

College of Liberal Arts and Social Sciences (CLASS)  
Department of World Languages, Literature, and Culture  
SPAN 3510 ONLINE  
Spanish for Law Enforcement  
Spring 2026

## Instructor Contact

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

**Zoom Office Hours:** Tuesdays 1:00-2:00 pm or by appointment

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## Welcome to UNT!

As members of the UNT community, we have all committed 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 on campus (LANG 401-H). If there are conflicts with your schedule, email your professor. She is flexible and can meet on another day and time.

## Communication Expectations

The primary tools for communicating 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 to two weeks of the due date. When this is not possible, an announcement will be posted in Canvas.

Your instructor will be posting essential 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. If not, email your questions to your professor within her working hours: Monday through Friday, 9:00 am – 5:00 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 specific 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, an **open forum** is available in Canvas where you can ask your professor thoughtful questions. 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, and store folders with all assignments and grading rubrics.

## Assignments

The workbook content is reinforced with readings, 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 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 by 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 Pre-requisites or Other Restrictions

This course is designed for students who have passed Spanish 2050 at UNT or the equivalent. If after taking SPAN 2050 or the equivalent, the student is still struggling with Spanish, it is highly recommended to take an advanced writing or conversation course before taking this course. 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 in 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 range of practical contexts related to everyday situations, such as those found at police stations, prisons, and on the street.
- Analyze case studies related to police stations, prisons, and on-the-street situations.
- Formulate information related to selected scenarios.
- Construct and respond to 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 media.

## 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 are 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:** 8 am-9pm

**Telephone Availability:**

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

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

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 professor's 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 statements to share thoughts and feelings. Try not to speak on behalf of groups or other individuals' 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 challenging 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.
- Refer to the [Engagement Guidelines](#) for more information.

## 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.

## Course Workload Requirements

| ASSIGNMENTS   | POINTS        | FINAL GRADE PERCENTAGE |
|---|---------------|------------------------|
| <b>Homework</b><br>(Listening, speaking, reading, and writing assignments)                                  | 344           | 35%                    |
| Discussions (5 total)   | 20 each = 100 | 15%                    |
| Quizzes (total 7)   | 65            | 20%                    |
| Midterm Exam  | 60            | 15%                    |
| Final Exam  | 75            | 15%                    |
| Assignments for extra credit <ul style="list-style-type: none"><li>• Turning in discussions early</li></ul> | 3 each=15     |                        |
| <b>Total points</b>   | 659           | 100%                   |

### Policy on Late Work

Late work will be accepted only in case of an emergency (Title IX, illness/accident, death in family, military deployment). The student should contact the instructor within **3 days** of emergency and provide **original documentation** that supports 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.

### Project with Honors Students

If you are registered with the Honors College at UNT as an honors student and would like to work in this course in a special project focused on your field of studies and interest, contact me during the first or second week of class. I would be more than happy to be your mentor. More information in Canvas and in [University of North Texas Honors College](#) website.

## Description of Assignments

### Homework

Homework will be based on the workbook's dialogues, vocabulary, situations and cases. For each lesson of the workbook, there will be writing assignments, readings, videos, audios and some grammar. Homework is stored in weekly modules in Canvas. **Using translators, Artificial Intelligence (AI), or**

**outside help for writing assignments is prohibited** and it will result in a grade of 0 without the opportunity to redo the work.

## 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. **Using translators, Artificial Intelligence (AI), or outside help for writing assignments is prohibited** and it will result in a grade of 0 without the opportunity to redo the work.

## Quizzes

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

## Quiz to practice using LockDown Browser

This quiz will evaluate your knowledge on the 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 Exam

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 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 all the time 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 LDB application 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. **LDB does not work on Tablets.**

If your computer does not have a webcam, you can take the exam at UNT library, or other buildings in campus. If

you are borrowing a laptop at the library, 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.
- It is highly advised to take the exam as early as possible, so you have plenty of time to answer all the sections of the exam. Also, in the event you have a technical issue with your computer, you need time to solve the issue and take the exam before it closes.
- 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.
- Exams must be taken **in silence and alone**. Communication with other individuals **is not** allowed. **The usage of electronic translators, cell phones, iPads, Artificial Intelligence (AI)** during exams and quizzes is 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. It is the student's responsibility to have reliable Internet.**
- If you experience technical issues during an exam, contact the Student Helpdesk and document the remedy ticket number. Also, take a picture of the issue and email it to your professor immediately.

## 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 impedes **the whole class** 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 a week and the stated guidelines.
- Assisting in maintaining a positive learning environment for everyone.

- Responding to emails as soon as possible within my working schedule hours: Monday-Friday 9:00 am – 5:00 pm.

As a student in this course, you are responsible of your own learning and responsible for

- Reading all the information in the "Instructional Module" 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")

## 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](mailto: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.

## Grade Appeals Policy

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

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 one week 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

For online courses, there are no excused absences since the course is available 24/7. However, if necessary, a due date extension for assignments can be granted 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 the due date extension in writing by emailing the professor at [maria.carpio@unt.edu](mailto:maria.carpio@unt.edu). The student must provide satisfactory evidence to the faculty member.

## Syllabus Change Policy

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

## 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, use of Artificial Intelligence (AI) to write assignments 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.**

**All writing assignments in this course use “Turnitin”, an application provided by UNT to detect plagiarism and AI usage.**

### 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, including exams, answer sheets (with keys), and written papers, submitted during the course are retained 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 records; however, information about students' 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. For additional information, see UNT Policy 10.10, Records Management and Retention.

## 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 inappropriate behavior will be directed to leave the classroom, and the instructor may refer the student to the Dean of Students for consideration of whether the student's conduct has violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](#) to learn more.

**Access to Information - Eagle Connect** students access point for business and academic services at UNT is located at: [my.unt.edu](http://my.unt.edu). All official communication from the University will be delivered to 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 IA System 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 the 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 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 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. If an instructor records a student's presentation, they must obtain permission from the student by using a signed release, to use the recording for future classes, in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures intending to reuse some or all the recordings for future class offerings must notify students in the course syllabus 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 are 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, ensuring there are numerous outlets to turn to that wholeheartedly care for and support students in need, regardless of the nature or severity of the issue. 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 preferred name that differs from your legal name and would like it to be used in class, please notify the instructor. 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 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](#)

The list of assignments and due dates for the course is available in the next page. It is highly recommended to print it and have it handy for daily consultation.

## Assignments Schedule

| Fecha                          | Tareas en Canvas y el libro<br>A menos que se especifique, todas las tareas se vencen el viernes 11:59 pm.   |
|--------------------------------|--|
| <b>Semana 1</b><br>Enero 12-16 | <p><b>Preparación:</b></p> <ol style="list-style-type: none"> <li>1. Para la lista completa de las tareas para esta semana, consulta el módulo “Pre requirements to prepare you...” 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><br>Enero 19-23 | <p><b>Lección Preliminar</b></p> <ol style="list-style-type: none"> <li>1. Haz las tareas asignadas en el módulo ““Preliminary Lesson” 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><br>Enero 26-30 | <p><b>Lección 1 “En una estación de policía”</b></p> <ol style="list-style-type: none"> <li>1. Haz las tareas asignadas en el módulo “Lección 1”.</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 tu video para la discusión # 2. Se vence la semana que entra.</li> </ol>  |
| <b>Semana 4</b><br>Feb. 2-6    | <p><b>Lección 2: “Con un agente hispano, en una calle de la ciudad”</b></p> <ol style="list-style-type: none"> <li>1. Haz las tareas asignadas en el módulo “Lección 2”.</li> <li>2. Entrega tu video para la discusión # 2.</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> </ol>  |
| <b>Semana 5</b><br>Feb. 9-13   | <p><b>Lección 3: “Con el agente Smith”</b></p> <ol style="list-style-type: none"> <li>1. Haz las tareas asignadas en el módulo “Lección 3”.</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. Discusión 3 se vence la semana que entra.</li> </ol>   |
| <b>Semana 6</b><br>Feb. 16-20  | <p><b>Lección 4: “Llamadas telefónicas”</b></p> <ol style="list-style-type: none"> <li>1. Haz las tareas asignadas en el módulo “Lección 4”.</li> <li>2. Entrega tu video para la discusión # 3.</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> </ol>  |
| <b>Semana 7</b><br>Feb. 23-27  | <p><b>Lección 5: “Buenos vecinos”</b></p> <ol style="list-style-type: none"> <li>1. Haz las tareas asignadas en el módulo “Lección 5”.</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. En módulo “Midterm Exam”, consulta la guía para el <b>examen de medio semestre</b> y estudia para el examen.</li> </ol>                         |

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| <b>Semana 8</b><br>Marzo 2-6         | <p style="text-align: center;"><b>Examen de medio semestre.</b><br/> <b>El examen abre el jueves 5, 6:00 am y cierra el viernes 6, 11:59 pm.</b></p> <p><b>En el módulo “Midterm Exam”:</b></p> <ol style="list-style-type: none"> <li>1. Consulta la guía de estudio y lee las instrucciones para el examen</li> <li>2. Toma la prueba de práctica para el examen</li> <li>3. Toma el examen antes del viernes 11:59 pm. El examen cerrará automáticamente a las 11:59 pm. Planea bien tu tiempo.</li> <li>4. Discusión 4 se vence la semana que entra.</li> </ol> |
| <b>Semana 9</b><br>Marzo 9-13        | <b>Spring Break</b>   |
| <b>Semana 10</b><br>Marzo 16-20      | <b>Lección 6: “El agente Chávez lee la advertencia de Miranda”</b> <ol style="list-style-type: none"> <li>1. Haz las tareas asignadas en el módulo “Lección 6”.</li> <li>2. Entrega tu video para la discusión # 4</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> </ol>   |
| <b>Semana 11</b><br>Marzo 23-27      | <b>Lección 7: “Problemas de la ciudad”</b> <ol style="list-style-type: none"> <li>1. Haz las tareas asignadas en el módulo “Lección 7”.</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. Discusión 5 (escrita) se vence la semana que entra.</li> </ol>  |
| <b>Semana 12</b><br>Marzo 30-Abril 3 | <b>Lección 8: “Casos de maltrato de miembros de la familia”</b> <ol style="list-style-type: none"> <li>1. Haz las tareas asignadas en el módulo “Lección 8”.</li> <li>2. Escribe la discusión # 5 y comentarios para dos compañeros</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> </ol>  |
| <b>Semana 13</b><br>Abril 6-10       | <b>Lección 9: “La prueba del alcohol” (parte 1)</b> <ol style="list-style-type: none"> <li>1. Haz las tareas asignadas en el módulo “Lección 9”.</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 14</b><br>Abril 13-17      | <b>Lección 9: “La prueba del alcohol” (parte 2)</b> <ol style="list-style-type: none"> <li>1. Haz las tareas asignadas en el módulo “Lección 9”.</li> <li>2. Consulta la guía de estudio para el examen final (disponible en el módulo “Final Exam”) y empieza a estudiar</li> </ol>  |
| <b>Semana 15</b><br>Abril 20-24      | <b>Lección 10: “La policía investiga un robo”</b> <ol style="list-style-type: none"> <li>1. Haz las tareas asignadas en el módulo “Lección 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. Estudia para <b>el examen final</b>: vocabulario, situaciones y casos de Lecciones 6-10 (guía de estudio en Canvas)</li> </ol>  |

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| <p><b>Semana 16</b><br/>Abril 27-30</p> <p><b>Mayo 1</b><br/>Reading day</p> | <p><b>La tarea se vence el jueves esta semana</b></p> <p>En el módulo “Final Exam”:</p> <ul style="list-style-type: none"> <li>• Haz el ejercicio de repaso para el examen final</li> <li>• Consulta la guía de estudio para el examen final</li> </ul> |
| <p><b>Finals Week</b><br/>Mayo 4-8</p>                                       | <p><b>Final Exam</b></p> <p>Due: Saturday, 2 de mayo, 11:59 pm. The exam will be open on Thursday and close on Saturday. Take it at your own convenience. You will have two hours to take it.</p>   |

**Last updated January 2, 2026.**

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