



Syllabus

Intermediate Spanish II

Fall 2019

Course Information:

Name: SPA 202-D
Location: SFB 148
Date/Time: TR 10-11:50am
Credits: 4

Instructor Information:

Name: Dr. Alyssia Miller, Professor of Instruction
Email: amiller@ut.edu
Office: SFB 250
Office Hours: TR 2-4pm; W 3-4pm

Course Description:

This course is intermediate level Spanish that develops a greater understanding of Hispanic culture and everyday Spanish, as well as speaking, reading and writing skills.

Prerequisites: This course is not open to native speakers of Spanish. SPA 201, four or more years of high school Spanish, or equivalent skills is required for SPA 202. Students cannot take SPA 101, 102, 201, or 202 concurrently.

Required Texts/Materials:

Así lo veo: Gente, Perspectivas, Comunicación with Quia WBLM Access Card – 1st edition – ISBN: 9781259664700

Note: You must purchase a physical copy of the textbook. No ebooks/digital versions are allowed.

After you have purchased the Quia WBLM Access Card, go to Blackboard for specific information on how to register your Quia code for our class.

Course Objectives:

Upon completion of this course, students will develop a(n):

1. Ability to communicate at an intermediate level of Spanish in real world situations
2. Intermediate level proficiency in reading and writing the language to exchange ideas
3. Knowledge of significant cultural and historical Hispanic events
4. Ability to use the online platform for practice of Spanish

This course also focuses on the 5 Cs of the Standards for Foreign Language Learning:

1. *Communication*: Communicate effectively in more than one language in order to function in a variety of situations and for multiple purposes.
 2. *Cultures*: Interact with cultural competence and understanding
 3. *Connections*: Connect with other disciplines and acquire information and diverse perspectives in order to use the language to function in academic and career-related situations
 4. *Comparisons*: Develop insight into the nature of language and culture in order to interact with cultural competence
 5. *Communities*: Communicate and interact with cultural competence in order to participate in multilingual communities at home and around the world
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Grading Scale:

A	93-100%
AB	88-92.99999%
B	83-87.99999%
BC	78-82.99999%
C	73-77.99999%
CD	68-72.99999%
D	60-67.99999%
F	0-59.99999%

Course Components:

This course is comprised of the following components:

Asistencia/ Attendance	5%
Participación/ Participation	15%
Discusión interactiva/ Interactive Discussion	5%
Tarea en línea/ Online Homework	20%
Exámenes/ Exams	25%
Proyectos/ Projects	30%

ASISTENCIA/ ATTENDANCE (5%)

Attendance begins the first day of class.

Each day of class attendance will count as 1 point towards each student's attendance grade. It is understood, however, that students may experience difficulties beyond their control that result in the inability to attend class. For this reason, a student may miss a week's worth of class periods for any reason (e.g. illness, funerals, personal issues, family trips, jury duty, employment commitments, etc.) without their attendance grade being penalized. **This means that a student may miss two (2) classes.**

No excused absences: Because students are given a week's worth of classes, **doctor's notes and other excuses are not accepted for absences.** In other words, students should use these allowed absences wisely as there are no excused absences.

Tardiness: Students must be physically present in the classroom for the entire class period each day to receive full attendance credit. Any day a student arrives late or leaves early, the instructor will mark them tardy and their daily attendance grade will be lowered by either a quarter or a half point. Students should not make a habit of arriving late or departing early as it will always have a negative effect on their grade. **Two tardies will convert into one (1) absence.**

University-related absences: If a student participates in an officially sanctioned university extracurricular activity (e.g. as a member of athletic, academic, or other extracurricular teams) and will miss class because of their involvement in those activities, the student must provide written documentation on official letterhead to their professor at the beginning of the semester. Absences for university functions will not count against the allowed absences.

Religious holidays: Religiously observant students wishing to be absent on holidays that require missing class should notify their professor in writing at the beginning of the semester. Absences for religious holidays will not count against the allowed absences.

Excessive absences: For every absence beyond the original allowed absences, a student's final grade will be reduced by five (5) points. For example, if a student misses three classes, their final grade will be reduced five (5) points (e.g. from a 93 to an 88, from an 82 to a 77, etc.), whereas four absences will be a reduction of 10 points (e.g. from a 93 to an 82, from an 82 to a 72, etc.), and so on.

PARTICIPACIÓN/ PARTICIPATION (15%)

Active participation is fundamental to a student's learning and acquisition of a language. The participation grade that a student earns will be based on consistent participation during class. Approximately eight (8) times throughout the semester, each student will complete a self-evaluation of their participation. More details about the assignment of participation points will be addressed by the professor, but in general, it will include the following: class preparation, level of engagement, use of English in the classroom, use of electronic devices in the classroom, respecting others, etc.

No make-up participation: There is no make-up participation. If a student fails to turn in a self-evaluation, they will receive a 0.

Electronic devices: Please note that any sort of electronic device during class time without first asking the professor for permission is not allowed. Please store all electronic devices out of sight until class has been dismissed. The use of such devices without permission is disrespectful and will affect the participation grade.

DISCUSIÓN INTERACTIVA/ INTERACTIVE DISCUSSION (5%)

Each student will conduct an interactive discussion over the course of the semester. The primary purpose of the interactive discussion is to assess students' ability to express themselves and communicate in Spanish according to the level of their class. The professor will provide more information at a later date.

No make-up discussion: If a student misses class the day they are to conduct the interactive discussion, the student will receive a 0% for the assignment. There is no possibility of a make-up.

TAREA EN LÍNEA/ ONLINE HOMEWORK (20%)

The online homework includes written, audio, and video activities on Quia. Students are required to login during the first week of class and complete the appropriate online exercises as they progress in the class. Students will generally have two (2) attempts per homework assignment.

Whenever homework is assigned, it will generally fall into two categories. First, some activities are a review of what was already covered in class. They are meant to ensure students have understood the material from that day. Additionally, there will be some assignments that are to be completed before the topics are discussed in class. This is to help students be more prepared during class time, as they will have reviewed the material at home.

No make-up homework: Online assignments are flexible in that students may complete a given online homework activity at any time before 11:59pm on the due date. **Exercises completed after the deadline will not be accepted.** Since online homework is accessible at any time and from anywhere with Internet access, you **will not be allowed to make up any online homework** that you miss. It is in your best interest to plan ahead to complete any online homework before it is due. **Failure to turn in work on time will result in a grade of zero (0).**

EXAMENES/ EXAMS (25%)

In order to ensure steady progress in the class, there will be six (6) exams throughout the semester. All exams will take place during class time and will be based on the material covered both in class and in the online homework. Each exam focuses on the material covered for an individual chapter of the textbook. **The last exam will take place during finals week, but please note that this is not a cumulative final exam.** Rather it will follow the same format as the previous exams and focus on the last chapter covered in the semester.

All graded exams will be returned to students during class. The professor will then recollect the exams and keep them in a locked office. If a student has questions or wishes to review the exam more, the student may visit the professor during office hours.

No make-up exams: There are **no make-up exams**. Of the six chapter exams in this course, **the top five scores will be used to calculate your grade**. If you miss an exam for any reason, you will receive a zero. This will then be your lowest grade, which will be dropped. Any subsequent missed exams will be counted as zeroes and factored into your grade.

Dropped grade: Please note that all grades will remain visible in Blackboard even if it is considered a dropped grade.

PROYECTOS/ PROJECTS (30%)

The primary purpose of the projects is to assess students' ability to express themselves and communicate in Spanish. This includes focusing on the continued development of both speaking and writing skills in Spanish, as well as engaging with cultural aspects of the Spanish-speaking world. Each student will complete four projects during the semester. The professor will give further details about the specific instructions for the projects later in the semester.

There will be four (4) projects in this course. Two (2) will be oral projects, and two (2) will be written. All projects will take place during the designated class period. If a student will be missing class and has a legitimate excuse (e.g. doctor's note, jury duty, etc.) on a project day, the student may make up the project *if and only if* the following conditions are met:

1. The student emails the professor at least two (2) hours **before** the start of class.
2. The student provides the professor with a legitimate and official excuse.

If the previous conditions are met, a student may make up a project with the following additions:

1. The project must be made up within five (5) business days during the professor's office hours.
2. The make-up project will be double the original assignment. This means if the original assignment had a speaking duration of two (2) minutes, the make-up project will be four (4) minutes, etc. If the original assignment was 15 sentences, the make-up will be 30 sentences, etc.

Course Policies:

LANGUAGE POLICY

The emphasis in this class is on learning Spanish for practical purposes. The professor will speak entirely in Spanish from the first day of class. She will use gestures, pictures, cognates and context to facilitate comprehension. Students may not understand very much at first, but comprehension will improve as the class progresses. In fact, if a student understands 60% of what the professor is saying, that is sufficient. It is important to understand the main ideas of language and not the small details.

Use of English by students is expected to be a last resort. Making mistakes is a part of the learning process. Students must first try to express themselves in Spanish. Any use of English during class will be reflected in the participation grade.

EMAIL POLICY

Contact your professor using your spartans.ut.edu email. Note: Emails received after 5pm will go unanswered until the next business day. This includes emails received on Friday at 5pm. These will go unanswered until Monday.

Make sure to include the following information in your email:

1. A subject for your email, which also includes the course title – "SPA 201"
2. A greeting/form of address
3. The body of your email should state clearly your question or problem.
4. A closing/your name

A sample email is below:

Subject - SPA 201 Question

Hola Dra. Miller,

I am having problems accessing the homework. Are you able to see anything on your end that would prohibit me from logging in?

Saludos,

Your Name

Email is considered a formal and official means of communication. It is not appropriate to send an email that looks like a text message. This includes emojis and shorthand. Your email will go unanswered if it does not have at least these four parts and/or looks like a text.

OFFICE HOURS POLICY

Please schedule a time to stop by my office hours. Use this link to schedule online: <https://www.picktime.com/alyssiamiller>. I have over 120 students this semester, and my office hours fill up quickly. I do not want to waste your by being in another meeting when you plan on coming to my office. Make sure to schedule an appointment using the link above.

TECHNOLOGY POLICY

Although the textbook publisher's technical support makes every effort to maintain connectivity, reliability and accuracy, students may experience technical difficulties with the online component of their class work. In the event of such an issue, on or before the due date,

students must report any technical difficulty that they cannot resolve on their own and that prevents them from completing assignments on time. Late homework will only be accepted if a student reports the problem on or before the due date, and the technical support team confirms that the student was unable to complete the homework because of a technical issue.

TRANSLATOR POLICY

The use of translators is strictly prohibited in this course as it is a form of cheating and academic misconduct. The best resource to use is an English/Spanish or Spanish/English dictionary. For an online dictionary, www.wordreference.com is highly recommended. If a student is found to be using a translator on an assignment, the student will automatically be reported to the Associate Provost for academic misconduct.

GRADE DISPUTE POLICY

If students have any questions about their grades on individual assignments, they have one week after an assignment is graded to dispute their score. If one week passes, the student's grade will remain as is.

TUTORING POLICY

Tutors are available as a free resource to students throughout the semester and is held in Southard Family Building Room 150 adjacent to the Language Lab. Hours change each semester, and students will be provided with an updated schedule as it becomes available.

Please note the following guidelines:

A TUTOR WILL...

- Answer student questions regarding grammar
- Review concepts covered in class
- Instruct new concepts when necessary
- Assist students to find appropriate vocabulary words using bilingual dictionaries
- Point out, but not fix, errors found in written assignments
- Give hints to students to help them correct their own mistakes
- Give hints to students to help them complete their online homework
- Provide guidance to students to help them with their homework where appropriate
- Encourage and inspire students

A TUTOR WILL NOT...

- Serve as a dictionary or grammar reference book
- Fix errors found in written assignments
- Write student assignments
- Complete students' online assignments or other homework assignments
- Allow students to use the tutoring space as a general study area

These guidelines apply to all tutors not just those employed by The University of Tampa. If a student chooses to seek outside help from a tutor, friends, or family, that is their personal choice. However, outside help cannot complete assignments for you or give you answers to homework as this is a form of cheating. Students turning in work that is 100% not their own will be referred to the Associate Provost for an academic misconduct violation.

SPARTAN READY POLICY

What is Spartan Ready? The University of Tampa graduates students who are prepared to be successful individuals with an advanced understanding of their field of study, the interdisciplinary workplace and how to be leaders who contribute to society. For more information, visit www.ut.edu/spartanready.

This course helps prepare students to be Spartan Ready. All assignments and activities match at least one of the seven pillars and two stairs included in the Spartan Ready program.

Communication – Effectively and efficiently convey and receive information, both formally and informally, using verbal, non-verbal and writing skills amongst various stakeholders.

Critical Thinking – Envision and employ analysis, interpretation and reason using information and data through cognitive processes.

Global Engagement – Understand, appreciate, respect and learn from the complex social, economic, cultural and political nature of diverse peoples and their societies, and build meaningful connections and interrelationships.

Interpersonal Abilities – Develop personal insight in order to engage with others and create meaningful relationships, which will lead to effective collaboration.

Life Skills – Effectively meet the challenges and expectations of leading a fulfilling life.

Organization – Effectively and efficiently manage and/or systematize resources, time and individuals to accomplish goals and tasks.

Professionalism – Articulate oneself as a polished professional while utilizing appropriate acumen for a career environment.

Self-Awareness – Demonstrate an understanding of how inherent and/or developed personality traits and characteristics contribute to personal and professional success.

Teamwork – Successfully build, lead, manage, motivate and work with others

Course Component	Spartan Ready Pillar/Step
Asistencia/ Attendance	<ul style="list-style-type: none"> • Organization • Professionalism • Self-Awareness
Participación/ Participation	<ul style="list-style-type: none"> • Communication • Critical Thinking • Global Engagement • Interpersonal Abilities • Life Skills • Professionalism • Self-Awareness
Discusión interactiva/ Interactive Discussion	<ul style="list-style-type: none"> • Communication • Critical Thinking • Global Engagement • Interpersonal Abilities • Life Skills • Organization • Teamwork
Tarea en línea/ Online Homework	<ul style="list-style-type: none"> • Global Engagement • Organization
Exámenes/ Exams	<ul style="list-style-type: none"> • Global Engagement • Organization
Proyectos/ Projects	<ul style="list-style-type: none"> • Communication • Critical Thinking • Global Engagement • Interpersonal Abilities • Life Skills • Organization • Teamwork

University Policies:

REPORTING SEXUAL VIOLENCE/ TITLE IX MATTERS

Sexual violence includes nonconsensual sexual contact and nonconsensual sexual intercourse (which is any type of sexual contact without your explicit consent, including rape), dating violence, sexual harassment, sexual exploitation, domestic violence, and stalking. You may reach out for confidential help (see contact info below) or report an incident for investigation.

If you choose to write or speak about an incident of sexual violence and disclose that this violence occurred while you were a UT student, the instructor is obligated to report the incident to the Title IX Deputy Coordinator for Students. The purpose of this report is to provide a safe and nondiscriminatory environment for all students. The Deputy Coordinator or his or her designee will contact you to let you know about the resources, accommodations, and support services at UT and possibilities for holding the perpetrator accountable. If you do not want the Title IX Coordinator notified, instead of disclosing this information to your instructor, you can speak confidentially with the individuals listed below. They can connect you with support services and discuss options for holding the perpetrator accountable.

There is an exception to this required reporting for preventative education programs and public awareness events or forums. While the instructor is not required to report disclosures during these instances, unless you make or initiate a complaint, during these programs or events, the instructor or another University official will ensure that the students are aware of the available resources at UT, such as counseling, health, and mental health services, and it will provide information about Title IX, how to file a Title IX complaint, how to make a confidential report, and the procedure for reporting sexual violence.

For more information, see The University of Tampa's [Title IX¹](#) webpage and the Student Services [Title IX and Sexual Misconduct Procedures²](#) webpage.

To make a confidential report of sexual violence, please contact:

- The Victim's Advocacy Hotline: (victimadvocacy@ut.edu) (813) 257-3900
- Dickey Health & Wellness Center (wellness@ut.edu) (813) 257-1877
- Health and Counseling Center (healthcenter@ut.edu) (813) 253-6250

¹ <http://www.ut.edu/titleix/>

² <https://www.ut.edu/studentconduct/titleix/>

ADA STATEMENT

Students with disabilities: If there is a student who requires accommodations because of any disability, please go to the Academic Success Center in North Walker Hall for information regarding registering as a student with a disability. You may also call (813) 257- 5757 or email disability.services@ut.edu. Please feel free to discuss this issue with me, in private, if you need more information.

CAMPUS CLOSURE STATEMENT

Course interruption due to adverse conditions: In case of any adverse condition or situation which could interrupt the schedule of classes, each student is asked to access [UT Homepage](#)³ for information about the status of the campus and class meetings. In addition, please refer to [UT Blackboard](#)⁴ for announcements and other important information. You are responsible for accessing this information.

ACADEMIC INTEGRITY STATEMENT

Academic integrity: Cheating, plagiarism, copying and any other behavior that is contrary to University standards of behavior will not be tolerated.

Students caught violating any aspect of the University of Tampa's Academic Integrity Policy will be penalized in all cases. Penalty ranges from "0" on an assignment to "F" for the course without regard to a student's accumulated points. Students may also face expulsion. It is the student's responsibility to become familiar with the policies of the university regarding academic integrity and to avoid violating such policies. Policy information is found at [Academic Integrity Policy](#)⁵.

CLASS DISRUPTION STATEMENT

Disruption policy: Every student has the right to a comfortable learning environment where the open and honest exchange of ideas may freely occur. Each student is expected to do his or her part to ensure that the classroom (and anywhere else the class may meet) remains conducive to learning. This includes respectful and courteous treatment of all in the classroom. According to the terms of the University of Tampa Disruption Policy, the professor will take immediate

³ <http://ut.edu>

⁴ <https://utampa.okta.com>

⁵ <http://ut.smartcatalogiq.com/en/current/catalog/Academic-Policies-and-Procedures/Academic-Integrity-Policy>

action when inappropriate behavior occurs. Details of the policy may be found at [Disruption of the Academic Process](#)⁶.

FERPA DISCLAIMER

Following the Family Educational Rights and Privacy Act (FERPA), no third-party person will be able to serve as a proxy for matters pertaining to this course. Communication will be between the professor and teacher. If a matter cannot be resolved, the chair of the department will help mediate a resolution.

GENERAL DISCLAIMER

The professor reserves the right to make changes to this syllabus as necessary.

⁶ <http://ut.smartcatalogiq.com/en/current/catalog/Academic-Policies-and-Procedures/Disruption-of-the-Academic-Process>