

College of Liberal Arts and Social Sciences (CLASS)  
Department of Spanish  
SPAN 2040 ONLINE  
Intermediate Spanish  
Spring 2024

## **Instructor Contact**

Instructor contact information is available on Canvas.

## **Virtual Office Hours**

Your professor will be available one day a week (one hour) via Zoom (the link to join the room is available on Canvas). During this time, you can ask questions about grammar, talk about your grades, practice the language, etc. If the days and time scheduled by your professor conflict with your schedule, email her/him to make an appointment.

## **Communication Expectations**

The primary tool to communicate directly with students will be UNT email and Announcements in Canvas. Any personal concerns or questions should be sent to my email. I aim to return your graded work to you within one week of the due date. When this is not possible, I will send an announcement to the class.

## **Welcome to UNT!**

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

## **Course Description**

Spanish 2040 online is a language course designed to bring students to an intermediate level of proficiency in the Spanish language. The course focuses on developing Spanish skills in the four areas of communication: listening, speaking, reading and writing. Students will participate in listening comprehension activities, oral projects, in-depth cultural study, readings, audio and video resources, as well as Web-based language interaction. The class will be conducted in Spanish and students are expected to use only Spanish on all assignments.

## **Important**

All quizzes and exams will be taken using LockDown Browser, a proctoring system provided by UNT that requires the use of a webcam. Students will be recording their environment before taking the exam or quiz. They will also be recorded the whole time while taking the quiz or exam. This does not constitute a violation of the student's privacy. If the student does not feel comfortable using a webcam while taking a quiz or exam, it is suggested she/he take a face-to-face course. By taking this course, the student is aware and accepts the instructor will be watching the videos recorded by LDB.

## Course Structure

All the content of the course is in the main menu on Canvas. Study assignments are organized in weekly modules. Modules cover **chapters 11-14** in the textbook (*Puntos de Partida*, 11<sup>th</sup> Edition). Each module contains folders with quizzes, specific information, guidelines, and grading rubrics for assignments. Exams and study guides are in the last module of each chapter.

## Reading and Assignments

Information about weekly readings, pages to study, and assignments are in each weekly module in Canvas or in the Assignments Class Schedule document. It is the student responsibility to continually consult the assignments schedule and meet the due dates. Work on assignments at your own pace but keep in mind that **all weekly assignments must be turned in before Friday 11:59 pm**. All assignments for the last week of class are due on Thursday. It is highly recommended to work on assignments every day. **Late work will not be accepted.**

## Course Prerequisites or Other Restrictions

This course is designed for students who have passed Spanish 1010, 1020, 1030 at UNT or the equivalent. Do not enroll in this course if you have not taken the pre-requisites. For more information, please contact the Department of Spanish in LANG 101, (940) 565-2404.

## Course Objectives

By the end of this course, students will be able to:

1. Analyze the different cultural aspects of the Hispanic world
2. Discuss topics related to healthy habits, illness and medical exams
3. Talk about technology and technological equipment
4. Express reciprocal actions
5. Recall and describe past events
6. Give informal commands and directions
7. Express feelings, opinions and preferences
8. Convey doubt, desires, hope, and uncertainty
9. Express the order of things
10. Express some actions as unexpected or unintended events

## Required Materials

**There are 2 materials required for this course:**

1. **the textbook (digital or paper)**
2. **the Access Code for Connect (the online platform for homework).**

### Textbook information:

- *Puntos de Partida*, 11<sup>th</sup> Edition. Thalia Dorwick, Ana M. Pérez-Gironés, Anne Becher. McGraw Hill. With Connect Access Code (See the different ISBN# options in Canvas in Module "Required Textbook and Materials")
- Be careful: used textbooks do not include the Connect Access Code.

- You will need to register for this course in Connect. If you already have the access code, or if you need to buy it, log in the course in Canvas and go to Module “Course Information”, click on folder “How to Register in Connect or Buy the Access Code” and follow the instructions in the video. **Important: this folder is the only place where you will be able to register.**
- When you buy the access code, you will also have access to the electronic textbook. It is up to you to buy the hard copy.
- Do not miss the first week of homework: if you need more time to buy the Connect access code, you can register to have temporary access.

**Other required materials and/or readings:**

- Spanish/English Dictionary

## Course Technology & Skills

### Minimum Technology Requirements

To be successful in this course, students will need the following technical skills:

- Computer
- Reliable internet access
- Speakers
- Microphone
- Webcam
- Plug-ins
- Canvas Technical Requirements (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

### Computer Skills & Digital Literacy

- Canvas navigation
- Connect navigation
- Sending and receiving emails
- Sending video recordings using a webcam
- Downloading and installing software
- Using LockDown Browser system (instructions and link to download the one-time application is available in Canvas in Module “Where to get help”)

### Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

**UIT Help Desk:** [UIT Student Help Desk site](#)

**Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone:** 940-565-2324

**In Person:** Sage Hall, Room 130

**Walk-In Availability:** 8am-9pm

**Telephone Availability:**

- Sunday: noon-midnight

- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

**Laptop Checkout:** 8am-7pm

For additional support, visit [Canvas Technical Help](#)

**Connect Student Assistance:** [McGraw Hill Education Support](#)

## Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language based on race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal, or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.
- This course requires the use of a webcam to record the student’s environment before and while taking exams or quizzes. This is an important component of an online course as a proctoring system provided by UNT.
- See these [Engagement Guidelines](#) for more information.

## Policy on Late Work

Late work will be accepted only in case of an emergency (illness/accident or death in family). The student should contact the instructor as soon as possible providing documentation supporting the need for any late submission of a graded assignment. In the case of an anticipated absence, such as military deployment, the student should contact the instructor in advance to make arrangements to complete the required assignments.

## Grading

A = 90-100%, B = 80-89.4%, C = 70-79.4%, D = 60-69.4%, F = Below 60%

The final grades will be rounded up to the next grade as follows: 89.5-89.9= 90, etc.

To be successful in the next level of Spanish, it is highly recommended that students pass this course with a final grade of C or above. A minimum grade of C is obligatory for all Spanish majors and minors.

### Course Requirements

ASSIGNMENTS	POINTS	FINAL GRADE PERCENTAGE
Connect Homework (Listening, speaking, reading and grammar assignments)	750	25%
Writing assignments (4 total) <ul style="list-style-type: none"> <li>• Introductory discussion</li> <li>• 3 Topic Assignments</li> </ul>	15 each = 60	10%
Speaking Assignments (4 total) <ul style="list-style-type: none"> <li>• 3 videos</li> <li>• Conversation with the professor</li> </ul>	30 each = 90 50	15%
<ul style="list-style-type: none"> <li>• Weekly quizzes (total 10)</li> </ul>	15 each = 150	20%
Chapter Exams (total 4)	75 each = 300	30%
Assignments to earn extra Credits <ul style="list-style-type: none"> <li>• SPOT Evaluation</li> <li>• Quiz 11</li> <li>• Writing assignments # 1</li> </ul>	10 15 3	
<b>Total points</b>	<b>1428</b>	<b>100%</b>

### Extra Credit

Students can earn extra points by doing the SPOT evaluation, taking quiz 11 and turning in early writing assignment # 1. The SPOT extra points will be counted towards exams. To receive the extra points for SPOT, the student must forward the instructor the confirmation email she/he receives from UNT after evaluating. Screenshots will not be accepted.

### Connect Homework

You will be assigned a variety of online reading, cultural, Grammar videos and grammar assignments on Connect, the textbook electronic platform. Weekly assignments will be displayed on the main page. It is highly recommended to work on all assignments before taking quizzes and exams. Homework will be due every Friday 11:59 pm. **Late work is not accepted.** Using translators or outside help for written assignments will result in a grade of 0 without the opportunity to redo the work.

## Writing Assignments

Writing assignments will help you to further develop your writing and cognitive skills in Spanish. To receive a grade on writing assignments, **the student must write the essay written portion of each exam**. Instructions and topics can be found in Canvas. Your writing proficiency in writing assignments must be close to your writing in exams. Using translators, ChatGPT or outside help for written assignments will result in a grade of 0 without the opportunity to redo the work.

## Speaking Assignments

### Conversations

In collaboration with a classmate and following the topic and guidelines provided, students will write a script to create three video conversations throughout the semester. The pairs for each video will be assigned by the professor. The conversation will be recorded in a 2-3-minute video and uploaded in the drop box in Canvas. Students will be graded individually according to the rubric. These small conversations will prepare students for the conversation with the professor that will take place in Zoom at the end of the semester. Reading the assignment will result in a lower grade or a grade of 0.

### Other Assignments That Can Replace 2 Video Speaking Assignments

A maximum of **2 video conversations during the semester** can be replaced by attending “The **Spanish Club at UNT**” (you must be a member to attend). You can attend as many Spanish Club sessions as you wish but only two video conversations can be replaced during the semester. Credits will be applied to the week the student attended the activity (or the closest week). To receive full credit, the student must sign in at the event and actively participate. These activities are a great opportunity to practice your Spanish speaking skills and interact with other students. The Spanish Club offers the opportunity to expand your knowledge on the Hispanic culture through hands on activities and do some volunteer work in the community (not obligatory). The Spanish Club activities for the semester will be posted by your instructor in Canvas as soon as they become available. A flyer with the schedule and activities will also be posted in several places around the LAN building.

### Extra points on writing assignment # 1

Students who **1)** submit their first post early (see the assignments schedule); **2)** submit their 2 comments before or by the due date, and **3)** comply with all the rules described below, will **earn +3 points extra credit** added to the grade score. The purpose of this incentive is to motivate early submission, and thereby provide a wider variety of posts for reply commenting by classmates.

### *Rules to receive the 3 extra points*

- a). Comments to each classmate must be substantial, include vocabulary and all the grammatical structures required. Comments that do not meet with all the requirements stated in the grading rubric, will not receive the extra points. For more information, read the rubric in Canvas.
- b). Students who submit their first post early, **but do NOT** submit their 2 reply comments **will not be eligible** for the bonus points because they did not fully complete the assignment.

## Conversation with the professor

At the end of the semester, you will have a conversation with your professor. The conversation will be in Spanish via “Zoom”. The conversation will cover the communicative functions practiced in class and will be based in the 4 topics related to the theme of the 4 chapters covered during the course. The conversation will be for **3-4 minutes**. This assignment will be graded on content, incorporation of grammatical structures, and vocabulary studied throughout the course, preparation, pronunciation, and use of communication strategies in Spanish. Students will sign up in advance (on Canvas Calendar) on the day and time provided by the instructor. Grading rubric, topics to study, and guidelines on how to do well on this assignment are available in the Module “Week 15” on Canvas.

Conversations will not be conducted on weekends. It is the student’s responsibility to make the necessary arrangements to have the conversation on the days scheduled. If there is a conflict with the schedule, the student must contact the instructor immediately to reschedule.

ODA students need to contact their professor during the first week of class if reasonable accommodations for this assignment is needed.

## Lockdown Browser System

Quizzes and exams will be using LockDown Browser System. Instructions and the link to download the application in your computer is in “Where to get help” Module. To take quizzes and exams, you will need a webcam on your computer. If your computer does not have a webcam, you can take the exam in the Language Lab, the Library or other buildings in campus. Check their schedule or call them in advance. In Canvas, there is a practice quiz to familiarize yourself with LockDown Browser and learn how to record your environment correctly.

## Quizzes

Throughout the semester there will be weekly quizzes assigned in **Canvas** (except for the week of exams). The practice quiz mentioned above will also help you to familiarize yourself with the exam format. **Quiz 1** will evaluate your knowledge on this syllabus and modules “Start Here”, “Course Information” and “Instructor Information”. You will have two attempts for quiz 1. Quizzes 2-10 will cover vocabulary, listening, and specific grammar concepts studied during the week of the quiz. **Quiz 11** is optional to receive extra credit. Except for the practice quiz, all chapter quizzes are timed, and you will be allowed to take each only once.

Take your quiz and exams as soon as possible. In case of computer problems, you will need time to solve them before the exam/quiz closes. If you experience technical problems, contact the UNT Help Desk for help and request a case ticket number, then contact your professor to report the incident. Take a screenshot of the problem and email it to your professor. Make up for quizzes and exams will not be allowed due to computer problems.

## Chapter exams

To evaluate your listening, reading, writing, vocabulary and grammatical skills, there will be **4** exams (chapters 11-14) throughout the semester. **Exam 4 will be your final exam** and it will be taken on the date scheduled by UNT for all online courses. Study guides and complete information with instructions on how to take the exams using LockDown Browser are available on Canvas.

## Examination Policy

- Each exam will be available ONLY on the days and time assigned.
- Although quizzes and exams are not timed, they will automatically close at 11:59 pm on the due date. Any unanswered questions will receive a grade of 0.
- All quizzes and exams must be taken **alone** and communication with other individuals is **not** allowed. **The usage of electronic translators or any electronic device (cell phones, tablets, etc.) in which the student is not taken the exam or quiz is completely prohibited.** As a UNT student, academic integrity and honesty are expected. Infringements on this policy will result in a grade of 0.
- It is the student's responsibility to read in full and follow all the rules and regulations before taking exams and quizzes. Rules are available in Canvas in folder "Rules and Regulations for Exams and Quizzes". **Failure to follow the rules may result in a grade of 0 on your exam or quiz with no opportunity to retake it.**
- Take your quiz or exam as early as possible. In case of a technical issue with your computer, you need time to solve the issue and take the exam before it closes.
- Make sure your laptop computer is fully charged before beginning any quiz or exam. **Make up for quizzes or exams will not be allowed due to computer problems.**
- To take each exam, you will need your UNT Student ID. If you do not have one, notify your professor immediately.
- If you take the exam at the Language lab, you will need to bring with you your UNT student ID and sign in and out at the front desk. Leave all your belongings, including cell phone, at the front desk. For due dates consult the Assignments Class Schedule.
- You must have reliable Internet. If you lose Internet connection during an exam, contact the Student Helpdesk and document the remedy ticket number before contacting your professor.

## Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. For the date when SPOT becomes available, consult the UNT schedule.

## Course Policies

### Assignment Policy

All official due dates for assignments can be found in the Assignments Calendar Schedule in this syllabus and on Canvas. It is the student responsibility to submit assignments on time. Assignments will not be accepted via email.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty **with Canvas** platform which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.



## Instructor Responsibilities and Feedback

As the instructor in this course, I am responsible for

- providing course materials that will assist and enhance your achievement of the stated course goals, guidance.
- providing timely and helpful feedback within the stated guidelines.
- assisting in maintaining a positive learning environment for everyone.
- responding to emails as soon as possible within my working schedule hours

As a student in this course, you are responsible for

- reading all the information in the “Instructional Modules” and this Syllabus before Friday of the first week of class
- turning in all the assignments on time
- working to remain attentive and engaged in the course and interact with your fellow students.
- assisting in maintaining a positive learning environment for everyone.
- Knowing and following the rules for taking all exams and quizzes (available in Canvas in folder “Rules and Regulations for Exams and Quizzes”)

## Student issues with Instructor

When a student has class-related issues with her/his instructor (e.g. appeal a grade, disagreement about attendance record, interpretation of a class assignment, assigned grades, etc.), she/he should follow these steps to reach a resolution:

1. The student may first talk directly to the department chair, Dr. Gabe Ignatow, about the issue (make an appointment with Dr. Ignatow by contacting Ms. Nancy Bouchard, [Nancy.Bouchard@unt.edu](mailto:Nancy.Bouchard@unt.edu)), or talk with the respective instructor to resolve the issue.
2. If the issue is not resolved to the student’s satisfaction, then she/he should email a written description of the issue to Dr. Ignatow ([gabe.ignatow@unt.edu](mailto:gabe.ignatow@unt.edu)). Dr. Ignatow will also solicit a written statement from the respective instructor.
3. Dr. Ignatow may meet individually with the student and instructor to resolve the issue
4. If the student is not satisfied with the resolution, she/he should contact the Executive Dean of the College of Liberal Arts & Social Sciences to discuss this issue.

## Grade Appeal Policy

Students should try to resolve the grievance with the instructor. If that does not work, the student can initiate a grade appeal with the instructor based on one of these three grounds:

- 1) Grade was based on unfair treatment.
- 2) Instructor departed from standards set out in the course syllabus without a rational academic reason, or
- 3) An error was made in calculating the grade, including failure to factor an assignment, project, quiz, or examination.

Note: if the student is alleging discrimination, the student must report this belief to the Office of Equal Opportunity.

## Attendance Policy

Student attendance for this online course is defined by working on assignments on time. Students are required to log in to the course by the first day of class or before if possible (the course will open earlier). As a component of attendance, student email and course announcements must be checked daily. The student is solely responsible for checking updates related to the course. Note: nonattendance may affect financial aid. If a student fails to meet the attendance requirements, he or she may be recommended for withdrawal from the course. In the case of an anticipated absence, such as military deployment, the student should contact the instructor in advance and make arrangements to complete the required assignments. In case of an emergency (illness/accident or death in family), a student should contact the instructor as soon as possible providing documentation supporting the need for any late submission of a graded event.

## Excused Absences

An absence may be excused for the following reasons:

1. religious holy day, including travel for that purpose
2. active military service, including travel for that purpose
3. participation in an official university function
4. illness or other extenuating circumstances
5. pregnancy and parenting under Title IX

The student is responsible for requesting an excused absence in writing, providing satisfactory evidence to the faculty member to substantiate excused absence and delivering the request personally to the faculty member assigned to the course for which the student will be absent.

## Syllabus Change Policy

Changes to the Syllabus and assignment due dates would be done only under extreme circumstances and after the approval of the coordinator of second year of Spanish online courses.

## UNT Policies

### Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. **Cheating, plagiarism, and other examples of academic misconduct defined by University Policy will result in a zero on the assignment or assessment in question and may be reported to the Dean of Students.**

### ODA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a

new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website](#).

#### Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

#### Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

#### Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

#### Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](#) to learn more.

#### Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: [my.unt.edu](http://my.unt.edu). All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](#).

#### Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made

available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](mailto:no-reply@iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](#) or email [spot@unt.edu](mailto:spot@unt.edu).

### **Sexual Assault Prevention**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](mailto:oeo@unt.edu) or at (940) 565 2759.

Important Notice for F-1 Students taking Distance Education Courses

### **Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](#). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

### **University of North Texas Compliance**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.

#### Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](#).

#### Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Download the UNT System Permission, Waiver and Release Form

#### **Transmission and Recording of Student Images in Electronically Delivered Courses**

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.

2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

## Academic Support & Student Services

### Student Support Services

#### *Mental Health*

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](#)
- [Counseling and Testing Services](#)
- [UNT Care Team](#)
- [UNT Psychiatric Services](#)
- [Individual Counseling](#)

#### *Chosen Names*

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

*\*UNT eulDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

### *Pronouns*

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns. You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)
- [How do I correct myself or others when the wrong pronoun is used?](#)

### *Additional Student Support Services*

- [Registrar](#)
- [Financial Aid](#)
- [Student Legal Services](#)
- [Career Center](#)
- [Multicultural Center](#)
- [Counseling and Testing Services](#)
- [Pride Alliance](#)
- [UNT Food Pantry](#)

### *Academic Support Services*

- [Academic Resource Center](#)
- [Academic Success Center](#)
- [UNT Libraries](#)
- [Writing Lab](#)

Assignments Schedule next page

Assignments Class Schedule  
SPAN 2040 ONLINE  
Spring 2024

MODULE 1 (Chapter 11 “La salud”) Weeks 1-4		
Week	Pages to study in the textbook	Homework (all assignments are due Friday, 11:59 pm)
<b>Week 1</b> January 16-19	<ul style="list-style-type: none"> <li>Vocabulary pp. 328, 330</li> </ul>	<p>Important: For the complete list of assignments and instructions, go to Canvas, Module “Week 1”</p> <ul style="list-style-type: none"> <li>In Canvas” read the <b>informational modules</b>: "Start Here", "Course Information", "Instructor Information"</li> <li>Read the Syllabus</li> <li>Register in Connect (through Canvas)</li> <li>Submit <b>Writing Assignment # 1</b>: introductions to the class (in Canvas). Submit your writing assignment by Wednesday to earn 3 extra points (read more in the syllabus).</li> <li>Take quiz 1</li> </ul>
<b>Week 2</b> January 22-26	<ul style="list-style-type: none"> <li>Vocabulary pp. 328, 330</li> <li>Nota comunicativa: Como expresar una cualidad general: <i>lo</i> + adjetivo p. 332</li> <li>Using the Preterit / Imperfect p. 334</li> <li>Nota comunicativa: Expressions associated with the preterit and imperfect p. 337</li> </ul>	<ul style="list-style-type: none"> <li>Study the grammar concepts and vocabulary assigned for this week</li> <li>Watch the grammar video tutorials assigned in Connect or the grammar videos in Canvas</li> <li>Work on Connect homework assignments.</li> <li>Read the rubric and instructions for <b>video assignment # 1</b> and contact a classmate to work with on this assignment</li> <li>(due next week. Instructions in Canvas Module “Week 3”)</li> <li>Take quiz 2 (in Canvas)</li> </ul>
<b>Week 3</b> January 29-Feb. 2	<ul style="list-style-type: none"> <li>Relative Pronouns p. 342</li> <li>Study all grammar concepts and vocabulary in preparation for exam 1</li> </ul>	<ul style="list-style-type: none"> <li>Study the grammar concepts and vocabulary</li> <li>Watch the grammar video tutorials assigned in Connect or the grammar videos in Canvas</li> <li>Work on Connect homework assignments</li> <li><b>Listening assignment # 1</b>: Salu2 “Remedios para todos” (in Connect)</li> <li>Read the rubric and instructions for Conversation # 1 and with a classmate create your script and video</li> <li>In Canvas, submit <b>video assignment # 1</b></li> <li>Take Quiz 3 (in Canvas)</li> </ul>



<b>Week 4</b> February 5-9	<ul style="list-style-type: none"> <li>Reciprocal Actions with Reflexive Pronouns p. 345</li> <li>Study all grammar concepts and vocabulary in preparation for exam 1</li> </ul>	<ul style="list-style-type: none"> <li>Watch the grammar video tutorials in Connect or Canvas</li> <li>Read the exam study guide (in Canvas)</li> <li>Watch the exam review PowerPoint video (in Canvas) (more next page)</li> <li>Take the practice test (in Canvas)</li> </ul> <p><b>In Canvas: Take Exam 1</b> (opens Thursday 6:00 am, due Friday 11:59 pm. More information, grading rubric and study guide in Canvas)</p> <p><b>Important:</b> before taking the exam, it is mandatory to read the folder “Rules and Regulations for Exams and Quizzes” It is your responsibility to comply with all the rules.</p>
<b>MODULE 2 (Chapter 12 “¡Conectad@s!”) Weeks 5-8</b>		
<b>Week</b>	<b>Pages to study in the textbook</b>	<b>Homework (all assignments are due Friday, 11:59 pm)</b>
<b>Week 5</b> February 12-16	<ul style="list-style-type: none"> <li>Vocabulary pp. 358, 360</li> </ul>	<ul style="list-style-type: none"> <li>Study vocabulary Chap. 12</li> <li>Work on Connect homework assignments.</li> <li><b>Listening Assignment # 2:</b> Salu2 “No sin mi celular” (in Connect)</li> <li>Take quiz 4 (in Canvas)</li> </ul>
<b>Week 6</b> February 19-23	<ul style="list-style-type: none"> <li>Informal Commands p. 364</li> <li>Nota comunicativa: derived words from <i>poner</i>, <i>tener</i> and <i>venir</i> p. 367</li> </ul>	<ul style="list-style-type: none"> <li>Study the grammar concepts and vocabulary</li> <li>Watch the grammar video tutorials in Connect or Canvas</li> <li>Work on Connect homework assignments</li> <li><b>Submit Writing Assignment # 2</b> (in Canvas)</li> <li>Check the list of pairs in Canvas and contact the classmate that has been assigned to work with you on for <b>video assignment # 2</b>. Read the guide and rubric and start this assignment (due next week)</li> <li>Take quiz 5</li> </ul>
<b>Week 7</b> February 26-March 1	<ul style="list-style-type: none"> <li>Introduction to Present Subjunctive p. 369</li> <li>Study all grammar concepts and vocabulary in preparation for exam 2</li> </ul>	<ul style="list-style-type: none"> <li>Study the grammar concepts and vocabulary</li> <li>Watch the grammar video tutorials in Connect or the grammar videos in Canvas</li> <li>Work on Connect homework assignments (more next page)</li> <li>In Canvas, upload your for <b>video assignment # 2</b></li> <li>Take quiz 6</li> </ul>
<b>Week 8</b> March 4-8	<ul style="list-style-type: none"> <li>Subjunctive with verbs of desires and request p. 375</li> </ul>	<ul style="list-style-type: none"> <li>Study all grammar concepts and vocabulary in preparation for exam 2</li> <li>Watch the grammar video tutorials in Connect or the grammar videos in Canvas</li> <li>Read the exam study guide (in Canvas)</li> </ul>

	<ul style="list-style-type: none"><li>Study all grammar concepts and vocabulary in preparation for exam 2</li></ul>	<ul style="list-style-type: none"><li>Watch the exam review PowerPoint video (in Canvas)</li><li>Take the practice test (in Canvas)</li><li><b>Take Exam 2:</b> due Friday 11:59 pm. More information and study guide in Canvas. <b>Important:</b> while taking the exam, please remember to follow the “Rules and Regulations for Exams and Quizzes”. the exam, please remember to follow the “Rules and Regulations for Exams and Quizzes”.</li></ul>
March 11-17	SPRING BREAK	
MODULE 3 (Chapter 13 “El arte y la cultura”) Weeks 9-12		
Week	Pages to study in your textbook	Homework (all assignments are due Friday, 11:59 pm)
Week 9 March 18-22	<ul style="list-style-type: none"><li>Vocabulary pp. 390, 391, 394</li><li>Subjunctive with Expressions of feelings and emotions: p. 396</li></ul>	<ul style="list-style-type: none"><li>Study vocabulary Chap. 13</li><li>Work on Connect homework assignments.</li><li>Take quiz 7 (in Canvas)</li></ul>
Week 10 March 25-29	<ul style="list-style-type: none"><li>Nota comunicativa: como expresar los deseos con <i>ojalá</i> p. 399</li><li>Expressing uncertainty, doubt or denial with the Subjunctive p. 401</li></ul>	<ul style="list-style-type: none"><li>Check the list of pairs in Canvas and contact the classmate that has been assigned to work with you on <b>video assignment # 3</b>”. Read the guide and rubric and start this assignment (due next week)</li><li>Study the grammar concepts and vocabulary</li><li>Watch the grammar video tutorials in Connect or the grammar videos in Canvas</li><li>Work on Connect homework assignments</li><li><b>Submit Writing Assignment # 3</b></li><li>Take quiz 8</li></ul>
Week 11 April 1-5	<ul style="list-style-type: none"><li>Nota comunicativa: verbos que requieren preposiciones p. 404</li><li>Study all grammar concepts and vocabulary in preparation for exam 3</li></ul>	<ul style="list-style-type: none"><li>Study the grammar concepts assigned for this week</li><li>Watch the grammar video tutorials</li><li>Work on Connect homework assignments</li><li>In Canvas, upload your for <b>video assignment # 3:</b></li><li>Take quiz 9</li></ul>
Week 12 April 8-12	<ul style="list-style-type: none"><li>Summary of the uses of the Subjunctive p. 405</li><li>Study all grammar concepts and vocabulary in preparation for exam 3</li></ul>	<ul style="list-style-type: none"><li>Study all grammar concepts and vocabulary in preparation for exam 3</li><li>Watch the grammar video tutorials in Connect or the grammar videos in Canvas</li><li>Read the exam study guide (in Canvas)</li><li>Watch the exam review PowerPoint video (in Canvas)</li><li>Take the practice test (in Canvas)</li></ul>

		<ul style="list-style-type: none"> <li>• <b>Take Exam 3:</b> due Friday 11:59 pm. More information and study guide in Canvas.</li> </ul>
MODULE 4 (Chapter 14 “Las presiones de la vida”) Weeks 13-16		
Week	Pages to study in your textbook	Except for week 15, all assignments are due Friday, 11:59 pm
<b>Week 13</b> April 15-19	<ul style="list-style-type: none"> <li>• Vocabulary: pp. 420, 423</li> <li>• Nota comunicativa: adverbs (adjective + <i>-mente</i>) p. 425</li> <li>• Grammar: telling how long something has been happening p. 427</li> </ul>	<ul style="list-style-type: none"> <li>• Study vocabulary Chap. 14</li> <li>• Work on Connect homework assignments (due Dec. 2).</li> <li>• Take quiz 10 (in Canvas)</li> </ul> <p><b>In preparation for your conversation with your professor (10% of your final grade):</b></p> <ul style="list-style-type: none"> <li>• Read all the folders in Module “Week 15” and start preparing</li> <li>• Follow the instructions to reserve your time slot in Calendar in Canvas</li> </ul>
<b>Week 14</b> April 22-26	<ul style="list-style-type: none"> <li>• Talking about unplanned and unexpected events with “se” (accidental “se”) p. 430</li> </ul>	<p><b>IMPORTANT:</b> All assignments next week will be due on Thursday instead of Friday.</p> <ul style="list-style-type: none"> <li>• This <b>Wednesday</b> is the last day to reserve your time slot for your conversation with the professor</li> <li>• Continue practicing for the conversation with your professor</li> <li>• Study the grammar concepts and vocabulary</li> <li>• Watch the grammar video tutorial</li> <li>• Work on Connect homework assignments</li> <li>• In Canvas: <b>Writing Assignment # 4</b> (full instructions and grading rubric in Canvas)</li> <li>• Quiz 11 optional to earn extra points (due next Thursday)</li> </ul>
<b>Week 15</b> Abril 29- Mayo 2  <b>May 3</b> Reading day -No classes	<ul style="list-style-type: none"> <li>• How to use <i>por</i> and <i>para</i> p. 434</li> <li>• Study all grammar concepts and vocabulary in preparation for exam 4</li> </ul>	<p><b>ALL ASSIGNMENTS ARE DUE THURSDAY THIS WEEK. LATE ASSIGNMENTS WILL NOT BE ACCEPTED.</b></p> <ul style="list-style-type: none"> <li>• Conversation with your professor is due this week.</li> <li>• Study the grammar concept assigned for this week</li> <li>• Watch the grammar video tutorial in Connect or the grammar videos in Canvas</li> <li>• Work on Connect homework assignments (due Thursday)</li> <li>• Study all grammar concepts and vocabulary chapter 14 for the final exam</li> </ul>

		<ul style="list-style-type: none"> <li>Take Quiz 11 (optional to earn extra points. Due Thursday)</li> </ul>
<b>May 4</b>  <b>Final Exam</b>	<b>Final Exam (Chapter 14)</b>  <b>Due date: Saturday, May 4<sup>th</sup>, 11:59 pm.</b> The exam will be open only on this day from 6:00 am to 11:59 pm. Study guide and more information in Canvas Module “Week 16”. <b>Plan your time well. By UNT policies, the Final Exam must be taken on this day, and it will not be rescheduled.</b>	

Updated December 2023