



**College of Liberal Arts and Social Sciences (CLASS)  
Department of Spanish  
SPAN 3510  
Spanish for Law Enforcement I  
Fall 2019**

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**Updated August 23, 2019**

**Instructor Contact**

**Name:** Dr. Carpio-Manickam

**Office Location:** LANG 407-D

**Office hours:** Tuesdays 11:00-12:00 or by call "Conference" in Canvas.

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**Meeting Time and Location:**

**Classroom sessions:** Tuesdays 12:30-1:50 LANG 311

**Online sessions:** Thursdays (at home)

**Course Description**

This is a **hybrid course**. Class meets in the classroom Tuesdays 12:30-1:50. On Thursdays students work at home on the online homework assigned in the Course Schedule. All assignments are due every Friday at 5:00 pm. unless specified in the course schedule.

This course emphasizes basic conversation skills in Spanish for those serving or interested in the law enforcement field. Students will learn specialized vocabulary, scenarios, sample dialogues and information about the Hispanic culture related to law enforcement from a cross-cultural perspective.

**Pre-requisites**

**SPAN 2050 or equivalent**

**Course Objectives**

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

**In class:**

- practice typical everyday situations specific to law enforcement
- dramatize specific roles on scenarios specific to law enforcement
- recognize active words and expressions presented in dialogues specific to law enforcement
- recall practical vocabulary, every day on-the-job situations, and culture notes

- apply grammatical concepts in a wide variety of practical contexts related to police stations, prisons and on the street
- formulate needed information related to selected scenarios
- demonstrate the ability to appropriately construct and respond general questions, statements and commands in Spanish

#### **Online:**

- identify vocabulary, active words and expressions related to law enforcement situations
- interpret short reading sections related to law enforcement
- practice grammatical structures in preparation for face-to-face class
- comprehend a variety of dialogues presented through videos and audios
- conduct a research about the law enforcement system in a variety of Hispanic countries

#### **Required Materials**

**There are 2 materials you will need for this course: the textbook and the Access Card Code for iLrn online platform.**

1. Textbook **(this is a workbook and only new versions will be accepted):**

**Basic Spanish for Law Enforcement. 2nd Edition. Jarvis, Ana C. & Lebrede Luis. Cengage Learning. ISBN: 9780495902690 / 0495902691**

2. iLrn Heinle Learning Center Access Card Code (This is a hybrid class and all homework will be assigned in this electronic platform).

#### **IMPORTANT:**

Used books will not be accepted. You need to bring your workbook to class every Tuesday.

Laptops or Tablets will not be allowed in class. If you buy the ebook only, you will need to print out the whole chapter of study and bring it to class.

It is cheaper to buy the bundle (paperback and iLrn Access code). You can buy the required materials at UNT bookstore or at the Cengage website:

<https://www.cengage.com/c/basic-spanish-enhanced-edition-the-basic-spanish-series-2e-jarvis/9781305886032/?searchIsbn=9781305886032>

After you buy your workbook and Access Card Code, you will need **to register in iLrn** for this course as soon as possible. First assignments are due on the first Friday of class at 5:00 pm. Instructions on how to register and **course code** are available in Canvas. Late work will not be allowed for not registering in iLrn with plenty of time.

#### **Technical Skill Requirements**

In order to be successful in the course students will need the following technical skills: downloading and uploading files, sending and receiving emails, using Canvas, using iLrn, video and voice recording,

using a webcam, using LockDown Browser system (instructions to download the one-time application is available in Canvas in “Where to get help”).

- **IMPORTANT:** Canvas and iLrn work better using **Chrome or Firefox** Browsers.
- **Be sure to update Adobe Flash Player and Java in your computer.**
- If you experience any issues with iLrn, please do not contact your professor, contact customer service at: <https://hlc.quia.com/support>

### **Technical Support**

If you experience technical issues with your computer, please, do not contact your professor. Contact the UIT Student Helpdesk at:

Phone: 940-565-2324  
Sage Hall 130  
[helpdesk@unt.edu](mailto:helpdesk@unt.edu)

### **Academic Support Services**

For help on time management, study habits, test anxiety, test taking tips and other resources  
<https://learningcenter.unt.edu/studentresources>

### **Netiquette**

Rules for appropriate online interaction (from the book Netiquette by Virginia Shea):

1. Remember the human. Respect your classmates; they are real people.
2. Adhere to the same standards of behavior online that you follow in real life.
3. Know where you are in cyberspace. Read carefully the assignments, give your comments accordingly, to the topic, give substantial and appropriate feedback to your classmates as directed by your professor.
4. Respect another people's time and bandwidth. Look for the information in the course “Content” or Syllabus before emailing your professor. Get the correct textbook edition, so you work on the correct pages assigned. If you have any questions, post them in the Discussion Board (in Canvas), chances are others may have the same question.

**For more rules:** <http://www.albion.com/netiquette/corerules.html>.

### **Course Content**

This course will cover lessons 1-10 of the textbook and the content is available in the course schedule. It is your responsibility to consult the class schedule and meet the deadlines for all assignments. To keep up with the course, it is highly recommended to work in iLrn assignments every day. All assignments are due every Friday, 5:00 pm. Late submissions are not accepted.

### **Delivery of Content**

#### **Online work:**

The purpose of this course is for students to practice their Spanish speaking skills in the classroom; therefore, each student will be in charge of studying the grammatical concepts and vocabulary at home using the textbook and iLrn online platform.

To be well prepared for each quiz that will be taken in class, it is highly recommended to read the grammar concepts found in section “Structures” in your ebook, watch the grammar videos assigned in iLrn, study the vocabulary pages assigned in the course schedule, and do all the homework assignments.

There will be several weekly online assignments in iLrn website. The first assignments will be due on Friday on the first week of class.

**In class:** students will use the grammatical concepts and vocabulary learned at home to work in pairs or groups to practice scenarios and situations related to law enforcement. This scenarios and situations will be an excellent practice for exams. Students are expected to come prepared to the classroom with the assignments listed in the course schedule and ready to take the quiz and practice.

## **Course Expectations**

### **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.
- replying to emails as soon as possible within my work schedule hours

### **As a student in this course, you are responsible for**

- reading and completing all requirements of the course in a timely manner,
- working to remain attentive and engaged in the course and interact with your fellow students
- assisting in maintaining a positive learning environment for everyone.
- arriving to the classroom in a timely manner
- knowing well the rules for taking all exams and quizzes as stated in Canvas in folder “Rules and Regulations for Exams and Quizzes” and following the rules.

### **Information About Readings and Assignments:**

Information for readings, pages to study, and assignments can be found in the **Course Schedule** (included at the end of this Syllabus). It is your responsibility to continually consult the course schedule and meet the due dates for all assignments. Work on your iLrn assignments at your own pace but keep in mind that **all weekly assignments have to be turned in before Friday 5:00 pm.** **Late work will not be accepted.**

### **Open Forum:**

To foster communication among all course participants, there is an **open forum** in Canvas where you can ask thoughtful questions to your professor. Questions should be asked **only after** studying the grammatical concepts assigned. All students are encouraged to participate in answering the questions. For details, see the discussion forum.

Evaluation Procedure of Assignments	Percentage of Final Grade
Class Attendance and Active Participation	15%
iLrn Homework	25%
Quizzes	10%
Midterm Exam (lessons 1-5)	15%
Final Exam (lessons 6-10)	15%
Research Assignment, Oral Presentation, and Peer Evaluation.	20%
<b>Total</b>	<b>100%</b>

**Grading Scale:** A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F = Below 59.5%

**Late work will not be accepted. No make-up for assignments will be allowed.**

### Course Requirements

#### Class Attendance:

Class attendance is mandatory in this course and essential to your success in learning Spanish. Attendance will be taken in class and registered in “Attendance” in Canvas. For every unexcused absence and tardiness, the system will automatically deduct points from your final grade.

Only **3 excused absences** will be allowed during the semester. After that, every absence will affect the student’s final grade. In order for an absence to be excused, the student must provide the instructor with the **original documentation** the following day of class. Due to the proliferation of false documentation in campus, all documentation must be in a letterhead and include the contact information for verification. Your professor reserves the right to verify the authenticity of the document. Any student who submits false documentation will be reported to the Academic Misconduct Office.

No make-up work will be allowed for unexcused absences. Only those individuals whose absences are authorized by the instructor will be eligible to make up any material missed. Excused absences include the following: illnesses, deaths in the family, religious holidays, and university sponsored activities. For illnesses and deaths, you must provide documentation (physician’s statement, obituary, etc.) **the first day you return to class** in order to be excused. Absences in observance of religious holidays are authorized only if you have notified your instructor in writing within the first **15 days** of the semester. For university sponsored activities, you must obtain authorized absence cards from the Dean of Students and present them to your instructor in order for your absences to be excused.

### **Tardiness:**

Tardiness should be avoided as much as possible. Students are expected to arrive to class in a timely manner. Every tardiness will be recorded in “Attendance” in Canvas. For each tardiness the system will automatically deduct points from the average grade. All quizzes will be timed (10 minutes) and taken at the beginning of class. Extended time will not be granted for arriving late to class.

### **Active Participation in Class:**

Active class participation is a vital component to the language learning process. The level of participation and preparation will be evaluated each class. For each day of active participation, the student will earn 3 points. At the end of each month the total points will be recorded in the Grade book in Canvas. This grade will be based on the following: preparation for class, level of engagement, and use of Spanish.

### **iLrn Online Homework**

Using iLrn (textbook website), you will be assigned a variety of grammar, vocabulary, reading, writing and listening activities. To register for this course in iLrn, follow the instructions and **course code** available in Canvas. iLrn assignments are due every **Friday 5:00 pm**. Do not wait until the last minute to work on your iLrn assignments. In the event you have computer problems, you need time to fix them and finish with your assignments on time. **Late work will not be accepted due to computer problems.**

General information on the accessibility of iLrn and Cengage products for students with disabilities, can be found at: <https://www.cengage.com/accessibility/>.

### **Quizzes**

There will be quizzes throughout the semester that will evaluate your knowledge on vocabulary, listening, and specific “situations” and grammar points for each lesson of the textbook. Quizzes may be in Canvas or paper. All quizzes will be taken at the beginning of class and extended time will not be granted for arriving late. It is highly recommended to finish with all your weekly iLrn homework and watch all grammar videos before each quiz. Quizzes will be great practice for exams.

If the quiz is scheduled to take at home, students must get familiar with the folder “Rules and Regulations for Quizzes and Exams” available in Canvas and comply with all the rules while taking the quiz. Failure to comply with the rules while taking the quiz will result in a grade of 0 with no opportunity to re take it.

### **Midterm Exam**

Midterm exam will be taken at the Language Lab using the LockDown Browser System and it will assess your Spanish listening, writing and reading skills. It will include situations, cases, vocabulary, and grammar structures learned in lessons 1-5. Plan your schedule accordingly. There are no make ups for the Midterm exam.

### **Final Exam**

Final Exam will be taken at home or the Language Lab using the LockDown Browser System. The final exam will assess your Spanish listening, writing and reading skills. It will include situations, cases, vocabulary, and grammar structures learned in lessons 6-10. You will have **two hours** to take the exam; plan your schedule accordingly.

**IMPORTANT:** Before taking the exam, all students must read the folder “Rules and Regulations for Quizzes and Exams” available in Canvas and comply with all the rules while taking the exam. Failure to comply with the rules while taking the final exam will result in a grade of 0 with no opportunity to re take it.

If you are taking the exam at the LL, check their schedule in advance. There is a limited number of computers with a webcam, please arrive with plenty of time in the event you have to wait for a computer to be available. There are no make ups for the final exam.

### **Research assignment:**

Students will do a research on a topic of choice related to law enforcement in a Hispanic country and write a 2-3-page paper in Spanish. The paper should be well organized with an introduction, clear thesis statement, body and conclusion and it must include a Work Cited list of the resources used (minimum 3). Only trusted sources (articles, books) or websites should be consulted to write your paper. If you have any questions about the source, ask your professor. The paper will be submitted in the place assigned in Canvas before the due date.

### **Research presentations and peer evaluations**

On the days scheduled in the course calendar, students will deliver a 5-minute Power Point presentation in Spanish to the class that summarizes their findings on their research topic. Using a form provided by the professor, each student will evaluate their classmate’s presentation. At the end of class students will turn in their evaluations (for a grade). There are no make ups for presentations or peer evaluation for missing class. More information provided in Canvas.

### **Reserving your day to present you research:**

Research presentations will be organized in three groups. Each group will present (individually) on the day assigned in the course schedule. Students will sign up in advance in “Calendar” in Canvas to reserve their presentation day. The slots will become available in the Calendar on the first week of November and reservations will be made on a first-come-first-served basis. If the student does not reserve in advance a day in the Calendar, he/she will be assigned to present on any day is available.

### **Course Policies**

#### **On outside help/academic integrity**

Cheating hurts everyone. Students should be aware that cheating, or helping others cheat, is a violation of UNT’s Academic Integrity Code and is punishable by an F in the course plus suspension or expulsion from the university. Lesser acts of misconduct may result in an “admonition” (warning) from the instructor and up to a zero on the assignment. All assignments should be the student’s work only and should reflect the student’s level of proficiency. Cheating, plagiarism, and other examples of academic misconduct will be pursued, and sanctions will be levied. **The usage of Spanish / English electronic translators is considered a form of cheating and it is totally prohibited. Any assignments done using electronic translators will receive a grade of 0.** For an explanation of the Academic Integrity Code, including information on definitions, reporting and investigations, and contesting an admonition or violation report, see: <https://deanofstudents.unt.edu/academic-integrity>

### **On use of e-mail**

Please use your official UNT Eagle Connect for all communication. This means that your instructor will only respond to e-mail sent by their students from a UNT Eagle Connect address. Likewise, your instructor will only send e-mail to your UNT Eagle Connect address. Information about Eagle Connect can be found at the following Web address: <http://eagleconnect.unt.edu/>.

### **On student behavior during the course**

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 course and the instructor may refer the student to the Center for Student Rights and Responsibilities 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. The Code of Student Conduct can be found at [www.unt.edu/csrr](http://www.unt.edu/csrr).

A note on protocol: If you have a problem with anything related to your course (textbook, instructor, testing, etc.), it is your responsibility to discuss the problem first with your instructor. Most problems or misunderstandings can be dealt with effectively and efficiently if the people most directly involved can discuss the problem and communicate honestly with each other.

### **On the use of electronic devices**

**Cell phone and laptop** usage in the classroom **is prohibited** unless directed by your professor. Turn off your cell phones before entering the classroom. The usage of electronic translators for home assignments is prohibited and it is considered a form of cheating. Any assignments that demonstrate electronic translators have been used will receive a grade of 0.

### **ODA Policy**

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 website at <http://www.unt.edu/oda>. You may also contact them by phone at [940.565.4323](tel:940.565.4323).


Course Assignments Schedule below



Course Assignments Schedule	
<b>Date:</b>	<b>Assignments in the Textbook to study <u>before</u> class and iLrn homework.</b>  <b>All iLrn assignments are due every Friday 5:00 pm</b>
<b>August:</b> Tuesday 27  (in class)	Introduction to the course (Syllabus)  Introductions to classmates  Textbook: Actividades pp. 1-2, 8.  En casa: First iLrn assignments are due this Friday. You need to register as in the website. You can find the instructions and <b>course code</b> in Canvas “iLrn” Module.
Thursday 29  (online)	<b>Lección 1: “En una estación de policía”</b>  Para la prueba del martes en clase: Estudiar: vocabulario pp. 11,12.  -Hacer <b>la tarea</b> en iLrn: due Friday, August 30, 5:00 pm  -Go to Canvas, folder “LockDown Application System” and download the application in your computer (to take some quizzes and the final exam)
<b>September</b> Tuesday 3  (in class)	<b>Lección 1: “En una estación de policía”</b>  <b>-Prueba 1</b> (Vocab. Lección 1)  - Actividades: pp. 9, 10, 17
Thursday 5  (online)	<b>Lección 2: “Con un agente hispano, en una calle de la ciudad”</b>  Estudiar: vocabulario pp. 21, 22.      Hacer <b>la tarea</b> en iLrn
Tuesday 10  (in class)	<b>Lección 2: “Con un agente hispano, en una calle de la ciudad”</b>  Prueba 2 (vocab. Lección 2)  Actividades pp. 24, 25

Thursday 12 (online)	<b>Lección 2 continued:</b> Hacer la tarea en iLrn
Tuesday 17 (in class)	<b>Lección 2 continued:</b> -Actividades: p. 26 -Video cultural: “México” y cuestionario ( <b>prueba 3</b> )
Thursday 19 (online)	<b>Lección 3: “Con el agente Smith”</b> <b>Estudiar:</b> vocabulario pp. 28, 29, 30 - Hacer la tarea en iLrn
Tuesday 24 (in class)	<b>Lección 3 continued:</b> <b>Prueba 4</b> (vocab. Lección 3) Actividades: pp. 27, 28, 31, 33 Documental: “La Mara Salvatrucha” (cuestionario)
Thursday 26 (online)	<b>Lección 4: “Llamadas telefónicas”</b> <b>Estudiar:</b> vocabulario pp. 37, 38, 39. - Hacer la tarea en iLrn
<b>October</b> Tuesday 1 (in class)	<b>Lección 4: “Llamadas telefónicas”</b> <b>Prueba 5</b> (vocab. Lección 4) Actividades: pp. 35, 36-40, 42
Thursday 3 (online)	<b>Lección 5: “Buenos vecinos”</b> <b>Estudiar:</b> vocabulario pp. 47, 48 - Hacer la tarea en iLrn
Tuesday 8 (in class)	<b>Lección 5: “Buenos vecinos”</b> <b>Prueba 6</b> (vocab. Lección 5) Actividades pp. 50, 52 Video: “Un barrio especial” (cuestionario)

Thursday 10 (online)	Hacer la tarea en iLrn  <b>Estudiar el vocabulario y las “Situaciones” y “Casos” de lecciones 1-5 para el examen de medio semestre</b> (guía de estudio disponible en Canvas)
Tuesday 15 (in class)	Repaso para el examen de medio semestre:  <b>Prueba 7</b> (vocab. lecciones 1-5)  Actividades de práctica: pp. 57, 58, 59 y algunas situaciones y casos lecciones 1-5
Thursday 17 (online)	Hacer la tarea en iLrn  Estudiar para el examen de medio semestre
Tuesday 22 (in class)	<b>Midterm exam (Lecciones 1-5)</b> (We will meet in Language lab computers)
Thursday 24 (online)	<b>Lección 6: “El agente Chávez lee la advertencia de Miranda”</b>  <b>Estudiar:</b> vocabulario pp 63-64. - Hacer la tarea en iLrn
Tuesday 29 (in class)	<b>Lección 6:</b>  <b>Prueba 8</b> (vocab. Lección 6)  pp. 61-64, 66, 67, 68
Thursday 31 (online)	<b>Lección 7: “Problemas de la ciudad”</b>  <b>Estudiar:</b> vocabulario pp 71-72. - Hacer la tarea en iLrn
<b>November</b> Tuesday 5 (in class)	<b>Lección 7:</b>  <b>Prueba 9</b> (vocab. Lección 7)  Actividades: pp. 73, 75, 76,  How is your research going? Due: Nov. 19
Thursday 7 (online)	<b>Lección 8: “Casos de maltrato de miembros de la familia”</b>  <b>Estudiar:</b> vocabulario pp. 79-80. -Hacer la tarea en iLrn  **Go to “Calendar” in Canvas and <b><u>sign up</u></b> to reserve your time slot for you research presentation

Tuesday 12 (in class)	<b>Lección 8:</b> <b>Prueba 9</b> (vocab. Lección 8) Actividades: pp. 77-80, 84, **Last day to reserve your time slot in “Calendar” for you research presentation
Thursday 14 (online)	<b>Lección 9: “La prueba del alcohol”</b> <b>Estudiar:</b> vocabulario pp. 69-70    -Hacer la tarea en iLrn Prepararse para las presentaciones orales. <b>Research paper due</b> November, Tuesday 19 in Canvas before 11:59 pm
Tuesday 19 (in class)	<b>Research paper due</b> today in Canvas at 11:59 m <b>-Grupo 1:</b> Research Power Point Presentaciones -Peer Evaluation of presentations <b>Prueba 10:</b> (vocab. Lección 9). En Casa en Canvas. Due Thursday, 2, 11:59 pm
Thursday 21 (online)	<b>Lección 9: “La prueba del alcohol”</b> -tomar la prueba 10 en Canvas (vocab. Lección 9). Due tonight 11:59 pm. -no hay iLrn assignments for today <b>-Grupo 2:</b> Prepararse para las presentaciones orales.
Tuesday 26 (in class)	<b>-Grupo 2:</b> Research Power Point Presentaciones -Peer Evaluation of presentations <b>-Grupo 3:</b> Prepararse para las presentaciones orales.
Nov. 28-29	<p style="text-align: center;"><b>Thanksgiving Break</b></p> <p style="text-align: center;"></p> <p style="text-align: center;"><i>¡Feliz día de Acción de Gracias!</i></p>

<b>December</b> Tuesday 3 (in class)	<b>-Grupo 3:</b> Research Power Point Presentaciones -Peer Evaluation of presentations
Thursday 5 (online)	<b>Lección 10: “La policía investiga un robo”</b> Hacer la tarea en iLrn Estudiar para el examen final: vocabulario, situaciones y casos de Lecciones 6-10
Tuesday 10	<b>Final Exam, lessons 6-10. Exam will open at 8:00 a.m. and close at 3:00 pm.</b> You will have two hours to take the exam at home or the Language Lab (check their schedule hours). Exam will be using LockDown Browser System. *** Before taking the exam, all students must read the folder <b><u>“Rules and Regulations for Quizzes and Exams”</u></b> available in Canvas and comply with all the rules while taking the exam. Failure to comply with the rules while taking the final exam will result in a grade of 0 with no opportunity to re take it.

Activities are subject to change according to the needs of the course and the instructor's consideration.