 1442 is a prerequisite for Spanish 2313.
- Spanish 2313 will be conducted at least 75% in Spanish at the beginning of the semester and 80-90 % by the end of the semester. Students are expected to use the target language to the best of their ability at all times.
- Spanish 2313 is a pre-requisite for Spanish 2314. If you are currently enrolled in any other lower level Spanish course, you will be dropped from the higher level course.
- Note that for every credit hour earned, a student should spend three hours per week working outside of class. Students enrolled in this course can expect to spend 9-12 hours per week of their own time in course-related study, which includes online work, writing assignments, homework, etc.

LATE REGISTRATION / CENSUS DATE / DROP POLICY

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period which ends on August 29th. Students are required to make any course changes by the census date, September 10th. No transfers of courses or classes will be made after that date. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. **The last day to drop is Wednesday, October 31st.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/ses/fao>).

STUDENT FEEDBACK SURVEY

At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit: <http://www.uta.edu/sfs>

ACADEMIC INTEGRITY

All students enrolled in this course are expected to adhere to the UT Arlington Honor Code as follows:

"I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence. I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code."

It is the philosophy of UTA that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such act." Collusion is defined as collaborating with another, without authorization, when preparing an assignment. (Regents' Rules and Regulations, Series 50101, Section 2.2).

◆ Specific Department Policy Regarding Academic Integrity

The use of online translators, however limited, is included in the definition of scholastic dishonesty and is strictly forbidden. Any help obtained from another person on work submitted for a grade, or any help given to another student for the same, including but not limited to composing text, proof-reading, correcting or editing, is considered collusion and will also be reported as cheating. If a student has any doubts whatsoever as to what constitutes any form of scholastic dishonesty, s/he should consult the course instructor before submitting work which is subject to the afore-mentioned rules. Instructors *may* issue a preliminary warning for a first-time offense, but they are under no obligation to do so before reporting students directly to the Office of Student Conduct. N.B.: Students reported to Student Conduct for academic dishonesty will not qualify for adding the 2 extra percentage points to their final grade OR for dropping the 2 lowest quiz grades, regardless of their attendance record or the final adjudication in the case.

AMERICANS WITH DISABILITIES ACT

The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

◆ Note to students registered with the Office for Students with Disabilities

Students who are granted special testing accommodation must present their letter of accommodation from the OSD to their instructor immediately. If their letter permits accommodation in the ARC (Adaptive Resource Center), they will be expected to make a decision as to whether they wish to use this accommodation or not, and which assessments they will use it for if so (quizzes, tests, exams, in-class compositions, etc.), by signing the department declaration of preferred testing. All chapter tests/ quizzes/in-class essays must be scheduled one calendar week in advance of the testing date on the syllabus. Midterm & Final Exams must be scheduled two calendar weeks in advance of the testing date on the syllabus. Students failing to schedule testing in the ARC within this stipulated time frame will be expected to take their assessment (test, exam, etc.) in the classroom and within the standard time allowed for the class. Students who do not wish to use their testing accommodation(s) in the ARC must adhere to the same conditions for testing as all other students, as per the policies of the Department of Modern Languages. Students who have renounced the use of testing accommodation in the ARC may, at a later date, begin using their testing accommodations as long as they sign another statement which reflects their current testing preference. N.B.:

(a) At least one week's notice must be given if a student previously testing in the classroom decides to begin using testing accommodation in the ARC in order to allow time for scheduling of tests and timely delivery of materials to the ARC by the instructor; (b) no testing accommodation will be provided if the student does not present official documentation from the Office for Students with Disabilities.

E-CULTURE POLICY AND E-MAIL USE

- **All e-mail correspondence to your instructor must originate from your UTA email account.**
EMAIL ORIGINATING FROM ANY OTHER ACCOUNT WILL BE IGNORED.
- **When communicating with faculty by e-mail, it is important that students keep the following in mind:**
 - 1) Be courteous: always use salutations and signatures.
 - 2) For serious matters, use emails to facilitate a mutually agreeable time to meet. Email should not be used to avoid or replace personal interaction.
 - 3) Never use email to vent or to respond immediately to an emotional situation.
 - 4) Always remember that email creates a documentary record of one's communication with others.
- **There are two main reasons for using e-mail in this course:**
 - 1) To set up a face-to-face appointment with your instructor if you wish to ask questions regarding course materials, clarification or concerns about your progress in the course.
 - 2) To inform the professor of absences.
- **Do not use email for the following:**
 - 1) Do not email your instructor asking him/her to tell you what you missed in class.
 - 2) Do not email your instructor asking him/her to email you class notes as an attachment.
 - 3) Do not email your instructor asking him/her to email you course handouts.
 - 4) Do not use email as a way to solve issues that should be resolved professionally during the instructor's scheduled office hours.

ELECTRONIC DEVICES IN THE CLASSROOM

Cell phones, iPods, iPads, laptops and any other electronic devices must be turned off and put away (not be left on the student's desk or within sight) during class time. Students refusing to adhere to this rule may be asked, at the discretion of the instructor, to leave the classroom.

COURSE DOCUMENTS

All documents pertaining to this course (syllabus, online registration instructions, *Mi diario* instructions and cover sheets, ECCO correction sheet, Midterm & Final Exam review files, etc.), are always available on the blog for Lower Level

Spanish students: <http://lowerlevelspanish.wordpress.com>

Students are responsible for printing their own copies of these documents.

STUDENT SUPPORT SERVICES

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

LANGUAGE ACQUISITION CENTER (LAC)

The Language Acquisition Center (LAC), located on the third floor of Trimble Hall (rooms 303 – 307), offers audio, video and computer services for students of Spanish at UTA.

STUDENT QUESTIONS / CONCERNS

Should students have questions or concerns, they should first try to resolve these with their class instructor, then with **Ms. Catherine Ortiz** (cortiz@uta.edu), Supervisor of Lower Level Spanish. Only after having spoken with the instructor and Ms. Ortiz should the Spanish Section Coordinator, **Dr. Sonia Kania** (skania@uta.edu), be contacted in the event of unresolved issues.

FALL 2012 FINAL EXAM

◆The Final Exam will be held in your classroom.

◆Exam days and times are determined by the days and time of your class and can be found on the university final exam calendar online: <http://tinyurl.com/6u6vypu>

— SEE NEXT PAGE FOR COURSE CALENDAR —

SPAN 2313 Daytime Classes - Fall 2012 Course Calendar

Cap. = Capítulo = Chapter

LM = Online Lab Manual

WB = Online Workbook

Discursos

In-Class Composition

NOTE: Ch. 18 will only cover the Conditional tense. Therefore, no work is mandatory in the LM & WB for this chapter, although students are encouraged to do the activities related to the Conditional tense for practice, since it will be included on the Final Exam.

WEEK 1	WEEK 2	WEEK 3	WEEK 4
Fri. 24 AUG Cap. 12	Mon. 27 AUG Cap. 12 Wed. 29 AUG Cap. 12 Fri. 31 AUG Cap. 12	Mon. 3 SEP Labor Day Holiday Wed. 5 SEP Cap. 12 Fri. 7 SEP Cap. 12	Sun. 9 SEP Due by midnight: LM & WB, Cap. 12 Mon. 10 SEP Cap. 13 Wed. 12 SEP <i>Discurso: Oral Presentation I</i> Fri. 14 SEP Cap. 13
WEEK 5	WEEK 6	WEEK 7	WEEK 8
Mon. 17 SEP Cap. 13 Wed. 19 SEP Cap. 13 Fri. 21 SEP Cap. 13	Sun. 23 SEP Due by midnight: LM & WB, Cap. 13 Mon. 24 SEP EXAMEN: Cap. 12 & 13 Wed. 26 SEP Cap. 14 Fri. 28 SEP Cap. 14	Mon. 1 OCT <i>In-Class Composition</i> Wed. 3 OCT Cap. 14 Fri. 5 OCT Cap. 14	Mon. 8 OCT Cap. 14 Wed. 10 OCT Due in class: Final version of <i>In-class composition</i> Review for Midterm Fri. 12 OCT Review for Midterm
WEEK 9	WEEK 10	WEEK 11	WEEK 12
Sun. 14 OCT Due by midnight: LM & WB, Cap. 14 Mon. 15 OCT MIDTERM EXAM: Part I Wed. 17 OCT MIDTERM EXAM: Part II Fri. 19 OCT Cap. 15	Mon. 22 OCT Cap. 15 Wed. 24 OCT Cap. 15 Fri. 26 OCT Cap. 15	Mon. 29 OCT <i>Discurso: Oral Presentation II</i> Wed. 31 OCT Cap. 15 Thur. 1 NOV Due by midnight: LM & WB, Cap. 15 Fri. 2 NOV Cap. 16	Mon. 5 NOV Cap. 16 Wed. 7 NOV Cap. 16 Fri. 9 NOV Cap. 16
WEEK 13	WEEK 14	WEEK 15	WEEK 16
Mon. 12 NOV Cap. 16 Tue. 13 NOV Due by midnight: LM & WB, Cap. 16 Wed. 14 NOV EXAMEN: Cap. 15 & 16 Fri. 16 NOV Cap. 17	Mon. 19 NOV Cap. 17 Wed. 21 NOV Cap. 17 Fri. 23 NOV Thanksgiving Holiday	Mon. 26 NOV <i>In-Class Composition</i> Wed. 28 NOV Cap. 17 Fri. 30 DEC Cap. 17 + Begin Cap. 18 (Conditional tense only)	Sun. 2 DEC Due by midnight: LM & WB, Cap. 17 Mon. 3 DEC Cap. 18 + Review for Final Exam Wed. 5 DEC Due in class: Final version of <i>In-class composition</i> Review for Final Exam