# SPAN 3003. ADVANCED SPANISH GRAMMAR

# Spring 2023

## INSTRUCTOR INFORMATION

Instructor: Dr. Esther Sánchez-Couto

Office: LANG 403D

Contact: Zoom or email

E-mail: [esther.sanchez-couto@unt.edu](mailto:esther.sanchez-couto@unt.edu)

**Communication Expectations:** Email is the primary tool that will be used to communicate with students (Canvas may also be used to send class announcements). Instructors will only respond to email sent by students from a UNT Eagle Connect address. Likewise, instructors will only send email to UNT Eagle Connect addresses. Information about Eagle Connect can be found at [Eagle Connect](http://eagleconnect.unt.edu/).

## 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:

This course is designed to review and expand students’ previous knowledge of Spanish grammar, with emphasis on those aspects that are especially challenging for Spanish language learners. The course is based on intensive practice, discussion of cases, contextualized usage, and critical reflection on the main structures of the Spanish language. Particular emphasis is placed on verbal aspect and mood, spelling, punctuation, and agreement. Spanish is the preferred language of instruction and interaction. Some explanations will be done in English.

## COURSE OBJECTIVES:

1. You will demonstrate increased awareness and knowledge of Spanish grammar, which will contribute to the improvement and increased confidence of your speaking abilities and writing skills in Spanish.
2. You will demonstrate abilities for describing, comparing, and analyzing Spanish grammar structures and understanding its different uses in a variety of contexts.
3. You will demonstrate appropriate use of verb tense and mood, as well as spelling, punctuation, and agreement at the advanced intermediate level of understanding in written and oral productions.

## COURSE MATERIALS:

### REQUIRED:

1. Textbook: Salazar, C., Arias R., and De La Vega, S. *Avanzando: Gramática española y lectura*. 7th. Ed. Hoboken, NJ: John Wiley & Sons Inc, 2013.     ISBN-10: 1118280237      ISBN-13: 978-1118280232
2. Sara L. de la Vega, Carmen Salazar. *Workbook to accompany Avanzando: Gramática española y lectura*, 7th Edition.

ISBN: 978-1-118-77684-1

1. A reliable internet provider and an electronic device with a webcam or a separate webcam
2. Student should be familiar with online classes. If not, take Canvas tutorials.

NOTE: iPad or Tablets may not be used to take assessments.

### RECOMMENDED:

Dictionary: Spanish-English Dictionary. With proper guidance, the use of some Internet dictionaries may be appropriate, like the [Real Academia Dictionary. (Links to an external site.)](https://dle.rae.es/)

## COURSE TECHNOLOGY AND SKILLS

### Minimum Technology Requirements

* Computer
* Reliable internet access
* Speakers
* Microphone
* [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)

### Computer Skills & Digital Literacy

Course-specific technical skills learners must have to succeed in the course:

* Using Canvas
* Using Connect
* Using email
* Downloading and installing software

### 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](http://www.unt.edu/helpdesk/index.htm) (http://www.unt.edu/helpdesk/index.htm)

**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](https://community.canvaslms.com/docs/DOC-10554-4212710328) (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

### 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 on the basis 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 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.

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

## COURSE REQUIREMENTS

|  |  |
| --- | --- |
| **Evaluation Procedure** | **Percentage of Final Grade** |
| **Assignments** | 20% |
| **Workbook Activities** | 10% |
| **Quizzes** | 10% |
| **Compositions (2)** | 20% |
| **Mid-Term Exam** | 20% |
| **Final Exam** | 20% |

### GRADING

A = 90% - 100%

B = 89% - 90%

C = 79% - 70%

D = 69% - 60%

F = 59% - 0%

## STEPS TO FOLLOW:

Every day you must access the course content via modules. Then, you will study the pages that are assigned, and you will do all the activities. Try to submit them as you complete them.  Always have a Plan B for emergencies: do not wait until the last minute to start, send, or take assessments. Online classes are NOT like traditional classes that you can make up activities if you are sick. Send me a message if you have an emergency.

Remember the due date is the very last day for you to turn in assignments. It means you can turn them in at any time before the deadline.

**Preexisting travel plans or work schedule** conflicts will not be considered a reasonable cause to make up exams, quizzes, peer reviews, assignments, etc. Consult [UNT's attendance policies (Links to an external site.)](http://catalog.unt.edu/content.php?catoid=13&navoid=976#Class_Attendance) beforehand.

## HOMEWORK & QUIZZES:

This class demands a serious commitment to complete different types of assignments almost every day or on short time; therefore, you should organize your agenda in accordance with these demands.

Grammar, like many other subjects, presents dual aspects of theory and practice. We cannot actively use Spanish grammar without understanding how it works, and we cannot use it effectively without utilizing it in reading, writing, and listening. For this reason, homework assignments are designed to cover these two aspects of the subject; some tasks involve answering theoretical questions while others focus on active production for practice.

Late homework will not be accepted and incomplete homework will receive a zero. If you have an issue with your computer freezing or crashing, send the activities to my email BEFORE the due date. If I can’t see your assignment’s submissions or open/decode your messages, you will receive a zero. If you have a technology issue while taking a quiz or exam, contact the HelpDesk immediately.

Download the templates and fill them out. Copy and paste them into one long document and submit it. Send only word or pdf documents (not pages, OneNote, or crocs, etc.): if my computer can’t open your submission, you will receive a zero.

If you miss an activity due to an emergency, you must contact the instructor as soon as you can to arrange a Zoom meeting. Remember you need appropriate documentation. [esther.sanchez-couto@unt.edu](mailto:esther.sanchez-couto@unt.edu)

You will have quizzes and assignments every week. Grades are not curved. You will not use LockDown Browser to take quizzes but you will need it to take exams.

## COMPOSITIONS:

You will write two compositions. Consult the document “Compositions” to learn more details about them. The grade will be based on completing all steps to the assignment, and the application of the concepts learned in the lesson. Other components are content, mechanicals, mastery of grammar rules, vocabulary use, and completion of the steps required before the final production. You can only save and upload compositions saved as word docs or docx or pdfs.

Remember that the draft and final version must be typed, doubled spaced, 12 pt font, and with typed accents (á, é, í, ó, ú), and: ¡! ¿? ñ.

IMPORTANT**!** You may not seek tutoring or other help for the writing project or any other writing assignment for this class. Only I, or the person I assign for this purpose, may give such help. You may not use electronic translation tools or other similar devices to write these assignments. It is understood that your ability to communicate in Spanish is not equal to your ability to communicate in your native language therefore you must use the vocabulary and structures you have learned so far to communicate your ideas and structured your writing assignment accordingly. You may not submit a writing assignment already submitted in this class or a previous one for a grade. I use Turnitin to check for plagiarism. I only excuse 8%. If your percentage of plagiarism is higher than 8%, you will receive a zero in the assignment. Other writing assignments may be used to assess your progress and compare the language level of your written productions. Not abiding by these guidelines will constitute a violation of the Academic Honesty Policy and will not be tolerated. Your name will be sent to the Academic Dean.

## MIDTERM EXAM:

The midterm exam will cover the material covered on weeks 1-6. Study the homework assignments and readings from each week. If you have an emergency, please contact your instructor to find out if there are grounds for granting an excuse and scheduling a make-up; otherwise, a zero will be recorded for your grade.

You will use LockDown Browser (LDB) to take exams. The link to download the program is [LDB (Links to an external site.)](https://download.respondus.com/lockdown/download.php?id=165715487).

## FINAL EXAM:

A comprehensive final exam will be administered on the date indicated in the University Academic Calendar.

## COURSE AND UNT POLICIES

### Academic honesty and plagiarism:

Violations of the Code of Conduct will not be tolerated. This means that all the work you submit should be your own and original work; homework assignments, writing assignments, exams, tests, and quizzes must all be your own. Any violation of this policy may result in reporting to the Dean of Students and implementation of sanctions as stated in the Student Code of Conduct.

You may not seek tutoring help for writing assignments; only I or the person I designate is authorized to give such help. You may not submit a writing assignment already submitted in another class for a grade. This constitutes a violation of the Academic Honesty Policy.

No Extra Credit is available for this course.

SPOT(Student Perceptions of Teaching)

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 short SPOT survey will be made available in November to provide you with an opportunity to evaluate how this course is taught.  You will receive an email from "UNT SPOT Course Evaluations” via IA System Notification (no-reply@iasystem.org) with the survey link. Please look for the email in your UNT email inbox.  Simply click on the link and complete it. Once you complete and submit the survey, you will receive a confirmation email. Save the confirmation you receive, as your instructor will ask for it for possible extra points. For additional information, please [visit the spot website (Links to an external site.)](http://www.spot.unt.edu/) or email spot@unt.edu.

### Disability accommodation statement:

*The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable 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 reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student.  For additional information see the*[*Office of Disability Accommodation (Links to an external site.)*](http://www.unt.edu/oda)*website.  You may also contact them by phone at 940.565.4323 or in person at SAGE Hall 167.*

### Plagiarism:

*The UNT Department of Spanish adheres to the University’s policy on Student Academic Integrity. For all pertinent assignments and assessments, the work must be the student’s work only (unless otherwise indicated by the course instructor) and should reflect the student’s level of proficiency. Students are prohibited from asking another person (i.e. a friend, tutor, or relative) to help them develop or compose a response (oral or written) in preparation for, or while completing, an assignment or assessment that will be graded and applied to the student’s final grade in the course. This includes, but is not limited to, receiving outside assistance with drafting, revising, editing, or developing the content and structure of a response to an assignment or assessment question without consent from the course instructor. Also, the use of translation technology (any digital translation tool or app) is prohibited for all assignments and assessments and will be considered academic misconduct. Information “cut and pasted” or otherwise copied from other sources and used as answers in assignments and assessments will be considered plagiarism. If a student has any doubts whatsoever as to what constitutes any form of scholastic dishonesty, they should consult with the course instructor before submitting their work.  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.*

### 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.

### Survivor advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as 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. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-5652648.

### 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 (Links to an external site.)](https://studentaffairs.unt.edu/student-health-and-wellness-center)
* [Counseling and Testing Services (Links to an external site.)](https://studentaffairs.unt.edu/counseling-and-testing-services)
* [UNT Care Team (Links to an external site.)](https://studentaffairs.unt.edu/care)
* [UNT Psychiatric Services (Links to an external site.)](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
* [Individual Counseling (Links to an external site.)](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

### Covid-19

If you are experiencing any [symptoms of COVID-19 (Links to an external site.)](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html), please seek medical attention from the Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu)) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or [COVID@unt.edu](mailto:COVID@unt.edu) for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

### 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](https://deanofstudents.unt.edu/conduct) (https://deanofstudents.unt.edu/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](https://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](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>).

### Student issues with instructors:

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. Samuel Manickam, about the issue (make an appointment with Dr. Manickam 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. Manickam (manickam@unt.edu). Dr. Manickam will also solicit a written statement from the respective instructor
3. Dr. Manickam 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

### 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](https://registrar.unt.edu/transcripts-and-records/update-your-personal-information)
* [UNT ID Card](https://sfs.unt.edu/idcards)
* [UNT Email Address](https://sso.unt.edu/idp/profile/SAML2/Redirect/SSO;jsessionid=E4DCA43DF85E3B74B3E496CAB99D8FC6?execution=e1s1)
* [Legal Name](https://studentaffairs.unt.edu/student-legal-services)

*\*UNT euIDs 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](https://community.canvaslms.com/docs/DOC-18406-42121184808) 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?](https://www.mypronouns.org/what-and-why)
* [How do I use pronouns?](https://www.mypronouns.org/how)
* [How do I share my pronouns?](https://www.mypronouns.org/sharing)
* [How do I ask for another person’s pronouns?](https://www.mypronouns.org/asking)
* [How do I correct myself or others when the wrong pronoun is used?](https://www.mypronouns.org/mistakes)

### Additional Student Support Services

* [Registrar](about:blank) (https://registrar.unt.edu/registration)
* [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
* [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
* [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
* [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
* [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
* [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
* [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

### Academic Support Services

* [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
* [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
* [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
* [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)

### YOU ARE RESPONSIBLE FOR:

* Preparing the course’s daily content
* Turn in activities on time and before due dates
* Consulting your class calendar for topics and assignments due dates

### FINAL COMMENTS:

* Access the course information early each week and read the instructions.
* If you still have questions, contact me at [esther.sanchez-couto@unt.edu](mailto:esther.sanchez-couto@unt.edu)
* Start your homework early in the week and do a little every day.
* If you need tutoring for the Compositions, consult me.
* Have a Plan B so that an emergency does not overwhelm you.
* If you miss an activity, continue working on the remainder of the assignments.
* Stop making excuses.
  + Study and do your work on time and all will be fine.

It is the responsibility of students to follow all rules, guidelines, and instructions clearly outlined in the class syllabus as well as follow all directives given by instructors of Spanish classes on Canvas and in class. The student should maintain clear lines of communication with the instructor in person and email regarding any issues or queries related to the class.

The semester calendar may be changed if the instructor feels it will benefit the students. If this occurs, the instructor will inform students via “Announcements” in Canvas and an updated calendar will be posted.

## COURSE CALENDAR

|  |  |
| --- | --- |
| **Week** |  |
| Semana 1 | Silabeo. Diptongos, triptongo e hiatos. |
| Semana 2 | Acentuación y puntuación |
| Semana 3 | La oración y el verbo |
| Semana 4 | El presente de indicativo, los reflexivos y los pronombres |
| Semana 5 | Pretérito e Imperfecto |
| Semana 6 | Pretérito vs imperfecto. Examen parcial |
| Semana 7 | Futuro y condicional, verbos "to be" |
| Semana 8 | Formas no personales del verbo y progresivos. Composición 1 |
| Semana 9 | Los tiempos perfectos |
| Semana 10 | Verbos similares a "gustar" y preposiciones |
| Semana 11 | Expresiones negativas e indefinidas. Introducción al subjuntivo: Formas |
| Semana 12 | El subjuntivo (continuación): cláusulas nominales y adjetivas |
| Semana 13 | El subjuntivo (continuación): cláusulas adverbiales e imperfecto de subjuntivo. Composición 2 |
| Semana 14 | El subjuntivo (continuación): secuencia de tiempos |
| Semana 15 | El imperativo |