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College of Liberal Arts and Social Sciences (CLASS)
Department of Spanish
SPAN 3510
Spanish for Law Enforcement
Fall 2018

Updated August 20, 2018

Instructor Contact

Name: Dr. Maria Carpio-Manickam   **Office Location:** LAN 407-D

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

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Meeting Time and Location:
Face-to-face Class: Tuesdays 12:30-1:50 LANG 314
Online sessions: Thursdays

Course Description
This is a hybrid course (online and face-to-face) that 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 on 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
- Investigate the law enforcement system of a variety of Hispanic countries

Required Materials

Textbook:
-*Basic Spanish for Law Enforcement*. 2nd Edition. Jarvis, Ana C. & Lebredo Luis. Cengage Learning. ISBN: 978-1-305-88603-2 with iLrn Access Code

-Spanish/English Dictionary

Technical Support

Student Helpdesk: UIT Helpdesk
Sage Hall 130   940-565-2324
helpdesk@unt.edu

Technical Skill Requirements
In order to be successful in the course students will need the following technical skills: downloading and uploading files, Flash Player, sending and receiving emails, using Canvas, iLrn, video and voice recording, using a webcam.

Systems:
UNT Canvas, Cengage iLrn Learning Center. (iLrn is the website where you will have access to grammar video tutorials, interactive eBook, voiceboards, study flashcards, practice tests. You need to buy the card code and register to have access to this website).

IMPORTANT: Canvas and iLrn work better using **Chrome or Firefox** Browsers. Please avoid using Safari.

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.

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 homework. There will be several weekly assignments to do online using the iLrn website. It is highly recommended to watch the grammar videos and do the homework assignments before taking the quiz.

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. Students are expected to come prepared to the classroom with the assignments listed in the course schedule and ready to 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.

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.
- Arrive to the classroom in a timely manner

Open Forum: To foster communication among all course participants, students can ask thoughtful questions to your professor in the 'Announcements' feature of Canvas. Questions should be asked only **after** studying the grammatical concepts assigned. All students are encouraged to participate on answering the questions.

Evaluation Procedure of Assignments	Percentage of Final Grade
Class Attendance and Active Participation	10%
iLrn Homework	35%
Quizzes	10%
Midterm Exam (lessons 1-5)	15%
Final Exam (lessons 6-10)	15%
Research Assignment, Oral Presentation and Peer Evaluation.	15%
Total	100%

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

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

Course Requirements

Active Participation:
Class participation is a vital component to the language learning process. Your level of participation and preparation will be evaluated each class, and you will receive an average score at the end of each month during the semester. This grade will be based on the following: attendance/punctuality, preparation for class, level of engagement, and use of Spanish. The following rubric applies to the class:

Level of participation and preparation	Weekly Points
Arrives on time, stays the full length of class, and meets the following: • comes prepared • stays on task and is cooperatively and actively involved in all activities • attempts to use Spanish as much as possible and willingly volunteers	9-10 (A)
Arrives on time, stays the full length of class, and meets the following: • generally, comes prepared • generally, stays on task and cooperatively participates in activities • generally, attempts to use Spanish and volunteers	8 (B)
Arrives late or leaves early and/or: • is not fully prepared • is not always on task or participating in activities • infrequently attempts to use Spanish	7 (C)
Arrives late or leaves early and/or: • comes unprepared • is frequently off task or not participating in activities • makes little effort to use Spanish	6 (D)
Arrives late or leaves early and/or: • comes unprepared • participates little to none in activities • makes little to no effort to use Spanish	1-5 (F)
Is not present	0

Class Attendance:
Class attendance is mandatory and essential to your success in learning Spanish. 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. Since we only have one meeting per week, after the **4th unexcused absence** you may be dropped from the course.

iLrn Online Homework
Using iLrn (textbook website), you will be assigned a variety of grammar, vocabulary, reading, writing and listening activities. iLrn assignments are due every <u>Friday 5:00 pm</u>. **Late work is not permitted.**

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

Quizzes
There will be quizzes throughout the semester that will evaluate your knowledge on vocabulary, listening, and specific grammar points for each lesson of the textbook. All quizzes will be taken in your computer at home or in the Language Lab using the LockDown Browser System. Quizzes will be due every Friday, 5:00 pm. It is highly recommended to finish with all your weekly iLrn homewok and watch all grammar videos before taking quizzes.

Midterm Exam
Midterm exam will be taken in the Language Lab using the LockDown Browser System and it will assess your Spanish listening, writing and reading skills. It will include 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 in the Language Lab using the LockDown Browser System. The final exam will take **two hours** and it will assess your Spanish listening, writing and reading skills. It will include vocabulary and grammar structures learned in lessons 6-10. Plan your schedule accordingly. There are no make ups for the final exam.

Research assignment:
Using a minimum of 3 trusted articles or websites as resources of research for the topic of choice, students will write a 2-3-page paper in Spanish. The topic must be related to law enforcement in a Hispanic country that shows how the system works in other countries in comparison with the United States. The paper should be well organized with an introduction, body and conclusion and it must include a Work Cited list of the resources used. The paper will be submitted in the place assigned in Canvas before the due date.

Oral presentations
At the end of the semester, students will do a 5-minute Power Point presentation to the class that summarizes their findings on their research topic. During each presentation students will write an evaluation and comments of 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.

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.

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 the instructor. 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 (e.g. advanced usage of Spanish, verb conjugation, weird phrases, etc.) 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.

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 at http://www.ecfr.gov/. The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

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

transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance
To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

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

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

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

Course calendar available below

Date:	Assignments in the Textbook to study before class and iLrn homework. All assignments are due every Friday 5:00 pm
August: Tuesday 28 (in class)	Introduction to the course Introductions to classmates Textbook: Conversaciones breves pp. 1-2
Thursday 30 (online)	-Register in iLrn. Instructions and course code in Canvas "iLrn Module" -Download the LockDown Application System in your computer (to take quizzes and exams) -Estudiar: Vocabulario pp. 3,4 Vocabulario pp. 11,12 -Hacer **la tarea** en iLrn
September Tuesday 4 (in class)	Situaciones para actuar p. 8 **Lección 1: "En una estación de policía"**
Thursday 6 (online)	Hacer **la tarea** en iLrn y tomar **la prueba** en Canvas antes del viernes 5:00 pm Estudiar: vocabulario pp. 21, 22
Tuesday 11 (in class)	Conversaciones breves pp 16-17 **Lección 2: "Con un agente hispano, en una calle de la ciudad"** pp. 19-20
Thursday 13 (online)	Hacer la tarea en iLrn y tomar la prueba en Canvas antes del viernes 5:00 pm
Tuesday 18 (in class)	**Lección 2:** pp 21-25

Thursday 20 (online)	**Lección 3: "Con el agente Smith"** Hacer la tarea en iLrn y tomar la prueba en Canvas antes del viernes 5:00 pm **Estudiar:** vocabulario pp 28, 29, 30
Tuesday 25 (in class)	**Lección 3:** pp. 27-31, 33
Thursday 27 (online)	Hacer la tarea en iLrn y tomar la prueba en Canvas antes del viernes 5:00 pm **Estudiar:** vocabulario pp. 37, 38, 39
October Tuesday 2 (in class)	**Lección 4: "Llamadas telefónicas"** pp. 35-40, 41
Thursday 4 (online)	Hacer la tarea en iLrn y tomar la prueba en Canvas antes del viernes 5:00 pm **Estudiar:** vocabulario pp. 47, 48
Tuesday 9 (in class)	**Lección 5: "Buenos vecinos"** pp. 45-48, 51, 52
Thursday 11 (online)	Hacer Hacer la tarea en iLrn y tomar la prueba en Canvas antes del viernes 5:00 pm **Estudiar el vocabulario de lecciones 1-5** para **el examen de medio semestre** (guía de estudio disponible en Canvas)
Tuesday 16 (in class)	**Lectura 1** pp. 55-50 Repaso para el examen de medio semestre, lecciones 1-5
Thursday 18 (online)	**Hacer la tarea en iLrn (repaso para el examen de medio semestre)** antes del Viernes 5:00 pm. No hay prueba esta semana
Tuesday 23 (in class)	**Midterm exam** (We will meet in Language lab computers)

Thursday 25 (online)	**Lección 6: "El agente Chávez lee la advertencia de Miranda"** Hacer la tarea en iLrn y tomar la prueba en Canvas antes del viernes 5:00 pm **Estudiar:** vocabulario pp 63-64
Tuesday 30 (in class)	**Lección 6:** pp. 61-64, 68
November Thursday 1 (online)	**Lección 7: "Problemas de la ciudad"** Hacer la tarea en iLrn y tomar la prueba en Canvas antes del viernes 5:00 pm **Estudiar:** vocabulario pp 71-72
Tuesday 6 (in class)	**Lección 7** pp. 69-72, 76
Thursday 8 (online)	Hacer la tarea en iLrn y tomar la prueba en Canvas antes del viernes 5:00 pm **Estudiar:** vocabulario pp 79-80
Tuesday 13 (in class)	**Lección 8: "Casos de maltrato de miembros de la familia"** Pp. 77-80, 84
Thursday 15 (online)	Hacer la tarea en iLrn y tomar la prueba en Canvas antes del viernes 5:00 pm **Research paper due November, Thursday 15 in Canvas before 11:59 pm**
Tuesday 20 (in class)	**Lección 9: "La prueba del alcohol"** 87-90, 95, 97 **-Prepararse para las presentaciones de su investigación**. Guía y rúbrica en Canvas. **-Grupo 1: Power Point Presentaciones** de su investigación -Peer Evaluation of presentations iLrn for this chapter is due November 29.
Thursday 22 No hay clase ¡Feliz día de Acción de Gracias!	

Tuesday 27 (in class)	**-Grupo 2: Power Point Presentaciones** de su investigación -Peer Evaluation of presentations
Thursday 29 (online)	**Lección 9** Hacer la tarea en iLrn y tomar la prueba en Canvas antes del viernes 5:00 pm No hay prueba esta semana. Prepararse para las presentaciones orales.
December Tuesday 4 (in class)	**-Grupo 3: Power Point Presentaciones** de su investigación -Peer Evaluation of presentations
Thursday 6 (online)	**Lección 10: "La policía investiga un robo"** Hacer la tarea en iLrn y tomar la prueba en Canvas antes del viernes 5:00 pm
Tuesday 11	<mark>**Final Exam,**</mark> **lessons 6-10. Exam will open at 8:00 a.m. and close at 3:00 pm.** You will have two hours to take the exam at home or the Language Lab. Exam will be using LockDown Browser System.

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