

College of Liberal Arts and Social Sciences (CLASS)  
Department of Spanish  
SPAN 3510 ONLINE  
Spanish for Law Enforcement  
Fall 2024

## Instructor Contact

**Name:** Dr. María Carpio-Manickam (she/her/hers)

**Campus Office Location:** LANG 401-H

**Zoom Office Hours:** Tuesdays 2:00-3:00  
pm or by appointment

**Email:** [maria.carpio@unt.edu](mailto:maria.carpio@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.

## Virtual Office Hours

This course is delivered 100% online using the Canvas platform. There are no required live online classes.

Your professor will be available one day a week (one hour) via Zoom (the link is available on Canvas). You can also visit her in person in her office in campus (LANG 401-H). If there are conflicts with your schedule, email your professor. She is flexible and can meet at another day and time.

## Communication Expectations

This class is completely online, and class meetings are not required. The primary tool to communicate directly with students will be UNT email and Announcements in Canvas. Any personal concerns or questions should be emailed to your professor at [maria.carpio@unt.edu](mailto:maria.carpio@unt.edu). Graded work will be returned to students within one-two weeks of the due date. When this is not possible, an announcement will be posted in Canvas.

Your instructor will be posting important Announcements in Canvas. All students are required to check the Announcements daily. If you have any questions about the course or assignments, please read the announcements before emailing your professor; chances are your question has already been addressed there. If not, email your questions to your professor within her working schedule hours: Monday-Friday 9:00 am – 3:00 pm. Please, use your UNT email address only.

## Success in the Online Course

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and expectations that students may not be aware of. For tips for success in this online course, visit ["How to Succeed as an Online Student."](#)

## 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. All students are encouraged to participate in answering the questions.

## Course Description

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. This course does not address grammar structures; however, grammar videos and practice assignments will be provided in each module in Canvas for students who would like to review the concepts and practice further.

## Course Structure

Study assignments are organized in weekly modules in Canvas. Modules cover lessons "Preliminar" and 1-10 of the workbook required for this course. Each module in Canvas stores folders with all assignments and grading rubrics.

## Assignments

The workbook content is reinforced with reading, videos, and audio materials. Information about weekly readings, pages to study, and assignments can be found in each weekly module in Canvas. Due dates can be found in the Assignments Class Schedule in this syllabus. It is the student responsibility to continually consult the assignments schedule and meet the due dates. Although you can work on assignments at your own pace, it is highly recommended to work on assignments every day, so you do not get behind. **Unless specified in the assignments schedule, all weekly assignments must be turned in every Friday 11:59 pm.** All assignments for the last week of class are due on Thursday. **Late work will be accepted only under extenuating circumstances.**

## Course Prerequisites or Other Restrictions

This course is designed for students who have passed Spanish 2050 at UNT or the equivalent. Do not enroll in this course if you have not taken the pre-requisites. For more information, please contact the Department of Spanish in LANG 101, (940) 565-2404.

## Course Objectives

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

- Review specific roles on scenarios specific to law enforcement.

- Recognize active words and expressions presented in dialogues specific to law enforcement.
- Recall practical vocabulary, everyday on-the-job situations, and cultural implications.
- Apply conversational vocabulary in a wide variety of practical contexts related to everyday situations at police stations, prisons and on the street.
- Analyze case studies related to police stations, prisons and on the street.
- Formulate information related to selected scenarios.
- Construct and respond frequent questions, statements, and commands in Spanish.
- Interpret short reading sections related to law enforcement and the Hispanic culture in the USA and Latino América.
- Comprehend a variety of dialogues in the target language presented through videos and audio.
- Conduct research about the law enforcement system in a Hispanic country and the United States, write a comparative research paper and present the results to the class in video form.

## Required Materials

### Workbook (digital or paper)

**Basic Spanish for Law Enforcement. 2nd Edition. Jarvis, Ana C. & Lebrede Luis. Cengage. (without Access Code Card) ISBN: 9780495902690 / 0495902691**

### Other required materials and/or readings:

- Spanish/English Dictionary

## Technical Requirements & Skills

### Minimum Technology Requirements

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

- Computer
- Reliable internet access
- Speakers
- Microphone
- Webcam
- Plug-ins
- [Canvas Technical Requirements](#)

### Computer Skills & Digital Literacy

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

## Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration

that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

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

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

**Phone:** 940-565-2324

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

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

**Telephone Availability:**

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

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

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

## Rules of Engagement

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

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language based on race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal, or state law will not be tolerated.
- Always use your professors' proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to your instructor by first name.
- 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](#) for more information.

## Course Workload Requirements

ASSIGNMENTS	POINTS	FINAL GRADE PERCENTAGE
<b>Homework</b> (Listening, speaking, reading and writing assignments)	289	30%
Discussions (5 total)	20 each = 100	15%
Quizzes (total 6)	10-15 each = 52	10%
Midterm Exam	60	15%
Final Exam	70	15%
Final Research Paper	50	15%
Assignments for extra Credits <ul style="list-style-type: none"> <li>• Turning in discussions early</li> <li>• SPOT Evaluation</li> </ul>	3 each= 15 10	
<b>Total points</b>	<b>646</b>	<b>100%</b>

## Grading

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

Final grades will be rounded up or down to the next letter grade. Example: 89.5-89.9= A, 89.4-89.0 = B

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

## Policy on Late Work

Late work will be accepted only in case of an emergency (Title IX, illness/accident or death in family, military deployment). The student should contact the instructor within **3 days** of emergency and provide original documentation supporting the need for any late submission of a graded assignment. In the case of an anticipated absence, such as military deployment, the student should contact the instructor in advance to complete the required assignments. For more information, please consult [UNT Student Attendance and Authorized Absences](#). Late work must be submitted within a week after the original due date.

## Extra Credit

Students can earn extra points by turning in discussions by Wednesday and doing the SPOT evaluation at the end of the semester. The SPOT extra points will be counted towards the homework' category. To receive the extra points for SPOT, the student must forward the instructor the confirmation email she/he receives from UNT after evaluating. Screenshots will not be accepted.

## Description of Assignments

### Homework

Homework will be based on readings, videos and audios (stored in weekly modules in Canvas) as well as vocabulary, "Situaciones" and "Casos" from the workbook. Occasionally, there will be some grammar homework.

### Discussions

There will be 5 discussions (4 videos, 1 writing) during the semester to provide students the opportunity to analyze case studies and provide possible solutions. Students will need to read the posts of two classmates and write a reaction to each of their posts. To earn the maximum points, reactions must be meaningful and demonstrate critical thinking skills. Superficial comments will receive low scores. Students who post their discussion by Wednesday, 11:59 pm, will earn 3 extra points if they also write their reactions to 2 classmates and comply with all the requirements as described in the assignment and the grading rubric.

### Quizzes

There will be a total of 6 quizzes throughout the semester that will evaluate your knowledge on vocabulary and specific "situaciones" and "casos" based on the lessons of the workbook. Some quizzes will also include questions from the assigned readings and videos.

### Quiz # 1 to practice using LockDown Browser

This quiz will evaluate your knowledge on this Syllabus and informational modules in Canvas. It will also help you to get familiar with LockDown Browser and practice for the exams. Before taking the quiz, please read the folder "Rules and regulations for exams and quizzes" and follow all the regulations while taking the quiz.

### Midterm and Final Exams

Midterm and final exam will be taken in Canvas on the day scheduled. Both exams will assess your Spanish listening, writing and reading skills. Midterm exam will include an audio and reading section, situations, cases and vocabulary learned in lessons 1-5. Final exam will follow the same format as midterm exam, but it will cover lessons 6-10. Due date extension for exams will be granted only under **extenuating circumstances**. The student must provide an original documentation that includes the contact's name and phone number of the person who provided the documentation.

## LockDown Browser System

Exams will be taken using LockDown Browser, a safe proctoring system application provided by UNT that requires the use of a webcam. Before taking the exam, students will do a 360-degree environment recording. LDB will be recording the student while taking the exam. This does not constitute a violation of the student's privacy. If the student does not feel comfortable using a webcam while taking a quiz or exam, it is suggested taking a face-to-face course. By taking this course, the student is aware and accepts that the instructor will be watching the videos recorded by LDB.

Instructions and the link to download the application in your computer is in "Where to get help" Module. If you have previously downloaded the LDB application for other courses, I highly recommend checking the application for updates before opening quiz 1 to avoid any issues. LDB does not work properly with Chromebooks.

If your computer does not have a webcam, you can take the exam in the computers at the Language Lab, the Library or other buildings in campus. It is highly recommended to reserve your computer well in advance and check if the computer has the LDB application already installed. The system does not allow faculty and students to download applications in UNT computers.

## Examination Policy

- Each exam will be available **ONLY** on the days and time assigned.
- Students will be logged out once the time expires.
- Exams must be taken **alone** and communication with other individuals **is not** allowed. **The usage of electronic translators is completely prohibited.** As a UNT student, academic integrity and honesty are expected. Infringements on this policy will result in a grade of 0 and a report to the Dean of Students.
- It is the student's responsibility to read in full and follow all the rules and regulations before taking exams and quizzes. Rules are available in Canvas in folder "Rules and Regulations for Exams and Quizzes". **Failure to follow the rules may result in a grade of 0 on your exam or quiz with no opportunity to retake it.**
- Make sure your laptop computer is fully charged before beginning any quiz or exam. **Make up for quizzes or exams will not be allowed due to computer problems or poor internet connection.**
- To take each exam, you will need your UNT Student ID. If you do not have one you can use your Driver's License or any other form of ID that has your name.
- If you take the exam at the Language lab, you will need to bring with you your UNT student ID and sign in and out at the front desk. Leave all your belongings, including cell phone, at the front desk. For due dates consult the Assignments Class Schedule.
- **It is the student's responsibility to have reliable Internet.** If you lose Internet connection during an exam, contact the Student Helpdesk and document the remedy ticket number. Also, contact your professor immediately.

## Compare and contrast research paper

Students will conduct research to write a 2–3-page paper in Spanish to compare and contrast a topic related to law enforcement between a Hispanic country and the United States. The list of topics is available in the Module "Trabajo escrito de investigación" in Canvas. Students will choose one topic and

reserve it in the Calendar on the main menu in Canvas (first-come-first serve basis). **Check the Assignments schedule in your syllabus for the due date to reserve your topic. To avoid repeated topics, papers without previous topic reservation before the due date will not be accepted.** If there is a topic of your interest that is not included in the list, please consult your professor as soon as possible for approval.

## Research Paper Requirements

The research paper should be **3 full pages** minimum plus a bibliography page. It must be well organized in introduction, clear thesis statement, body and conclusion. It must include a bibliography page with a minimum of 3 reliable sources from peer-reviewed articles from UNT library (other sources will not be accepted). Resources can be in English or Spanish. Quotations should be kept in the original language of the resource. If you need help finding articles in the UNT library website related to your topic, please contact me. Font: Times New Roman, size 12, double space.

Only trusted sources from UNT library must be consulted. If you have any questions about the source, ask your professor. Websites will not be accepted as a source. If you need help locating sources, consult the UNT librarian, your professor, or the resources in Canvas. Instructions, topics, grading rubric, and folder to submit your research paper is available in Module “Trabajo de investigación” in Canvas.

Your professor cannot help you proofreading your paper (this would be unfair for other students). It is highly recommended to finish your paper early and make an appointment with the Spanish tutor to have it reviewed before turning in the final version. This will help you to find grammatical and punctuation errors. The Spanish tutor is available through Zoom meetings and in person. Her working schedule will be posted in Canvas as soon as it is available.

## Course Policies

### Assignment Policy

All official due dates for assignments can be found in the Assignments Calendar Schedule (document available in Canvas). Assignments sent via email will not be accepted.

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

### Instructor Responsibilities and Feedback

As the instructor in this course, I am responsible for

- providing course materials that will assist and enhance your achievement of the stated course goals, guidance.
- providing timely and helpful feedback within the stated guidelines.
- assisting in maintaining a positive learning environment for everyone.



- responding to emails as soon as possible within my working schedule hours

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

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

### Student Issues with the Professor

When a student has class-related issues with her/his professor (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 must first talk with the professor.
2. If after talking with the professor the issue is not resolved, the student can contact the Department of Spanish chair, Dr. Gabe Ignatow (make an appointment with Dr. Ignatow by contacting Ms. Nancy Bouchard, [Nancy.Bouchard@unt.edu](mailto:Nancy.Bouchard@unt.edu)).
3. If the issue is not resolved to the student’s satisfaction, then she/he should email a written description of the issue to Dr. Ignatow ([gabe.ignatow@unt.edu](mailto:gabe.ignatow@unt.edu)). Dr. Ignatow will also solicit a written statement from the respective instructor.
4. Dr. Ignatow may meet individually with the student and instructor to resolve the issue.
5. If the student is not satisfied with the resolution, she/he should contact the Executive Dean of the College of Liberal Arts & Social Sciences to discuss this issue.

### Grade Appeal Policy

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

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

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

### Attendance Policy

Student attendance for online courses at UNT is defined by working on assignments on time. Students are required to log in to the course by the first day of class or before if possible (the course will open earlier). As a component of attendance, student UNT email and course announcements must be

checked daily. The student is solely responsible for checking updates related to the course. Note: nonattendance may affect financial aid. If a student fails to meet the attendance requirements, he or she may be recommended for withdrawal from the course. In the case of an anticipated absence, such as military deployment, the student should contact the instructor in advance to make arrangements to complete the required assignments. In case of an emergency (illness/accident or death in family), a student should contact the instructor as soon as possible providing documentation supporting the need for any late submission of a graded event.

## Excused Absences

An absence may be excused for the following reasons:

1. Religious holy day, including travel for that purpose
2. Active military service, including travel for that purpose
3. Participation in an official university function
4. Illness or other extenuating circumstances
5. Pregnancy and parenting under Title IX

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

## Syllabus Change Policy

Changes to the Syllabus and assignment due dates would be done only under extreme circumstances.

## UNT Policies

### Academic Integrity Policy

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

### ODA Policy

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

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

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

## **Emergency Notification & Procedures**

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

## **Retention of Student Records**

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

## **Acceptable Student Behavior**

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

## **Access to Information - Eagle Connect**

Students' access point for business and academic services at UNT is located at: [my.unt.edu](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](#).

## **Student Evaluation Administration Dates**

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

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

## **Sexual Assault Prevention**

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

## **Important Notice for F-1 Students taking Distance Education Courses**

### **Federal Regulation**

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

The paragraph reads:

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

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

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

on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

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

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

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

## Student Verification

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

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

## Use of Student Work

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

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

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission. Download the UNT System Permission, Waiver and Release Form

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

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

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

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

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

## Academic Support & Student Services

### Student Support Services

#### *Mental Health*

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

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

#### *Chosen Names*

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

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

#### *Pronouns*

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

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

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

#### *Additional Student Support Services*

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

#### *Academic Support Services*

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

## Class Assignments Schedule

Fecha	Tareas en Canvas y el libro A menos que se especifique, todas las tareas se vencen el viernes 11:59 pm.
<b>Semana 1</b> Agosto 19-23	<b>Pre-requisitos para prepararte para tomar este curso:</b> <ol style="list-style-type: none"><li>1. Para la lista completa de las tareas para esta semana, consulta el módulo "Week 1" en Canvas. Haz todas las tareas antes del viernes 11:59 pm.</li><li>2. Video # 1: presentaciones a la clase (<b>entrega tu video el miércoles para ganar 3 puntos extra</b>. Asegúrate que cumples con todos los requisitos para ganar los puntos extra)</li></ol>
<b>Semana 2</b> Agosto 26-30	<b>Lección Preliminar</b> <ol style="list-style-type: none"><li>1. Haz las tareas asignadas en el módulo "Week 2" en Canvas.</li><li>2. Después de terminar con las tareas, lee la carpeta "Assignments Checklist" para asegurarte que hiciste todos los trabajos de esta semana.</li></ol>

<b>Semana 3</b> Sep. 3-6 Sept. 2 (Día del trabajo. No hay clases)	<b>Lección 1 “En una estación de policía”</b> <ol style="list-style-type: none"> <li>Haz las tareas asignadas en el módulo “Week 3”.</li> <li>Después de terminar con las tareas, lee la carpeta “Assignments Checklist” para asegurarte que hiciste todos los trabajos de esta semana.</li> <li>Trabaja en tu video para la discusión # 2. Se vence la semana que entra.</li> </ol>
<b>Semana 4</b> Sep. 9-13	<b>Lección 2: “Con un agente hispano, en una calle de la ciudad”</b> <ol style="list-style-type: none"> <li>Haz las tareas asignadas en el módulo “Week 4”.</li> <li>Entrega tu video para la discusión # 2.</li> <li>Después de terminar con las tareas, lee la carpeta “Assignments Checklist” para asegurarte que hiciste todos los trabajos de esta semana.</li> </ol>
<b>Semana 5</b> Sep. 16-20	<b>Lección 3: “Con el agente Smith”</b> <ol style="list-style-type: none"> <li>Haz las tareas asignadas en el módulo “Week 5”.</li> <li>Después de terminar con las tareas, lee la carpeta “Assignments Checklist” para asegurarte que hiciste todos los trabajos de esta semana.</li> <li>Discusión 3 se vence la semana que entra.</li> </ol>
<b>Semana 6</b> Sept. 23-27	<b>Lección 4: “Llamadas telefónicas”</b> <ol style="list-style-type: none"> <li>Haz las tareas asignadas en el módulo “Week 6”.</li> <li>Entrega tu video para la discusión # 3.</li> <li>Después de terminar con las tareas, lee la carpeta “Week 6 Assignments Checklist” para asegurarte que hiciste todos los trabajos de esta semana.</li> </ol>
<b>Semana 7</b> Sept. 30-Oct. 4	<b>Lección 5: “Buenos vecinos”</b> <ol style="list-style-type: none"> <li>Haz las tareas asignadas en el módulo “Week 7”.</li> <li>Después de terminar con las tareas, lee la carpeta “Assignments Checklist ” para asegurarte que hiciste todos los trabajos de esta semana.</li> <li>En módulo “Week 8”, consulta la guía para el <b>examen de medio semestre</b> y estudia para el examen</li> </ol>
<b>Semana 8</b> Oct. 7-11	<p style="text-align: center;"><b>Examen de medio semestre.</b></p> <p style="text-align: center;"><b>El examen abre el jueves 7, 6:00 am y cierra el viernes 8, 11:59 pm.</b></p> <p style="text-align: center;"><b>En tu libro:</b></p> <ol style="list-style-type: none"> <li>Estudia en las situaciones, casos y vocabulario lecciones 1-5</li> </ol> <p style="text-align: center;"><b>En Canvas módulo “Week 8”:</b></p> <ol style="list-style-type: none"> <li>Consulta la guía de estudio y lee las instrucciones para el examen</li> <li>Toma la prueba de práctica para el examen</li> <li>Toma el examen antes del viernes 11:59 pm. Cuidado: el examen cerrará automáticamente a las 11:59 pm. Planea bien tu tiempo.</li> <li>Discusión 4 se vence la semana que entra.</li> </ol>
<b>Semana 9</b> Oct. 14-18	<b>Lección 6: “El agente Chávez lee la advertencia de Miranda”</b> <ol style="list-style-type: none"> <li>Haz las tareas asignadas en el módulo “Week 9”.</li> <li>Entrega tu video para la discusión # 4</li> </ol>



	<p>3. Después de terminar con las tareas, lee la carpeta “Assignments Checklist” para asegurarte que hiciste todos los trabajos de esta semana.</p> <p><b>Preparación para el trabajo de investigación:</b></p> <ol style="list-style-type: none"> <li>1. En Canvas, módulo “Research Paper”: lee la guía para el ensayo, la rúbrica de evaluación y escoge de la lista un tema para tu trabajo de investigación</li> <li>2. En el calendario a la izquierda en el menú principal, reserva el tema que seleccionaste para tu trabajo de investigación</li> </ol> <p>Último día para reservar el tema: <b>lunes 21 de octubre, 11:59 pm</b>. Si los temas no aparecen en tu calendario, mira las instrucciones específicas en Módulo 8 sobre como accederlos.</p>
<p><b>Semana 10</b> Oct. 21-25</p>	<p><b>Lección 7: “Problemas de la ciudad”</b></p> <ol style="list-style-type: none"> <li>1. Haz las tareas asignadas en el módulo “Week 10”.</li> <li>2. Después de terminar con las tareas, lee la carpeta “Assignments Checklist” para asegurarte que hiciste todos los trabajos de esta semana.</li> <li>3. Trabaja en el bosquejo para tu trabajo de investigación, busca las fuentes de apoyo (el ensayo vence el <b>22 de noviembre 11:59</b>)</li> <li>4. Discusión 5 se vence la semana que entra.</li> </ol>
<p><b>Semana 11</b> Oct. 28-Nov. 1</p>	<p><b>Lección 8: “Casos de maltrato de miembros de la familia”</b></p> <ol style="list-style-type: none"> <li>1. Haz las tareas asignadas en el módulo “Week 11”.</li> <li>2. Entrega tu video para la discusión # 5</li> <li>3. Después de terminar con las tareas, lee la carpeta “Assignments Checklist” para asegurarte que hiciste todos los trabajos de esta semana.</li> <li>4. Lee tus fuentes de apoyo para el trabajo de investigación, toma apuntes, escoge las citas (quotations) que usarás en el trabajo.</li> </ol>
<p><b>Semana 12</b> Nov. 4-8</p>	<p><b>Lección 9: “La prueba del alcohol” (parte 1)</b></p> <ol style="list-style-type: none"> <li>1. Haz las tareas asignadas en el módulo “Week 12”.</li> <li>2. Después de terminar con las tareas, lee la carpeta “Assignments Checklist” para asegurarte que hiciste todos los trabajos de esta semana.</li> <li>3. Continúa trabajando en tu ensayo</li> </ol>
<p><b>Semana 13</b> Nov. 11-15</p>	<p><b>Lección 9: “La prueba del alcohol” (parte 2)</b></p> <ol style="list-style-type: none"> <li>1. <b>El trabajo de investigación se vence el viernes de la semana que entra a las 11:59 pm.</b> No se aceptarán trabajos tarde.</li> <li>2. Haz las tareas asignadas en el módulo “Week 13”</li> <li>3. Consulta la guía de estudio para el examen final (disponible en el módulo “Final Exam”) y empieza a estudiar</li> </ol>
<p><b>Semana 14</b> Nov. 18-22</p>	<p><b>Lección 10: “La policía investiga un robo” (parte 1)</b></p> <ol style="list-style-type: none"> <li>1. Haz las tareas asignadas en el módulo “Week 14”.</li> <li>2. Después de terminar con las tareas, lee la carpeta “Assignments Checklist” para asegurarte que hiciste todos los trabajos de esta semana.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Estudia para <b>el examen final</b>: vocabulario, situaciones y casos de Lecciones 6-10 (guía de estudio en Canvas)</li> <li>4. Esta semana, viernes 22, 11:59 pm: entrega en el módulo “Research Paper” en Canvas tu ensayo del trabajo de investigación</li> </ol>
<b>Semana 15</b>  <b>Nov. 25-Dic. 1</b>	<p style="text-align: center;"><b>THANKSGIVING-FALL BREAK</b></p>
<b>Semana 16</b> Dec. 2-5  <b>December 6</b> Reading day	<b>Lección 10: “La policía investiga un robo” (parte 2)</b> <ol style="list-style-type: none"> <li>1. Haz las tareas asignadas en el módulo “Week 16” (<b>todas las tareas se vencen el jueves esta semana</b>)</li> <li>2. Después de terminar con las tareas, lee la carpeta “Assignments Checklist” para asegurarte que hiciste todos los trabajos de esta semana.</li> <li>3. Estudia para el examen final</li> </ol>
<b>Finals Week</b> Dec. 7-13	<b>Final Exam</b> Due: Saturday May 7th, 11:59 pm. Exam will be available only on this day from 6:00 am- 11:59 pm.

**Last updated 08/03/24.** Activities are subject to change according to the needs of the course and the instructor’s consideration.