

SPAN3003/ Advanced Spanish Grammar

Fall 2025

TuTh 9:30 AM -10:50 AM, LANG 209, Section 001

Instructor Contact

Name: Dr. Jiyoung Yoon

Office Location: Language 403F & Virtual office

Phone Number: 940-565-2404 (Spanish Dept. Office)

Office Hours:

- Tuesday 11:00 am -1:00 pm (either Lang. 403F or virtual, and with a prior appointment) or by appointment for other days/times
- Please email me at least one day before you want to schedule office hours so that I may set up a time for an audio Zoom conference or in-person meeting

Email: jiyoung.yoon@unt.edu

Communication Expectations:

- **Announcements.** Announcements will be made in class and posted in CANVAS on a regular basis. They will appear on your CANVAS dashboard when you log in. (If not, click “Announcement” in CANVAS). Please make certain to check them regularly for any important updates. If you wish to receive notifications in your email or mobile device, you can set it up in CANVAS (watch a [tutorial](#)).
- **E-mail.** If you have any specific and essential questions, **the preferred method of communication is through email** (jiyoung.yoon@unt.edu). I will regularly check my email throughout the day (during daytime work hours, M-F; usually **not after hours nor over the weekend**). Please **do not send me messages via CANVAS inbox** as I will not use the inbox function in CANVAS frequently.

Welcome to UNT!

As members of the UNT community, we have all made a commitment to being 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 and Objectives

This course is designed to review and expand students' previous knowledge of Spanish grammar with emphasis on aspects that are especially challenging for Spanish language learners. The entire class will be taught in Spanish and students must always respond and speak in Spanish unless your professor indicates otherwise. By the end of this course, students will be able to:

- Demonstrate increased awareness and knowledge of Spanish grammar, thus contributing to the improvement of speaking abilities and writing skills in Spanish.
- Demonstrate appropriate use of verb tense, mood, spelling, punctuation, and agreement at the advanced mid-level per ACTFL guidelines in written and oral production.
- Describe, compare, and analyze Spanish grammar structures, and interpret their uses in a variety of contexts.

Course Prerequisites or Other Restrictions

This course is designed for students who have completed SPAN 2050 or its equivalent, or who have taken the Department of Spanish placement exam and tested into the 3000 level.

Course Structure

- **Blended learning (combination of in-person and remote learning):** We will have in-person classes usually once a week (51% or more) and some classes will also be conducted remotely in CANVAS (49% or less). The delivery mode is indicated in the class schedule of this syllabus. Most of the remote sessions will be asynchronous classes; you will be able to learn the class materials at different times and locations, so it will be more flexible. There may be some synchronous sessions conducted via Zoom for remote learning days, which will be announced ahead of time. There will be assignments or short quizzes that you need to complete online by the end of the day; therefore, it is extremely important for you to follow the schedule of the syllabus to keep up with the due dates and not fall behind.
- **Canvas:** There will be 15 modules in Canvas, and each module represents each week.
- **Class lecture:** All the class lectures for remote learning days will be uploaded in CANVAS (Zoom or Studio pre-recording). Lectures given during face-to-face classes are not recorded and uploaded in Canvas unless it is deemed necessary. This is an intensive, upper-level Spanish course. Do not expect to pass this course if you cannot do the textbook reading regularly, regularly come to face-to-face classes prepared, and watch all class remote lectures timely and thoroughly.
- On most Tuesdays and Thursdays, you will be expected to complete assignments in Canvas: upload your HW assignment (usually Tuesdays, by 9:29 AM, before the in-person class start time) and complete a series of embedded mini-quizzes in the assigned lectures (usually Thursdays, by 11:59 pm). If you do not complete any assignment by the assigned deadlines, you will be locked out and receive a zero for that assignment. The due dates are available in this course syllabus and also through the Modules tab on Canvas.

- ***Class materials not for the public:*** You can watch and listen to my audio or video lectures as many times as you want before the deadline, but these materials are prepared for this class ONLY, which means that you are NOT allowed to share the PPT lectures and the audio or video lectures with anyone else NOR reproduce them in any forms. The UNT reminds all the students of the prohibition of the theft of IP (intellectual property) and FERPA violation from courses being taught online. To protect faculty's intellectual property, the following should be observed by all the students: "Class recordings are reserved for use only by students in this class for educational purposes. **The recordings should not be shared outside the class in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.**"
- ***Protecting privacy:*** You are not allowed to make video or audio recordings (e.g., taking a picture, screen capture, and other methods of recordings) of other people online and/or in-person. In other words, you are not allowed to record any portion of the video/audio and in-person lectures / assignments shared by the professor and/or other classmates and share these recordings with others. Taking a picture of classmates and/or the instructor in face-to-face classes is not allowed without permission.

Materials

- Required 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: 978-1118280232
- Practice pages in Canvas
- OPTIONAL ONLY: Sara L. de la Vega, Carmen Salazar. *Workbook to accompany Avanzando: Gramática española y lectura*, 7th Edition. ISBN: 978-1-118-77684-1

Note: No online textbook (on mobile devices, e.g., smart phones) or sharing of texts allowed during class time.

Course Technology & Skills

This course requires students to have the following technology, skills, and system in order to carry out the required assignments of the class: computer, reliable internet access, speakers, microphone, plug-ins, Microsoft Office Suite, downloading and uploading files, using Canvas, using Zoom, using a **webcam**, using **LockDown Browser system** (instructions and link to download the one-time application is available in Canvas in Module "Course Introduction and Syllabus").

- NOTE: Canvas works better using **Chrome or Firefox** Browsers.
- LockDown Browser **cannot be downloaded in Chromebook and Tablets**.
- Without **LockDown Browser with a webcam**, you will not be able to take the exams.
- You will need to update Adobe Flash Player and Java in your computer.

It is the student's responsibility to have a computer that is compatible with LockDown Browser and that is equipped with a webcam. You can also take the exams in the Language Lab (in Language Building computer labs, first floor) where you don't need to download the application to your computer.

Technical Assistance

If you need help with technology and/or Canvas, please do not contact your professor. Contact:

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

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

Assignment	Percentage of Final Grade
Homework	20%
Exam 1	16%
Exam 2	16%
Participation / Preparation / Punctuality • Weekly Canvas participation/Lecture quizzes (16%) • In-class participation (12%)	28%
Composition	5%
Final • Oral presentation & PPT (8%) • Written project (final version: 7%)	15%
Total	100%

Grading

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 0-59

Late Work

Late assignment is not accepted; NO MAKE-UP of any kind (e.g., Quizzes and Homework). If you have valid *official* documentation (e.g., doctor's note with a signature) that has been provided to the professor within a week, your grade (a zero) will be simply changed to 'excused' in case of quizzes and HW. Your missed exam, composition, and final project/presentation grade (a zero), however, will not be replaced by 'excused' even with valid official documentation: a zero may be replaced by a make-up exam grade if you are given an opportunity to take it 1) with a valid official documentation presented to the professor 2) within a week at latest.

Course components

Homework:

You will upload the assigned homework on the day indicated in the syllabus. HW assignment should be done **BEFORE coming to face-to-face class**. The link to upload the homework will be available online **until 9:29 AM every Tuesday**. After 9:29 AM, you won't be able to submit your HW, so don't wait until the last minute! If you have already done your HW, you can upload it days before. **Late homework will not be accepted.** The lowest HW grade will drop at the end of the semester. So please do not ask for turning in late HW if you have missed the deadline for any reason.

- Full points will be given if HW is complete. Deductions will be taken for incomplete HW.

- Please do your homework on notebook paper (NOT the textbook itself), write your name on the top of each notebook page, and scan it or take a picture of your HW to upload it in CANVAS (please upload only one PDF file if you take a picture, not multiple files). Either hand-written or typed HW is acceptable. You don't have to copy/write all the questions; just write your answers for the HW questions.
- HW page numbers assigned for each week is clearly indicated in the syllabus calendar. So please do not wait until the Canvas module of each week is open to check the HW page numbers; if you need to complete the following week's HW ahead of time, just refer to the syllabus calendar for the information about the assigned HW pages of the week.

Participation / Preparation / Punctuality:

Active participation is essential to your success in this class. The participation portion of your grade will be based on 1) your weekly participation in Canvas (16% of your final course grade), and 2) your in-class participation (12% of your final course grade).

- ***Weekly participation in Canvas/Lecture quizzes:*** For days of remote learning (usually Thursdays except for a few days), there will be assigned video/audio lectures that you are required to watch. You are to watch the assigned audio lecture(s) and take all the embedded quizzes by the end of the day (11:59 PM). If your answer is incorrect, re-watch the lecture and retake the quiz until it is correct. The quiz result will be part of your participation grade. Pre-recorded audio lectures and embedded quizzes are open in Canvas AFTER face-to-face classes are conducted on Tuesdays, but not before. No late submission of audio lecture quizzes will be accepted. The lowest quiz grade will be dropped at the end of the semester. So please do not ask for a make-up quiz if you have missed taking it for any reason.

It is extremely important for you to do the reading regularly and watch all class lectures timely and thoroughly to keep up with the class materials.

- ***In-class participation:*** Attendance is mandatory but simple attendance, although essential to your success in this class, does not guarantee a good in-class participation grade. You are expected to complete all homework assignments and readings before coming to class. Your participation grade is based on (among others):

1) regular attendance (in-person classes) [Note: **deductions (2%) to be applied to the final course grade for the more than one absence in addition to the lowered participation grade – see the Attendance Policy**]

2) the level of active and significant contribution to the class discussions

3) punctuality (no late or missing work; no tardy to class)

4) consistent use of Spanish

5) preparation and effort in small group work

6) preparation for the class (e.g., HW, reading, Canvas)

7) cooperative attitude and respect toward the class, instructor, and your classmates by

attentively listening to and responding to differing opinions with courtesy, and

8) staying on task during class (e.g., not using a cell phone; not doing other assignments/activities)

(See the Participation Guidelines for more details)

Note: When determining your class participation grade, your instructor will consider your level of participation during all class activities. Therefore, not only your attendance but your sustained participation during **each class activity** are essential.

Exams:

There will be two exams and one final. Study guides and instructions on how to take the exam using LockDown Browser with a webcam are available in Canvas. Exam 1 will be conducted remotely, and Exam 2 will be completed in class (face-to-face setting). The format and details about the final will be announced later. No make-up.

- You will be required to use **LockDown Browser** with a webcam.
- To take the exams you will need a webcam in your computer. If your computer does not have a webcam, you can take the exam in the Language Lab located in Language Building (in this case, you don't need to download the application to your computer).

Composition:

You will write a composition about topics to be given. 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/organization, mechanicals, mastery of grammar rules, vocabulary use, and completion of the steps required before the final production. You are to upload compositions saved as Word or PDFs. The composition must be typed, doubled spaced, 12 pt font, and with typed accents (á, é, í, ó, ú), and: ¡, ¿, ñ. Details TBA. No make-up.

Note: You may not seek tutoring or other help for the writing project or any other writing assignment for this class. Only your professor who gave you this assignment may give such help. You may not use electronic translation tools or other similar devices to write these assignments. All the compositions will go through *Turnitin* via the Canvas system. If any plagiarism is detected, you will receive a zero in the assignment. Refer to the Academic Integrity section below.

Final Presentation (in group):

There will be a final presentation (in group) in lieu of a final exam. The presentation of each activity lasts approximately 13-14 minutes (including time of class activity of 4-5 mins.) and should show that the assigned grammar topic has been well-understood and carefully applied based on what we have learned in class. If you have consulted additional resources (i.e., websites, textbooks, GenAI tools, etc.), they should be included and clearly acknowledged in the list of references as well as for each PPT slide (if applicable) to avoid any plagiarism. Students will also upload the presentation (Power Point format) to Canvas for the professor. Evaluation of the presentation will be based on both your oral presentation and your prepared PPT (e.g., content/analysis, style, depth, clarity, writing, activity, etc.). Remember that writing (e.g., grammar) is also part of the evaluation. In case of group presentations, individual

grades will be given to each student based on each student's performance. Details of grading criteria TBA. No make-up.

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. [SPOT evaluations date TBA]

Course Policies

Attendance Policy

Regular and punctual class attendance is required of all students. You are allowed **ONE free absence for face-to-face class days**, regardless of the reasons. You are encouraged to save this for unavoidable circumstances. At the end of the semester, **2% will be subtracted from your final course grade for every absence above one (1)**.

Excused absence.

An excused absence applies to illness with a doctor's legal documentation, a death in the immediate family with an obituary notice, or a school-sponsored event with proper documentation. If you have missed classes due to illness, you must notify me and provide verifiable medical documentation by e-mail or in person **within a week** for your absence to be considered excused.

Tardiness.

Late arrivals will greatly affect your participation grade (See the *Participation Guidelines* for more details). Arriving after the class start time will be considered tardy [3 late arrivals will be converted into one absence]; arriving 15 mins. after class start time will be considered a half absence, arriving 30 mins. after class start time will be considered a full absence.

Leaving class early without the instructor's approval will not be allowed; if that happens, the same policy of tardy/absence (and the deduction of participation grade) will be applied. It is expected that students take only reasonable time (less than 5 minutes) when having to go to a restroom during class. Missing class time more than 5 minutes will result in the deduction of points just like for tardiness and/or absence (i.e., 3 late arrivals equal to one absence: 15 mins. missing class time equals to a half absence; 30 mins. missing class time equal to a full absence, etc.).

Absences due to the observance of a religious holiday require that you notify me IN WRITING during the first 15 days of the semester.

Class Materials for Fully Remote Instruction

Fully remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine. Students will need access to a webcam and microphone to participate in fully remote portions of the class. Additional classroom materials required for remote learning include: computer, reliable internet access, speakers, plug-ins, Microsoft Office Suite, downloading and uploading files, using Zoom, and using LockDown Browser system. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>.

Class Participation

See the section of “Participation / Preparation / Punctuality” above.
For details see the Participation Guidelines in Canvas.

Late Work

Late assignment is not accepted; NO MAKE-UP of any kind (e.g., Quizzes and Homework). If you have valid *official* documentation (e.g., doctor’s note with a signature) that has been provided to the professor within a week, your grade (a zero) will be simply changed to ‘excused’ in case of quizzes and HW. Your missed exam grade (a zero), however, will not be replaced by ‘excused’ even with valid official documentation: a zero may be replaced by a make-up exam grade if you are given an opportunity to take it 1) with valid official documentation presented to the professor 2) within a week at latest.

You must present any official documentation by the following class period after your absence, and no later than within a week. No ‘incomplete’ will be given.

Examination Policy

- All major exams are closed book, closed notes, closed resources. Exams must be taken alone and no communication with other individuals is allowed. The usage of electronic translators is completely prohibited. As a UNT student, academic integrity and honesty are expected of you. Infringements on this policy will result in a grade of zero (0).
- You are NOT allowed to discuss the questions and answers with your classmates; you are NOT allowed to consult with or contact other students in any way during and after the exams/quizzes. (See the section of Academy Integrity).
- It is the student’s responsibility to carefully read and follow all the rules and regulations before taking exams and quizzes. Rules are available in Canvas in folder “Rules and Regulations for Exams” (under Module: Course Intro and Syllabus). Failure to follow the rules will result in a grade of zero (0) in your exams with no opportunity to retake it.
- Do not wait to take your exams until the last minute. Take your exams 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 the exam closes.
- Make sure that your laptop computer is fully charged before beginning the exam. Be sure to check if your internet connection is good. Make-up for exams will not be allowed due to computer or internet problems.

Assignment Policy

Due dates for each assignment are indicated in the class schedule of the syllabus. It is students’ responsibility to check the assignment due dates in the syllabus to submit assignments online in Canvas. Canvas calendar may not be complete for the entire semester, so don’t always rely on the automatic due date reminder generated by Canvas. Any change of due dates and assignment instructions (if needed) will be provided/announced in Canvas.

For any written assignments submitted in Canvas (if applicable), Turnitin may be applied to check any possible plagiarism.

Extra credits. There will be several extra credit activities and opportunities throughout the semester that can be completed and submitted online. (See the course schedule in the syllabus; Details TBA)

Server unavailability. 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 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 or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the students to resolve any issues at the earliest possible time.

Instructor Responsibilities and Feedback

- Instructor responsibilities include: teaching class materials; providing instructions for assignments and assessments, answering questions about assignments, reviewing and updating course content, etc.
- Questions sent to me via email will be normally responded within 24 hours on weekdays (usually sooner) during work hours (8 am-5 pm). Please do not expect a response over the weekend or after hours. Assignment feedback (if applicable) and grades are expected to be available within a week (or sooner).

Syllabus Change Policy

Changes to the syllabus, course information, and due dates will be announced in class and also in Canvas Announcement. The changes/revision will be indicated in Canvas and also in the revised syllabus if applicable.

Cell Phone Internet Use Policy

Cell phones and other electronic/telecommunication devices should be **turned off and put away completely (i.e., invisible)** during class (**NO exception!**). Texting/emailing/using internet is not allowed during class. If it continues after the first warning, sanctions will be levied, and your in-class participation grade will be drastically affected. (e.g., A → B, B → C, C → D, etc.)

Laptop and electronic device use in the classroom

The use of laptop computers (or iPads or any electronic devices) in class is **not allowed** unless otherwise directed or agreed by the instructor for academic purposes. The use of a laptop or any other electronic devices will not be tolerated, and consequently, it will negatively affect students' participation grade. If it continues after the first warning, sanctions will be levied.

Guidelines on Resolving Student Concerns in the WLLC Department

When a student has a course-related concern about their instructor (e.g., appeal a grade, disagreement about attendance record, interpretation of a class assignment, assigned grades, etc.), the following steps should be taken to resolve the issue:

1. The student should first attempt to informally resolve their concern by speaking directly with their instructor.

2. If there is no satisfactory resolution to their concern, the student should email a description of the issue to Dr. Christoph Weber, chair of the WLLC department (christoph.weber@unt.edu).
3. The department chair will contact the assistant/associate chair of the WLLC department. They will meet with the student and instructor separately to resolve the issue.
4. The department chair will inform the student about the resolution of their concern.

Guidelines on Grade Appeals in the WLLC Department

Students should attempt to resolve the grade dispute with their instructor first. If there is no satisfactory resolution, the student can initiate a grade appeal with the instructor based on the following criteria:

1. The grade is based on unfair treatment during the regularly scheduled class period.
2. The instructor deviated from the guidelines outlined in the course syllabus without providing a valid academic reason, or
3. An error occurred in calculating the grade, including the failure to factor in an assignment, project, quiz, or examination.

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.

All assignments should be your own work only. This means no help at all from humans or technology (i.e. translation program). Cheating, plagiarism, and other examples of academic misconduct will be pursued and sanctions will be levied. More specifically, you cannot copy others' work or sentences from textbooks, *web*, etc. You CANNOT have another student, a tutor or friend/family CORRECT or TRANSLATE your work. Your work should reflect the level of proficiency that you are in. Any attempt to hand in work not done by yourself will receive a zero (0) and may be reported to the Dean of Students.

Addendum to Academic Integrity for the remote/online learning in this class:

Students who violate University rules on academic dishonesty are subject to disciplinary actions, including the possibility of failure in the course. A violation of the course policy may include (but is not limited to) the following:

- Providing your UNT EUID to any other person
- Collaborating or sharing information with another person regarding the material on any assessment or assignment, before, during and/or after any assessment or assignment
- Recording any quiz, assessment or assignment material in any format
- The public (such that it can be viewed by more than one person) posting of any form of a test bank or group of questions from any assignment

Artificial Intelligence and Academic Integrity in this course:

Limited Use: In this course, the use of GenAI tools, such as ChatGPT, Gemini, and Copilot, is limited as directed by the instructor. Any additional use requires explicit permission, proper citation, and authentic student work.

Throughout the semester, you will or may use specific Generative AI (GenAI) tools for certain assignments (e.g., final group project), with guidance on responsible use. These assignments help build ethical resilience and GenAI literacy, preparing you for careers in a GenAI oriented workforce.

When AI use is permissible, it will be clearly stated in the assignment prompt posted in Canvas. Otherwise, the default is that use of generative AI is disallowed. In assignments where generative AI tools are allowed, provided the final product reflects the student's creative input and decision-making, their use must be appropriately acknowledged and cited.

I will always disclose how I use GenAI, and I expect the same from you. In accordance with the UNT Honor Code, unauthorized use of GenAI tools is prohibited. Using GenAI content without proper credit or substituting your own work with GenAI undermines the learning process and violates UNT academic integrity policy. If you're unsure whether something is allowed, please seek clarification.

Regardless of the method used, any attempt to present GenAI-generated content as a student's own work will be considered fabrication, cheating, and/or academic dishonesty, as determined on a case-by-case basis. This policy applies to all forms of coursework, including homework assignments, online and in-class exams, extra credit discussion posts, and online quizzes.

ADA 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 \(https://disability.unt.edu/\)](https://disability.unt.edu/).

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](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. 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 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 [dates TBA] 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) 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](http://spot.unt.edu/) (http://spot.unt.edu/) or email spot@unt.edu.

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 or by calling the Dean of Students Office at 940-5652648.

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](http://www.ecfr.gov/) (http://www.ecfr.gov/). 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) 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](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

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.

Class Recordings

Synchronous (live) sessions in this course (if any) may be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

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](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/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 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](#) 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](https://registrar.unt.edu/registration) (<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/>)

∞ Plan de clase: SPAN3003 -Fall 2025 ∞

(TENTATIVE)

[A full course calendar with assignments is available in Canvas and the detailed version of the syllabus for students is in Canvas]

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