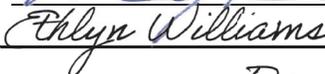


 FLORIDA ATLANTIC UNIVERSITY	COURSE CHANGE REQUEST Undergraduate Programs	UUPC Approval <u>3/27/23</u> UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
	Department Languages, Linguistics, and Comparative Lit. College Arts and Letters	
Current Course Prefix and Number SPN 2220	Current Course Title Intermediate Spanish Language and Culture 1	
<i>Syllabus must be attached for ANY changes to current course details. See Template. Please consult and list departments that may be affected by the changes; attach documentation.</i>		
Change title to: Change prefix From: _____ To: _____ Change course number From: _____ To: _____ Change credits* From: _____ To: _____ Change grading From: _____ To: _____ Change WAC/Gordon Rule status** Add <input type="checkbox"/> Remove <input type="checkbox"/> Change General Education Requirements*** Add <input type="checkbox"/> Remove <input type="checkbox"/> <small>*See Definition of a Credit Hour.</small> <small>**WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See WAC Guidelines.</small> <small>***GE criteria must be indicated in syllabus and approval attached to this form. See Intellectual Foundations Guidelines.</small>	Change description to: Change prerequisites/minimum grades to: Change pre-req. from: SPN 1121 or equivalent to: Placement test required with a passing score. (The test only needs to be taken once at FAU.) Change corequisites to: Change registration controls to: Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).	
Effective Term/Year for Changes: Fall 2023	Terminate course? Effective Term/Year for Termination:	
Faculty Contact/Email/Phone Nuria Godon / ngodon@fau.edu / 7-0645		
Approved by Department Chair <u></u> College Curriculum Chair <u></u> College Dean <u></u> UUPC Chair <u></u> Undergraduate Studies Dean <u></u> UFS President _____ Provost _____	Date _____ 1/13/2023 _____ 2/13/23 _____ 02/14/2023 _____ 3/27/23 _____ 3/27/23 _____ _____	

Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.

FLORIDA ATLANTIC UNIVERSITY

SPN 2220-002: INTERMEDIATE SPANISH LANGUAGE AND CULTURE I

Department of Languages, Linguistics, and Comparative Literature

4 Credit Hours

Fall 2023

Course CRN: 10297

Instructor: Julissa Mansilla-Bjalme

Office Virtual Hours: Tuesdays and Thursdays: 12:00-1:00pm via Canvas/BigBlueButton

Phone Number: 7-0271

Email: jmansill@fau.edu

Office Location: CU-239

COURSE PREREQUISITES

Placement test required with a passing score. (The test only needs to be taken once at FAU.)

COURSE DESCRIPTION

Emphasis on communication skills and grammar. Not open to native speakers or equivalent, who may substitute it with SPN 2341. Credit may not be awarded for SPN 2220 and SPN 2341.

In this course you will continue to develop basic communicative skills in a second language and use those skills to expand your knowledge of the cultures of the world.

PLEASE NOTE:

1. This 4-credit-hour language course is designed exclusively for students with limited prior knowledge of, or meaningful exposure to, this language. Native or heritage speakers of the language are **not** eligible to take this course.
2. This course may not be taken at the same time as another 1000-or 2000-level course in this language.

IMPORTANT: Students who misrepresent their level of linguistic competence in Spanish will be dropped from the course, even if the official Drop/Add period has already ended.

SPECIAL COURSE REQUIREMENTS

Placement Exam Procedure

The purpose of the exam is to help you determine whether this course is the correct level for you or if you should enroll in a higher-level language course. Go to the following link to complete the placement exam: [Placement Exam Procedure](#). If you have any concern about enrolling in a specific Spanish course, please get in touch with Dr. Godón: ngodon@fau.edu. She will consider your specific case and provide authorization to enroll in a different level, if necessary.

Note: The general rule for enrollment is the following:

- 0-1 years of Spanish language courses prior: Enroll in SPN 1120
- 2 years of Spanish language courses prior: Enroll in SPN 1121

- 2 or more years of Spanish language courses prior: Enroll in SPN 2220 or SPN 2221. If you encounter problems registering, please email the instructor of SPN 2220 or 2221.
- Grew up in a Spanish speaking household or community: Enroll in SPN 1340, 2341, or 3343. Contact Dr. Godón, Head of Spanish, at ngodon@fau.edu if this applies to you.

Placement Exam Instructions:

1. Click on the following link: <http://www.fau.edu/spanish/SPN.php>Links to an external site.
2. Fill in personal information and set up a username and password
3. Complete the test (10 - 25 minutes)

More information on Placement Exam can also be found on “Spanish Placement Exam” on the Home page on Canvas.

COURSE OBJECTIVES

Upon successful completion of this course, students should be able to perform the following tasks in Spanish:

1. Write complete sentences and short paragraphs using basic Spanish grammar and vocabulary. (CO: 1)
2. Use frequently used phrases in Spanish in written production. (CO: 2)
3. Create dialogues on a variety of topics. (CO: 3)
4. Demonstrate basic proficiency in conversational abilities in Spanish. (CO: 4)
5. Integrate new vocabulary and grammar in oral production in Spanish. (CO: 5)
6. Formulate questions in Spanish using correct vocabulary and grammar. (CO: 6)
7. Identify cultural aspects of the Hispanic world as a whole. (CO: 7)
8. Identify cultural aspects of individual countries in the Hispanic world. (CO: 8)
9. Compare your own attitudes and beliefs of Spanish culture with your own culture. (CO: 9)
10. Recall portions of the Spanish film, *Sol y viento*. (CO: 10)

COURSE DELIVERY MODE

This is a fully online course accessible only through FAU’s learning management system, Canvas. You must log into Canvas with your FAU ID and Password to access the materials and assignments in this course. If you do not know your FAU ID or Password, [contact OIT for help](#).

A large portion of work is housed in *Connect* (connect.mcgraw-hill.com). The activities in *Connect* will help you prepare for the many other class assignments and activities, some of which require one-on-one interaction among you, your classmates, and your instructor in either written or spoken modalities of communication. Keep in mind that excessive non-completion of Connect activities will result in additional grade-scale penalties – see the section on Connect non-completions in this syllabus. Learning a language by means of an online computer-enhanced course will provide the following advantages:

Self-pacing. You can take the time you need to do the on-line activities for the course as long as you complete the assignments before the deadlines.

Preparedness. Learning a language successfully requires consistent work and effort, and we therefore encourage you to have daily contact with Canvas and *Connect*. Use the Canvas and *Connect* sites daily

— not only will you be better prepared for all of the assignments, but you will also greatly improve your chances of success in learning a second language

Immediate feedback. *Connect* grades your homework exercises instantly and gives you the results. You can use this personalized feedback to improve your study habits and find out which concepts you might need to review.

Easy access. You can access your *Connect* homework from any computer with Internet access.

Class Format: The format of this class is based on the premise that the best way to learn a foreign language is through repeated, meaningful exposure to the language and through multiple opportunities for meaningful interaction with others—even at the very beginning levels. For this reason, the written interactive activities (one type of assignment in the course) will be dedicated to communicating in the second language using the structures and vocabulary *that you have practiced in Connect prior to completing them*. You the student have an active role in class, while the role of your course instructor is that of "communication facilitator." Class assignments have **strict 8:00 a.m. deadlines**. There are also 2 mandatory "Interactive Zoom Activities" which take place via Zoom. You must be available to schedule and complete these 10-minute synchronous sessions.

If you need extra help with grammar and/or vocabulary, do not hesitate to see your instructor during their office hours or ask the tutors during the mandatory tutoring sessions assigned throughout the semester. However, *Connect* offers many opportunities for language practice.

The course is organized into weekly modules with due dates – there is one module per week. Familiarize yourself with the organization and navigation of the course by reading the module titled "How to be successful in this course". Familiarize yourself with both platforms used in this course: Canvas and Connect, as both house assignments prior to 8:00 a.m. on the days specified.

TIME COMMITMENT PER CREDIT HOUR

This course has 4 credit hours. For traditionally delivered courses, not less than one (1) hour of classroom or direct faculty instruction each week for fifteen (15) weeks per Fall or Spring semester, and a minimum of two (2) hours of out-of-class student work for each credit hour. Equivalent time and effort are required for Summer Semesters, which usually have a shortened timeframe. Fully Online courses, hybrid, shortened, intensive format courses, and other non-traditional modes of delivery will demonstrate equivalent time and effort.

REQUIRED TEXTS & MATERIALS

In this course, you will need the following texts and/or materials.

- VanPatten, B., Leiser, M., & Keating, G. D. (2012). *Sol y Viento: Beginning Spanish* (3rd edition). New York. McGraw-Hill Education, eBook + access code [ISBN: 978-0073385297]

Students may purchase the *Sol y viento* textbook in the format of their choice (fully electronic, loose-leaf course pack, or traditional hardbound book). A *Connect* Registration link is located on your Canvas course site to purchase the E-book and *Connect* access code directly through the publisher, McGraw Hill.

NOTE: Students are advised to use caution if they are purchasing a Sol y Viento “Connect” access code from a third-party vendor. Earlier editions of Sol y Viento used an entirely different electronic platform, and because of this, electronic platform access codes for the first and second editions of Sol y Viento will not work for this course.

The code included in the textbook package grants access to all the necessary online components of the course (Note: Be sure the textbook package you purchase includes access to Connect). You are required to create a Connect student user account in order to have access to Connect. To do so, you will need the Connect Program Digital Code, which is provided in the textbook package (or available at the Connect website). Note that you must use your given name (as stated on your FAU ID) and your FAU e-mail to set up a Connect account so your grades register in the course. The precise URL for this course in Connect is posted on your Canvas site for this course.

MINIMUM TECHNOLOGY & COMPUTER REQUIREMENTS

HARDWARE & SOFTWARE REQUIREMENTS

Hardware

- Dependable computer
- Computer speakers
- Headset with microphone
- Webcam

Software

- [Microsoft 365 Suite](#)
- Reliable web browser (recommended [Chrome](#) or [Firefox](#))
- Canvas mobile app: Download instructions for [iOS device](#) or [Android device](#)
- [Adobe Reader](#)

Internet Connection

- Recommended: Broadband Internet connection with a speed of 4 Mbps or higher.
- Canvas requires a high-speed Internet connection (cable modem, DSL, satellite broadband, T1, etc.). The minimum Internet connection speed to access Canvas is a consistent 1.5 Mbps (megabits per second) or higher.
- [Check your Internet speed here.](#)

McGraw-Hill Connect

This course uses McGraw-Hill Connect / LearnSmart adaptive content and assessments. **Students must purchase the eBook and access code** in order to participate and succeed in this course.

McGraw-Hill Connect Help

- McGraw-Hill Customer Support: 800-331-5094
- [McGraw-Hill Connect Success Academy: Student Edition](#) [McGraw-Hill Accessibility Policy](#) [McGraw-Hill Privacy Policy](#) | [McGraw-Hill Terms of Use](#)

COMPUTER REQUIREMENTS

Basic Computer Specifications for Canvas

- Operating system: Windows 10 or macOS High Sierra (10.3) or higher.
- [Specifications](#)

Peripherals

- A backup option should be available to minimize the loss of work. This can be an external hard drive, a USB drive, cloud storage, or your folder on the FAU servers.

Software

- Once logged in to Canvas make sure your Internet browser is compatible.
- Other software may be required for specific learning modules. If so, the necessary links to download and install will be provided within the applicable module.

MINIMUM TECHNICAL SKILLS REQUIREMENTS

The general and course-specific technical skills you must have to succeed in the course include:

- Accessing Internet.
- Using Canvas (including taking tests, attaching documents, etc.).
- Using email with attachments.
- Creating and submitting files in word processing program formats such as Microsoft Office Tools.
- Copying and pasting functions.
- Downloading and installing software.
- Using presentation, graphics, and other programs.
- Posting and commenting in an online discussion.
- Searching the FAU library and websites.

TECHNICAL SUPPORT

In the online environment, technical issues are always possible (e.g., lost connection, hardware or software failure). Many of these can be resolved relatively quickly, but if you wait until the last minute before due dates, the chances of these glitches affecting your success are greatly increased. Please plan appropriately. If a problem occurs, it is essential you take immediate action to document the issue so your instructor can verify and take appropriate action to resolve the problem. Most issues in Canvas can be resolved by clicking on the “Help” tab located on the menu bar.

When a problem occurs, click “Help” to:

- Report a Problem
- Live Chat with Canvas Support
- Search Canvas Guides

Additional Technical Support

1. Contact the eLearning Success Advisor for assistance: (561) 297-3590
2. If you can, make a Print Screen of the monitor when the problem occurs. Save the Print Screen as a .jpg file. If you are unfamiliar with creating a Print Screen file, see [Print Screen instructions](#).
3. Complete a [Help Desk ticket](#). Make sure you complete the form entirely and give a full description of your problem so the Help Desk staff will have the pertinent information to assist you properly. This includes:
 - a. Select “Canvas (Student)” for the Ticket Type.
 - b. Input the Course ID.
 - c. In the Summary/Additional Details section, include your operating system, Internet browser, and Internet service provider (ISP).
 - d. Attach the Print Screen file, if available.
4. If you do not hear back from the Help Desk within a timely manner (48 hours), it is your responsibility to follow up until you obtain a resolution. Keep your instructor updated from any response you receive from Help Desk.

COURSE ASSESSMENTS, ASSIGNMENTS & GRADING POLICY

GRADING CRITERIA

Interactive Activities (2 points)

You have interactive language-learning activities based on the activities in the textbook *Sol y viento*. You have original posts and response posts due on the days assigned in the course schedule with strict 8:00 a.m. deadlines. For these interactive activities, you are required to make one original post and reply to at least one other student's post (and sometimes more). Use the course schedule to check assignment deadlines. Be sure to read the instructions of the activities.

Scoring:

- 2 points for both the original post and the response post(s) (on time) and complete content
- 1 point for the original post (on time) and complete content, but no response post (on time)
- 0 points for no posts or posts after the due dates
- 0 points for no original post (even if a response post is made)

Note: Ensure that postings are detailed responses to each question, and that course and chapter content are applied in your interactive activity responses. All original posts and response posts must be submitted by 8:00 a.m. on the due date – see course schedule. No late posts are accepted

Please use the verb tense(s) required for these activities, and do not use verb tenses you did not learn in this course or that you learned in previous courses. The purpose of these interactive activities is to work on your communicative goals demonstrated in the lessons. Each lesson focuses on specific language, grammar, and vocabulary components. If there is evidence of a translator program having been used, the procedures for a violation of the Code of Academic Integrity will be followed. 0.5 points will be deducted from every sentence with the wrong tense.

Connect Homework (100 points)

This course relies heavily on materials available on *Connect*. On Canvas, you will find step-by-step directions on how to create an account and register for *Connect*. You are expected to complete assigned readings, viewings, and other activities by 8:00 a.m. of each due date indicated. Do not wait until the last minute, as late work will not be accepted. You have *Connect* homework due on the days assigned in the course schedule all with strict 8:00 a.m. deadlines.

All *Connect* activities are automatically scored for accuracy, thereby providing you with instant feedback and a score on your performance.

a) Connect Registration

First, you must create a user account. Use the *Connect* Program Digital Code provided in the textbook package (or available at the *Connect* website) to have continued access to the course materials. You must use your given name (as stated on your FAUID) and your FAU e-mail to set up a *Connect* account so your grades can register.

b) Creating an Account

Go to the unique URL located on your Canvas course site to create an account and to register for this course in *Connect*. For registration information and troubleshooting, see the following address:

<http://create.mcgraw-hill.com/wordpress-mu/success-academy-student/registering-with-free-trial/>

c) View Connect Assignments

- a. Login to *Connect* with your username and password
- b. Click on Calendar to find the assignments for a given day

d) Completion of Connect Assignments

Given the nature of this course, it is vital that you complete all assigned *Connect* activities prior to the deadlines. ***There are no "late" extensions for Connect activities.*** You can only make up missed *Connect*

assignments with appropriate documentation following the Make Up policy detailed below. For anticipated absences for which you have prior notice, you must complete your *Connect* assignments ahead of time.

Extended Writing Homework Sets (5 Points)

Extended Writing Homework sets can be found on Canvas. These activities provide additional writing practice, are due by the dates listed in the course schedule, and are to be submitted on Canvas. No late Extended Writing Homework sets will be accepted and they will not be accepted if submitted via email. Each homework set will earn a maximum of 5 points. NOTE: ***Failure to complete all activities in the set will result in a score of "0" for that set.***

Extended Writing Activity Sets will be graded on the following system:

- 4.5 - 5 pts All assigned activities completed. No errors, or very few/minor errors that are related to the focus of the activities.
- 4.0 - 4.5 pts All assigned activities completed. Some errors (up to 50%) that are related to the focus of the activities.
- 3.0 – 4.0 pts All assigned activities completed. More than 50% of errors are related to the focus of the activities.
- 1.0 – 3.0 pts More than 85% of errors are related to the focus of the activities.
- 0 pts Assigned activities not completed, turned in late, or not the student's own work (see Code of Academic Integrity in this syllabus). *

*IMPORTANT: Please note that receiving excessive outside help on a graded assignment, from any source—whether machine or computer-based (such as a translation website, translation program, or etc.), *or* from a person (a tutor or anyone else)—constitutes academic dishonesty. See the Code of Academic Integrity in this syllabus for further details. If you DO use a tutor or another person to help you in this class, please keep in mind that this person's job is to help you understand the concepts being presented, *not* to do your work for you, or fully correct/ proofread your work for you! Don't hesitate to ask your course instructor if you would like clarification on what constitutes excessive (and therefore academically dishonest) assistance on homework.

Interactive Zoom Activities (100 points)

You will have two (2) Interactive Zoom Activities during the semester. The **Interactive Zoom Activities** consist of conversations between two students and the professor, lasting approximately 15 minutes, and completed through Zoom. The Interactive Zoom Activities are structured to evaluate the students' ability to communicate on the topics presented in the chapter(s). The interview is a live conversation; it is NOT a reading demonstration. These interactions will be based on situations and themes covered in the course and will be graded according to the rubric located on this syllabus. The activities will be presented at the time of the Interactive Zoom Activities and not beforehand.

If you miss your scheduled time, you will receive a zero on this assignment – there are no make ups. You must have your computer's webcam on during the exam. You will receive a zero on this assignment if your camera does not work. No notes or other resources are permitted during the Interactive Zoom Activities.

Interactive Zoom Activity Rubric		
Quality of interaction (40 points)		Points
A (36-40 pts)	Stays all in the target language during the task; successful in completing objective; consistently and appropriately responds to others' ideas and information.	
B (32-35 pts)	Stays all or mostly in the target language (with the exception of 1 or 2 words); mostly successful in completing objective; sometimes responds in English.	
C (28-31 pts)	Relies on English for almost all clarifications and is only somewhat successful in completing objective.	
D (24-27 pts)	Overuses English; minimally successful in completing objective; does not engage in the conversation.	
F (0 pts)	English predominates; incomprehensible speech; evidence of not attempting to complete the activity.	
Vocabulary (30 points)		Points
A (28-30 pts)	Impressive and appropriate vocabulary used for the topic; familiar with the topic even if a couple of instances are in English or not the correct term. Use of many English words necessary for the task.	
B (24-27 pts)	Mostly appropriate vocabulary used; English used for about 8 or 10 words demonstrating lack of familiarity with the topic.	
C (21-23 pts)	Moderate vocabulary; Use of extensive English or invented words.	
D (18-20 pts)	Very limited vocabulary; Frequent use of English words; frequently misses fundamental words for the task.	
F (0 pts)	Insufficient vocabulary to carry out task. Errors dominate and invents most words.	
Grammar (30 points)		Points
A (28-30 pts)	Appropriate use of forms covered in course to express ideas related to the task. Some mistakes related to the material covered, but self corrects on some or most occasions.	
B (24-27 pts)	Mostly appropriate verbal inflections and syntax; errors in verb conjugations related to the material covered so far in the course are expected – some instances of self-correction and some instances of not self-correcting. Many errors in sentence formation.	
C (21-23 pts)	Many instances of correct morphology (verb conjugations)/syntax; Errors are frequent.	
D (18-20 pts)	Little to no control of targeted structures; Errors dominate.	
F (0 pts)	No control of targeted structures; Errors dominate.	

Exams (100 points)

Each exam covers material from a specific lesson or lessons from the textbook *Sol y viento*, and includes a combination of multiple-choice, fill-in-the-blank, matching, and short answer items along with a written composition. Exams also include questions about the film *Sol y viento* that accompanies the textbook (available in the e-book), and questions about the *Vistazos Culturales* and the *Panoramas Culturales*. The pedagogical purpose of these exams is to ensure that you have read and understood the material of the chapter(s) in the textbook.

The exams are located on Canvas, will be completed and submitted on Canvas. For each exam, you will have one single attempt and a strict time limit (60 minutes) to complete it. Each exam must be taken by the specific date indicated on the syllabus. You cannot retake an exam, with this in mind, please make sure to prepare before starting each exam. As with all other assignments in this course, the work you submit must be your own. Academic dishonesty of any form is not tolerated. No make-up exams will be given, except in the case of an officially authorized absence. Any indication of translator programs or other outside resources being used will be processed as a violation of the Code of Academic Integrity.

Tutoring sessions (100 points)

You are required to complete six tutoring sessions offered through the Center for Learning and Student Success (CLASS) (<https://www.fau.edu/class/esuccess/online-academic-support/>) —in Spanish— throughout the semester. Check the Course Calendar for deadlines. CLASS will send out instructions for how to gain access and register for the tutoring sessions.

- Each e-Tutor has a specific objective.
- Schedule your time with CLASS (be sure to schedule your time in advance as sessions do fill up)
- Each session must last a minimum of 30 minutes, and you must participate in it.
- You cannot do both sessions on the same day*
- You are required to attend six tutoring sessions through the Center for Learning and Student Success during each specific week where it appears in your course calendar.
- If you do not attend during the specific week, it will not count as having completed the tutoring session.
- The Center for Learning and Student Success will send out information about how to sign up for the tutoring sessions. It is your responsibility to learn how to sign up for the tutoring sessions and to reach out to the Center for Learning and Student Success if you have questions.

* To practice your Spanish more, you can attend additional sessions and earn up to 3 extra credit points.

TalkAbroad (100 points)

Throughout the semester students are required to have a total of 4 conversations with a native Spanish- speaker via a web-based service called Talk Abroad. Each conversation has a clear objective (information you must share with —and elicit from— your conversation partner) and a minimum length requirement of 15 minutes. Please see your Canvas course site for specific objectives, rubrics used to evaluate your performance, and the deadline for each conversation.

Syllabus Quiz (1 point)

The syllabus quiz, representing 1% of your final course grade, can be taken up to three (3) times to achieve 100%. Students who do not take the quiz and earn 100% risk being dropped from the course.

Extra credit

Up to 3 points of your final course grade can be earned. One way of earning extra credit is to attend additional tutoring sessions (on top of the six required sessions assigned for this course) offered through FAU's Center for Learning and Student Success (CLASS). For questions regarding CLASS tutoring hours, contact their office directly. Information about additional extra credit opportunities can be found on your course Canvas site.

The instructor will calculate your grade based on the following weighted distribution:

Assessment	Percentage (%)
Interactive Activities	20%

Connect Homework	25%
Extended Writing Homework Sets	10%
Interactive Zoom Activities	5%
Tutoring Sessions	10%
Unit Exams	19%
TalkAbroad	10%
Syllabus Quiz	1%
TOTAL:	100%

GRADE SCALE

A	93-100	B+	88-89	C+	78-79	D+	68-69	F	0-63
A-	90-92	B	82-87	C	72-77	D	66-67		
		B-	80-81	C-	70-71	D-	64-65		

Students' grades will be rounded off to the higher grade when the grade is .50% or above (e.g., 89.50% or higher = A-; 89.49% or lower = B+). The final grade recorded in Canvas is considered the official grade. Any queries regarding your final course grade must first be addressed to your instructor.

GRADE CALCULATION

The grades in this course are weighted, which means that some assignments for this course count more for your final grade than others. Do not try and determine your current course grade simply by dividing points earned by the total number of points possible. For questions about the scoring system, ask your instructor during office hours.

LATE ASSIGNMENTS POLICY

As the course schedule states all deadlines clearly and in advance, **no late work will be accepted**. Make every effort to complete the assignments prior to the due dates.

MAKE UP POLICY

Make-up is available for students with a legitimate, approved, and documented absence, such as those occurring from participation in University-approved activities (e.g. athletic or scholastics teams, musical and theatrical performances, and debate activities), military obligation, or court-imposed legal obligations. Official university policy recognizes certain categories of absence as "excusable," upon the presentation of proper documentation to the course instructor. The following are the most frequently recognized categories of "excusable" absence (upon presenting sufficient documentation, as requested by the course instructor):

- Observance of religious holidays*
- Military service or other military obligations*
- Jury duty and/or other court-related appearances*
- Documented appointment requiring your in-person appearance at a government embassy, consulate, or other official government office/location.
- Doctor's visits or true medical emergencies, including severe contagious illness (such as influenza) for which you are under a doctor's care and have proper medical documentation.
- Prior approved and properly documented University-sponsored activities (athletic, academic, student government, or etc.) that demand your presence

*It is recommended to complete the assignment **prior** missing it taking into account that these events have scheduled dates.

Assignments are made up only when so authorized by Profesora Rendon, Spanish Online Course Coordinator. **Students have up to one week from the missed deadline to contact their instructor requesting making up an assignment.** Students must fill out the Missed Exam/Missed Assignment Request Form found on the Canvas course site. Appropriate documentation must be provided with the form. While letters or notes from appropriate authorities (from a doctor, judge, etc.) on letterhead and with contact phone number are sufficient, letters from parents, or personal statements written by the student themselves, are not. Medical excuses must be in writing on physician's letterhead and must include the date(s) on which the student could not complete online activities. Students should submit this request and appropriate documentation within one week from the missed deadline to their instructor who will submit it to the Office of Basic Language Programs for review. Once a decision has been made, your instructor will return the completed form to you. A copy of the form will be kept on file. **Keep in mind that without documentation, your request will not be approved.**

Instructors must allow each student who has an approved Missed Exam/Missed Assignment form the opportunity to make up work missed without any reduction in the student's final course grade.

If you know you are going to not be able to complete an assignment because of upcoming travels/internet access/etc., then **you will need to complete the assignments ahead of time.** No late submissions will be accepted.

Students will NOT be exempt from this policy. Please review university guidelines by going to: <http://www.fau.edu/academic/registrar/catalogRevs/academics.php#policiesall>.

INCOMPLETE GRADE POLICY

University policy states that a student who is passing a course but has not completed all work due to exceptional circumstances, may, with consent of the instructor, temporarily receive a grade of incomplete ("I"). The assignment of the "I" grade is reserved uniquely for situations where a student has not completed some portion (20% or less) of the work assigned to all students as a regular part of the course.

COURSE POLICIES

CODE OF ACADEMIC INTEGRITY POLICY STATEMENT

Students at Florida Atlantic University should endeavor to maintain the highest ethical standards. Academic dishonesty is a serious breach of these ethical standards because it interferes with the University mission to provide a high-quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive to the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001](#).

PLAGIARISM

[Plagiarism](#) is unacceptable in the University community. Academic work must be an original work of your own thought, research, or self-expression. When students borrow ideas, wording, or organization from another source, they must acknowledge that fact in an appropriate manner. Plagiarism is the deliberate use and appropriation of another's work without identifying the source and trying to pass off

such work as one's own. Any student who fails to give full credit for ideas or materials taken from another has plagiarized. This includes all discussion board posts, journal entries, wikis, and other written and oral presentation assignments. If in doubt, cite your source.

ATTENDANCE POLICY

Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

ONLINE ATTENDANCE POLICY

Since the course is online, you should access the course **at least three times per week** to ensure you do not miss pertinent postings, messages, or announcements. It is imperative that you meet course deadlines and stay active in completion of assignments. If you are experiencing major illness, absences due to University duties, or other large-scale issues, contact the instructor immediately.

McGRAW-HILL CONNECT

This course uses McGraw-Hill Connect content and assessments. **Students must purchase the eBook and access code** in order to participate and succeed in this course.

McGraw-Hill Connect Help

- McGraw-Hill Customer Support: 800-331-5094
- [McGraw-Hill Connect Success Academy: Student Edition](#) (McGraw-Hill Education, 2019)

[McGraw-Hill Accessibility Policy](#) | [McGraw-Hill Privacy Policy](#) | [McGraw-Hill Terms of Use](#)

NETIQUETTE

Due to the casual communication common in the online environment, students are sometimes tempted to relax their grammar, spelling, and/or professionalism. Please remember that you are adult students and professionals—your communication should be appropriate. For more in-depth information, please see the [FAU statement on netiquette](#).

DISRUPTIVE BEHAVIOR POLICY STATEMENT

Disruptive behavior is defined in the FAU Student Code of Conduct as "... activities which interfere with the educational mission within classroom." Students who disrupt the educational experiences of other students and/or the instructor's course objectives in a face-to-face or online course are subject to disciplinary action. Such behavior impedes students' ability to learn or an instructor's ability to teach. For more information, please see the [FAU Office of Student Conduct](#).

COMMUNICATION POLICY

EXPECTATIONS FOR STUDENTS

Announcements

You are responsible for reading all announcements posted by the instructor. Check the course announcements each time you log in. It is recommended that you adjust the settings in your own Canvas account so that you receive the course announcements via email.

Email/Video Conferencing

You are responsible for reading all your course email and responding in a timely manner.

INSTRUCTOR'S PLAN FOR CLASSROOM RESPONSE TIME & FEEDBACK

Email/Video Conferencing Policy

Except for weekends and holidays, the instructor will typically respond to email (Canvas inbox or FAU email) within 48 hours.

Assignment Feedback Policy

The instructor will provide feedback on submitted assignments within two weeks of the submission date. Some assignments may require a longer review period. Feedback will be delivered through automatic grading of quizzes and/or comments on assignments.

Electronic Communication Policy

In addition to the University's policy, please consider the following:

- Privacy, confidentiality, and security in all electronic communications.
- All electronic communication resources must be used for the course and in alignment with to the University mission.
- Prohibited use of false identity, false identity pseudonyms, or anonymous (sender's name or electronic identification is hidden).
- Access without consent.
- Disruption of services including introducing computer contaminants (viruses).
- Harassment of any kind.

Please see the Office of Information Technology's policies on [Cyber Security Awareness](#).

SUPPORT SERVICES & ONLINE RESOURCES

- [Center for eLearning and Student Success](#)
- [Counseling and Psychological Service \(CAPS\)](#)
- [FAU Libraries](#)
- [Freshmen Academic Advising Services](#)
- [Office of Information Technology Helpdesk](#)
- [Office of International Programs and Study Abroad](#)
- [Office of Undergraduate Research and Inquiry](#)
- [Student Accessibility Services](#)
- [University Center for Excellence in Writing](#)

FACULTY RIGHTS & RESPONSIBILITIES

Florida Atlantic University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise.

To ensure these rights, faculty members have the prerogative to:

- Establish and implement academic standards.
- Establish and enforce reasonable behavior standards in each class.
- Recommend disciplinary action for students whose behavior may be judged as disruptive under the *Student Code of Conduct*. [University Regulation 4.007](#).

UNIVERSITY & COLLEGE POLICIES

DISABILITY POLICY STATEMENT

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at www.fau.edu/sas/.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS) CENTER

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>

RELIGIOUS ACCOMMODATION POLICY STATEMENT

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs regarding admissions, registration, class attendance, and the scheduling of examinations and work assignments. For further information, please see [Academic Policies and Regulations](#).

DROPS/WITHDRAWALS

You are responsible for completing the process of dropping or withdrawing from a course. Please click on the following link for more information on dropping and/or withdrawing from a course. Please consult the [FAU Registrar Office](#) for more information.

ADDITIONAL INFORMATION

One of the objectives of this course is to facilitate critical thinking and debate around topics, theories, and concepts where disagreement is not only anticipated, but encouraged. The ability to think critically, express your ideas clearly, and respond to the professor and other students civilly are the keystones of the academic experience. In this course, the professor will provide instruction in an objective manner and will remain open to a wide variety of viewpoints, so long as those viewpoints are evidence-based and presented in a respectful way. During class, the professor may take positions and make statements for the sole purpose of accomplishing an academic objective or enhancing the learning environment. Additionally, the adoption of class materials for this course does not imply an endorsement of the full

content of those materials or the positions of the authors of those materials. Often the professor will provide materials as a point of departure for critical thinking and debate. Students should keep in mind that the ideas presented or discussed during class may not necessarily reflect the professor's personal beliefs or opinions on the subject matter.

* * *

The instructor reserves the right to adjust this Syllabus at any time.

Date		Topic	All assignments are due at 8:00 am on the day assigned (unless specified)
<u>WEEK 1</u>	Tuesday	Review the syllabus including: <ul style="list-style-type: none"> • Rules, procedures, online format • Placement exam • Online Connect activities • Online Canvas activities • Interactive Zoom Activity sign up • Talk Abroad Get your course materials & sign up for Connect. First homework is due on Week 2	
	Thursday		<ul style="list-style-type: none"> • Syllabus Quiz • Interactive Activity: Student Introductions
Sign up for Interactive Zoom Activity #1			
<u>WEEK 2</u>	Tuesday	Lección 6B Primera Parte Vocabulario Lección 6B Primera Parte Gramática	<ul style="list-style-type: none"> • Interactive Activity: Una prueba de geografía
	REMINDER! You have online work due both in Connect and in Canvas at 8:00am on days assigned. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.		
	THE FIRST CONNECT ASSIGNMENTS ARE DUE THIS THURSDAY!		
Thursday	Lección 6B Segunda Parte Vocabulario Lección 6B Segunda Parte Gramática Watch <i>Sol y viento</i> episodes 3-5 (E-book)	<ul style="list-style-type: none"> • Connect HW! • Interactive Zoom Activity #1 (12:00-1:00pm) 	
REMINDER! You have online work due both in Connect and in Canvas at 8:00am on days assigned. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.			
<u>WEEK 3</u>	Attend Tutoring Session #1 this week - plan ahead		
	Tuesday	Lección 6B: Tercera parte (Vocabulario)	<ul style="list-style-type: none"> • Connect HW! • Interactive Activity: Pistas

		Lección 6B: Tercera Parte (Gramática)	<ul style="list-style-type: none"> Extended Writing Set 1
	Thursday	Lección 6B: Resumen de Gramática Lección 6B: Panorama Cultural Watch <i>Sol y viento</i> episode 6 (E-book)	<ul style="list-style-type: none"> Exam 1 Lección 6B (opens Tuesday) Tutoring Session #1
REMINDER! You have online work due both in Connect and in Canvas at 8:00am on days assigned. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.			
WEEK 4	Sign up for Talk Abroad this week – Plan ahead		
	Tuesday	Lección 7A: Primera parte (Vocabulario) Lección 7A: Primera Parte (Gramática)	<ul style="list-style-type: none"> Connect HW! Interactive Activity: ¿Cómo se sienten?
	Thursday	Lección 7A: Segunda parte (Vocabulario) Lección 7A: Segunda Parte (Gramática)	<ul style="list-style-type: none"> Connect HW! Talk Abroad #1
REMINDER! You have online work due both in Connect and in Canvas at 8:00am on days assigned. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.			
WEEK 5	Attend Tutoring Session #2 this week - plan ahead		
	Tuesday	Lección 7A: Tercera parte (Vocabulario) Lección 7A: Tercera Parte (Gramática)	<ul style="list-style-type: none"> Connect HW! Interactive Activity: ¿Cuánto tiempo hace que?
	Thursday	Lección 7A: Resumen de Gramática Lección 7A: Panorama Cultural Watch <i>Sol y viento</i> episode 7 (E-book)	<ul style="list-style-type: none"> Examen 2: Lección 7A (opens Tuesday) Tutoring Session #2
REMINDER! You have online work due both in Connect and in Canvas at 8:00am on days assigned. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.			
WEEK 6	Sign up for Talk Abroad this week – Plan ahead		
	Tuesday	Lección 7B: Primera parte (Vocabulario) Lección 7B: Primera Parte (Gramática)	<ul style="list-style-type: none"> Connect HW! Interactive Activity: Una historia
	Thursday	Lección 7B: Segunda parte (Vocabulario) Lección 7B: Segunda Parte (Gramática)	<ul style="list-style-type: none"> Connect HW! Interactive Activity: ¿Con quién haces una buena pareja?

			<ul style="list-style-type: none"> • Talk Abroad #2
<p>REMINDER! You have online work due both in Connect and in Canvas at 8:00am on days assigned. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.</p>			
WEEK 7	Attend Tutoring Session #3 this week - plan ahead		
	Tuesday	Lección 7B: Tercera parte (Vocabulario) Lección 7B: Tercera Parte (Gramática)	<ul style="list-style-type: none"> • Connect HW! • Extended Writing Set 2
	Thursday	Lección 7B: Resumen de Gramática Lección 7B: Panorama Cultural Watch <i>Sol y viento</i> Episode 7 (E-book)	<ul style="list-style-type: none"> • Tutoring Session #3
<p>REMINDER! You have online work due both in Connect and in Canvas at 8:00am on days assigned. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.</p>			
WEEK 8	Sign up for Talk Abroad this week – Plan ahead		
	Tuesday	Lección 8A: Primera parte (Vocabulario) Lección 8A: Primera Parte (Gramática)	<ul style="list-style-type: none"> • Connect HW! • Interactive Activity: Entrevista
	Thursday	Lección 8A: Segunda parte (Vocabulario) Lección 8A: Segunda Parte (Gramática)	<ul style="list-style-type: none"> • Connect HW! • Talk Abroad #3
<p>REMINDER! You have online work due both in Connect and in Canvas at 8:00am on days assigned. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.</p>			
WEEK 9	Attend Tutoring Session #4 this week - plan ahead		
	Tuesday	Lección 8A: Tercera parte (Vocabulario) Lección 8A: Tercera Parte (Gramática)	<ul style="list-style-type: none"> • Connect HW! • Interactive Activity: ¿Y tu profesor(a)?
	Thursday	Lección 8A: Resumen de Gramática Lección 8A: Panorama Cultural Watch <i>Sol y viento</i> Episode 8 (E-book)	<ul style="list-style-type: none"> • Examen 3: Lección 7B & 8A (opens Tuesday) • Tutoring Session #4
<p>REMINDER! You have online work due both in Connect and in Canvas at 8:00am on days assigned. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.</p>			
WEEK 01	Sign up for Talk Abroad this week – Plan ahead		
	Tuesday	Lección 8B: Primera parte (Vocabulario)	<ul style="list-style-type: none"> • Connect HW!

		Lección 8B: Primera Parte (Gramática)	<ul style="list-style-type: none"> • Interactive Activity: ¿Cómo te informas?
	Thursday	Lección 8B: Segunda parte (Vocabulario) Lección 8B: Segunda Parte (Gramática)	<ul style="list-style-type: none"> • Connect HW! • Talk Abroad #4
REMINDER! You have online work due both in Connect and in Canvas at 8:00am on days assigned. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.			
WEEK 11	Tuesday	Lección 8B: Tercera parte (Vocabulario) Lección 8B: Tercera Parte (Gramática)	<ul style="list-style-type: none"> • Connect HW! • Extended Writing Set 3
	Thursday	Lección 8B: Resumen de Gramática Lección 8B: Panorama Cultural Watch <i>Sol y viento</i> Episode 8 (E-book)	<ul style="list-style-type: none"> • Examen 4: Lección 8B (opens Tuesday)
REMINDER! You have online work due both in Connect and in Canvas at 8:00am on days assigned. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.			
WEEK 12	Attend Tutoring Session #5 this week – plan ahead		
	Tuesday	Lección 9: Primera parte (Vocabulario) Lección 9: Primera Parte (Gramática)	<ul style="list-style-type: none"> • Connect HW! • Interactive Activity: Una historia
	Thursday		<ul style="list-style-type: none"> • Tutoring Session #5
REMINDER! You have online work due both in Connect and in Canvas at 8:00am on days assigned. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.			
WEEK 13	Tuesday	Lección 9: Segunda parte (Vocabulario) Lección 9: Segunda Parte (Gramática)	<ul style="list-style-type: none"> • Connect HW! • Interactive Activity: ¿Dónde quieres vivir?
	Thursday	Lección 9: Tercera parte (Vocabulario) Lección 9: Tercera Parte (Gramática)	<ul style="list-style-type: none"> • Connect HW! • Interactive Activity: Interactive Activity: ¿Bajo qué condiciones?
REMINDER! You have online work due both in Connect and in Canvas at 8:00am on days assigned. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.			
WEEK 14	Attend Tutoring Session #6 this week – plan ahead		
	Tuesday	Lección 9: Resumen de Gramática	<ul style="list-style-type: none"> • Tutoring Session #6

		Lección 9: Panorama Cultural	
		Watch <i>Sol y viento</i> Episode 9 (E-book)	
	Thursday		• Extended Writing Set 4
REMINDER! You have online work due both in Connect and in Canvas at 8:00am on days assigned. If you do not complete this work on time, you will receive a zero for that work. See the syllabus for details on additional grade penalties for not completing Connect.			
WEEK 15	Tuesday	Sign up for Interactive Zoom Activity #2	
	Thursday		• Interactive Zoom Activity #2 (12:00-1:00pm)