

**Emergency Phone Numbers:** In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381

**OFFICIAL COURSE SYLLABUS FOR  
SPAN 3314: ADVANCED SPANISH GRAMMAR  
FALL 2017**

**Instructor(s):** Christopher Conway

**Office Number:** Hammond Hall 329.

**Office Telephone Number:** *Modern Languages faculty do not have telephones in their offices. The number of the Modern Languages Department is 817-272-3161. Please note that the best way to reach me or leave me a message is via email.*

**Email Address:** conway@uta.edu

**Conway's UTA Mentis Faculty Profile:** <https://www.uta.edu/profiles/christopher-conway>

**Office Hours:** Mondays 2-3:00 in Hammond Hall 329 or by appointment.

**Section Information:** (001)

**Time and Place of Class Meetings:** MWF 11-11:50; SWCA (Social Work Complex A) 115.

**SPAN 3314. ADVANCED SPANISH GRAMMAR. 3 Hours.**

A detailed study of Spanish grammar for non-native speakers. Credit will not be granted to native or heritage speakers of Spanish. Prerequisite: SPAN 2314 with a grade of C or better.

**Student Learning Outcomes:**

- Students show command of major grammatical structures, such as verb tenses, prepositions, pronouns, articles, participles, etc.
- Students demonstrate an ability to identify and examine sentence structure (nouns, verbs, adjectives, etc.)
- Students learn how to accent words in Spanish
- Students develop a greater ease in understanding spoken Spanish and practice their ability to speak in Spanish
- Students exercise memorization skills in a sustained manner to absorb the vocabulary, verb endings, and definitions that are central to commanding the major grammatical structures of Spanish.

**SPANISH ONLY CLASSROOM POLICY:** After the first 15-20 minutes of class on Day 1, Spanish 3314 will be taught entirely in Spanish. It's essential that students condition themselves to a 100% Spanish language classroom. I acknowledge that this will be stressful to some students but it's an important challenge for a student to grow.

## **Required Textbooks and Other Course Materials at UTA bookstore for rent or purchase:**

*Gramática esencial: grammar reference and review* (2nd ed.) by Jorge Nelson Rojas, Richard A. Curry. ISBN 0-618-24628-2. Recommended for further review: *Complete Spanish Grammar* by Gilda Nissenberg (please note: this is not assigned or required, this is a companion title for extra practice.)

## **Descriptions of major assignments and examinations:**

### **10 Graded Homework x 3= 30%**

**Scored Homeworks:** Graded homeworks are Blackboard assignments that students take in the Blackboard environment. Students may take the homework assignment as many times as needed in order to get a 100% score. After the deadline is passed and BB scores the assignments, the system will provide students with feedback on any missed questions. These graded homeworks will not only cover material reviewed in class but will also include some of the upcoming, new material to be presented in the course. The questions for the graded homework will be made available to students in PDF on BB and after students have researched and answers each question to their satisfaction, they may open the electronic assignment in BB and input their answers.

### **4 Tests x 10= 40 %**

**Tests:** Students are tested on verb conjugations, grammar rules, and the application of these rules. Each test will correspond to previous two chapters covered in class.

### **1 Final exam= 15%**

**Exam:** Students are tested on verb conjugations, grammar rules, and the application of these rules.

### **2 in-class writing (composition or translation) x 2.5= 5%**

**Writing:** Students write short essays or translations in class. Depending on the assignment, a dictionary may be permitted.

### **Participation= 10%**

**Participation:** Students are expected to come to class with their textbook and completed homework.

## **Dates of Assignments:**

Monday August 28: **Graded homework: Blackboard Grammar Exercise 1.**

September 6: **Graded homework: Blackboard Grammar Exercise 2.**

September 11: **Graded Homework: Blackboard Grammar Exercise 3.**

September 18: **Test 1 (Chapters 1 & 2).**

October 2: **Graded Homework: Blackboard Grammar Exercise 5.**

October 9: **Test 2 (Chapters 3 & 4.)**

October 16: **Graded Homework: Blackboard Grammar Exercise 6.**

October 23: **Graded Homework: Blackboard Grammar Exercise 7.**

October 30: **Test 3 (Chapters 5 & 6).**

November 6: **Graded Homework: Blackboard Grammar Exercise 8.**

November 13: **Graded Homework: Blackboard Grammar Exercise 9.**

November 20: **Graded Homework: Blackboard Grammar Exercise 10.**

December 4: **Test 4 (Chapters 7,8,9.)**

December 13, 11-1:30 PM: **Final Exam**

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels; see “Student Support Services,” below.

**Classroom Behavior Policy:** Students are required to be respectful, professional, and cooperative at all times.

**Course Contract Policy:** On the first day of class, students will be asked to sign a course contract. Failure to complete this course contract on the first day of class, or upon the professor’s request, will result in a 10-point deduction from the student’s final grade. A copy of the contract is appended to this syllabus. The professor will keep the original copies of each student’s signed course contract. For certain special accommodations, the instructor may require a student to sign a contract indicating agreement to certain terms. Such a contract might take the form of an email from the instructor outlining terms and a reply from the student stating his or her agreement.

**Attendance:** At the University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. As the instructor of this course, I have set the following policy: students are permitted four absences, no questions asked, after which I will deduct 6 points from their final course grade for every additional absence up to the eighth one, after which the student who has missed class eight times will receive a F in the course. Please note: The four “free absences” are to be utilized for illness and family emergencies. If a student wishes to plead special circumstances to be excused for a fifth or sixth absence, I will retroactively require documentation for previous absences as well as the current one. Please note: I reserve the right to decline requests for excused absences beyond the fourth one. Arriving 20 minutes late will count as an absence.

**For Students on Federal Student Aid:** While UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

### **Make-up Exams and Tardy Work:**

**Missed graded homework:** To request one make-up for one missed graded homework, students have to petition me in person after week 12 and before week 15. I will use participation, attendance, and quality of previous work to determine whether or not I grant a make-up for homework. Make-ups of this kind have to be earned through effort, dedication, and quality of previous work. The make-up will be a different assignment.

**Missed one test:** Students are also allowed to petition to make up one test immediately after missing it. The test has to be made up less than one week after the date of the original test. I reserve the right to give a different test if I grant a make-up.

**Missed a second test:** If a student misses more than one test due he or she must petition for another make-up, which may not be granted until the end of the semester. I expect the following conditions to be met for the student to qualify to make up a second test: (1) Other tests are taken on time; (2) No more than three absences; (3) Strong participation; (4) An average of 70 or higher on other tests taken.

In general, I reserve the right to schedule any make-up at the dates and times of his choosing.

**Expectations for Out-of-Class Study:** Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 9 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

**Grade Grievances:** Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog. See:

<http://www.uta.edu/deanofstudents/student-complaints/index.php>

The best way to get started on the process is to have a frank and open conversation with me about your concern.

**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. 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. Drops can continue through a point two-thirds of the way through the term or session. 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.** 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/aao/fao/>).

**Disability Accommodations:** UT 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)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. 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 disability. Students are responsible for providing the instructor with official notification in the form of a **letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability).

**Counseling and Psychological Services, (CAPS)** [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Non-Discrimination Policy:** *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos).*

**Title IX Policy:** The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](mailto:jmhood@uta.edu).*

**Academic Integrity:** Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

*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.*

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents’ Rule* 50101, §2.2, suspected violations of

university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>.

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Campus Carry:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

**Student Feedback Survey:** At the end of each term, students enrolled in face-to-face and online classes categorized as "lecture," "seminar," or "laboratory" are directed to complete an online 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 via the SFS database is aggregated with that of other students enrolled in the course. Students' anonymity will be protected to the extent that the law allows. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** for semester-long courses, a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit our classroom SWCA 115 and take an immediate left to the exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. I will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities. On the first day of class, I will discuss these procedures with you.

**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](mailto:resources@uta.edu), or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

**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](mailto:resources@uta.edu), or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

**The IDEAS Center** (2<sup>nd</sup> Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email [IDEAS@uta.edu](mailto:IDEAS@uta.edu) or call (817) 272-6593.

**The English Writing Center (411LIBR):** The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and Sun. Register and make appointments online at <http://uta.mywconline.com>. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information on all our programs and services.

The Library's 2<sup>nd</sup> floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library's hours of operation. <http://library.uta.edu/academic-plaza>

**Librarian to Contact:** Diane Shepelwich, [dianec@uta.edu](mailto:dianec@uta.edu).

**SPAN 3314-001 FALL 2017**

**COURSE CONTRACT FOR SPAN 3314 FALL 2017**

**Part I.**

My name is: \_\_\_\_\_.

I have reviewed and understand the course policies outlined in the Course Syllabus.

\_\_\_\_\_ (signature).

**Part II.**

SPAN 3314 is a course designed for language learners who grew up speaking English at home and at school, and who have studied Spanish in a high school and in a University setting. As such, the SPAN 3314 student is a person whose first language is not Spanish, and who was not raised in a Spanish-English bilingual family setting (such a person is called a heritage speaker of Spanish). Students who are bilingual, or who were raised in a Spanish-English bilingual family setting are expected to take SPAN 2315 or SPAN 3305 for their instruction in Advanced Grammar. Those two classes are properly equipped to meet the specific needs of bilingual students and will maximize their success in a college setting.

**Please indicate which one of these applies to you by signing beneath the correct statement.**

**I have read the above paragraph and understand the policy. I am not a Heritage Speaker of Spanish; Spanish is not my first language nor one of the languages I grew up speaking at home with my family.** \_\_\_\_\_ . [sign to select]

**I have read the above paragraph and understand the policy. I am a Heritage Speaker of Spanish and agree to meet with the professor immediately to discuss my options.**  
\_\_\_\_\_. [sign to select]

**I have read the above paragraph and understand the policy. I have a concern about what category I belong in and agree to meet with the professor immediately to gain better understanding and select one of the options above.** \_\_\_\_\_ .  
[sign to select]



## SPAN 3314 FALL 2017 SYLLABUS COURSE SCHEDULE

*As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. – Christopher Conway*

### Homeworks:

**Ungraded Homeworks:** At the end of each class session, the professor will assign exercises from the textbook or provide a handout with exercises for students to complete by the next class session. These homeworks will not be collected during the next class session but will be reviewed in class. Students should complete these homeworks in order to ensure that they keep up with the class and with their learning. Ungraded homework assignments do not appear on the paper syllabus or course schedule attached to syllabus because their selection is dependent on what the professor covers in class. The professor will announce ungraded homeworks at the end of each class session and post them on Blackboard.

**Scored Homeworks or Blackboard Grammar Exercises:** Graded homeworks are Blackboard exercises that students take in the Blackboard environment. Students may take the homework assignment as many times as needed in order to get a 100% score. After the deadline is passed and BB scores the assignments, the system will provide students with feedback on any missed questions. These graded homeworks will not only cover material reviewed in class but will also include some of the upcoming, new material to be presented in the course. The questions for the graded homework will be made available to students in PDF on BB and after students have researched a

### WEEK 1

Friday August 25: Chapter 1: The Present Indicative, Nouns, Articles, Tomar/Llevar etc. (1-44).  
Present indicative (4-18.)

### WEEK 2

Monday August 28: Present indicative (4-18), continued. Nouns (19-28). **Graded homework: Blackboard Grammar Exercise 1.**

Wednesday August 30: Nouns (19-28) continued. Articles (28-39).

Friday September 1: Articles (28-39), continued.

### WEEK 3

September 4: (Labor Day)

September 6: Chapter 2: Preterit and imperfect (46-61.) **Graded homework: Blackboard Grammar Exercise 2.**

September 8: Preterit and imperfect (48-54).

### WEEK 4

September 11: Preterit and imperfect (55-61). **Graded Homework: Blackboard Grammar Exercise 3.**

September 13: Review of preterit and imperfect (375-377).

September 15: Review for Test 1 (Chapters 1 & 2).

#### WEEK 5

September 18: **Test 1 (Chapters 1 & 2).**

September 20: Ser and estar (87-91).

September 22: Ser and estar (87-91), continued. Descriptive adjectives (95-99).

#### WEEK 6

September 25: Possessive adjectives and pronouns (112-114). Chapter 4: The future tense, the conditional tense, object pronouns, etc. (130-145.) The Future tense (130-133). Graded Homework: Blackboard Grammar Exercise 4.

September 27: The Future tense (130-133), continued. The Conditional tense (136-139).

September 29: Object Pronouns (141-145), and Gustar (154-156).

#### WEEK 7

October 2: Object Pronouns (141-145), and Gustar (154-156), continued. **Graded Homework: Blackboard Grammar Exercise 5.**

October 2: Review for Test 2 (Chapters 3 & 4).

October 6: No Class.

#### WEEK 8

October 9: **Test 2 (Chapters 3 & 4.)**

October 11: Chapter 5: the present participle, progressive tenses, infinitive, prepositions, por/para, etc. Present participle (166-168).

October 13: Present progressive (171-173), the infinitive (177-182).

#### WEEK 9

October 16: Prepositions (185-191, 197-200). **Graded Homework: Blackboard Grammar Exercise 6.**

October 18: Prepositions (185-191, 197-200), continued. Por/Para (193-197).

October 20: Por/Para (193,197), continued.

#### WEEK 10

October 23: Chapter 6: Past participle, perfect tenses, etc. Past participle (210-213). **Graded Homework: Blackboard Grammar Exercise 7.**

October 25: Perfect tenses (216-223), reflexive and reciprocal constructions (223-229).

October 27: Review for Test 3 (Chapters 5 & 6.)

#### WEEK 11

October 30: **Test 3 (Chapters 5 & 6).**

November 1: Chapter 7: Present subjunctive (247-271).

November 3: Present subjunctive (247-271)/Indirect and Direct Commands (273-279).

## WEEK 12

November 6: Chapter 8: Imperfect Subjunctive (288-293). **Graded Homework: Blackboard Grammar Exercise 8.**

November 8: Imperfect Subjunctive (288-293).

November 10: Imperfect Subjunctive (288-293) & Subjunctive in adjective clauses (312-314).

## WEEK 13

November 13: Subjunctive in adjective clauses (312-314). Relative Pronouns (299-307).

**Graded Homework: Blackboard Grammar Exercise 9.**

November 15: Subjunctive in adjective clauses (312-314). Relative Pronouns (299-307).

November 17: Chapter 9: Perfect Tenses of the Subjunctive (332).

## WEEK 14

November 20: Perfect Tenses of the Subjunctive (332) and Sequence of Tenses (332-340). **Graded Homework: Blackboard Grammar Exercise 10.**

November 22: Sequence of Tenses (332-340) and adverbial clauses (340-346).

November 24: Thanksgiving Holiday

## WEEK 15

November 27: Sequence of Tenses and Adverbial clauses (340-346).

November 29: Adverbial clauses (340-346).

December 1: Review for Test 4 (Chapters 7,8,9.)

## WEEK 16

December 4: **Test 4 (Chapters 7,8,9.)**

December 6: Review for Final.

December 13, 11-1:30 PM: **Final Exam**