**College of Liberal Arts and Social Sciences (CLASS)**

**Department of Spanish**

**SPAN 3520 (Remote)**

**Spanish for Social Services**

**Spring 2021**

## INSTRUCTOR CONTACT

**Name:** Stella Reed

**Pronouns:** She/her/hers

**Office Location:** LANG 220

**Phone Number:** (940) 565-2404

**Office Hours:** Monday: 10:00 am– 11:00 am (via Zoom ) / Wednesday: 1:00 pm - 2:00 pm (via Zoom)

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## 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.

## COURSE DESCRIPTION

SPAN 3520 is designed to introduce and enhance conversational skills and intercultural competency related to professions in the field of social services. The course highlights practical vocabulary and every-day on-the-job situations, and cultural distinctions that professionals may encounter when dealing with Spanish-speaking clients, patients, and personnel in the United States, in contexts related to social services. This course does not address grammar structures; however, grammar videos, worksheets and PowerPoints will be provided in Canvas for students who would like to review the concepts. This course is delivered online using Canvas platform. **There are no required live online classes.**

## COURSE PREREQUISITES

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-requirements. For more information, please contact the Department of Spanish in LANG 101, (940) 565-2404.

## REQUIRED MATERIALS

*Basic Spanish for Social Services* (2th edición), Jarvis/Lebredo. Cengage Learning (2017) ISBN: 978-1-305-88598-1

**Other required materials and/or readings:**

* Spanish/English Dictionary

## COURSE OBJECTIVES

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

* Review specific roles in scenarios specific to social services
* Recognize vocabulary and expressions presented in dialogues specific to social services
* Recall practical vocabulary, every day on specific context and cultural notes
* Apply conversational vocabulary in a wide variety of practical contexts like the Department of Social Welfare and the Social Security Office
* Comprehend a variety of dialogues presented through videos and audios
* Formulate information related to selected scenarios
* Understand and reflect on short reading articles related to social services and the Hispanic community in the USA.
* Research about a specific non-profit organization (local, national or international) that provide social services
* Research about the importance of community service and the impact in the society
* Create a non-profit organization to support the Hispanic community during the COVID-19 pandemic

## TECHNICAL SKILL REQUIREMENTS

In order to be successful in this course, students will need the following technical skills:

* Computer
* Reliable internet access
* Speakers
* Microphone
* Webcam
* LockDown Browser system (instructions and link to download the one-time application is available in Canvas in “Where to get help”).
* [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

## TECHNICAL SUPPORT

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](http://www.unt.edu/helpdesk/index.htm) (http://www.unt.edu/helpdesk/index.htm)

**Email**: helpdesk@unt.edu

**Phone**: 940-565-2324

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

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

**Telephone Availability**:

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

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

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (https://community.canvaslms.com/docs/DOC-10554-4212710328)

## RULES OF ENGAGEMENT

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

* Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
* Ask for and use the correct name and pronouns for your instructor and classmates.
* Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
* Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
* Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
* Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
* Avoid using “text-talk” unless explicitly permitted by your instructor.
* Proofread and fact-check your sources.
* Keep in mind that online posts can be permanent, so think first before you type.

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

## COMMUNICATION EXPECTATIONS

Your instructor will be posting important announcements in canvas as the primary tool of communication. If you have any questions about the course or assignments, 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 9:30 am – 3:00 pm. Please, use your UNT email address only. I aim to return your graded work to you within one week of the due date. When this is not possible, I will send an announcement to the class.

**Open Forum**

The purpose of this Canvas open forum is to foster communication among all course participants. Here you can ask thoughtful questions to your instructor and students can also give answers.

## **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
* getting familiar with the course Calendar assignments
* 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”)

## **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 and give substantial and appropriate feedback to your classmates as directed by your professor in each assignment.**
4. **Respect another people’s time and bandwidth. Look for the information in the course or Syllabus before emailing your professor.**
5. **If you have any questions, post them in the Open Forum (in Canvas “Forums” Module), chances are others may have the same question.**
6. More [Online Communication Tips](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips)

## COURSE CONTENT AND ASSIGNMENTS

This course will cover lessons “Preliminar” and 1-10 of the workbook. All assignments are available in weekly modules in Canvas. It is the student’s responsibility to consult the class schedule (pp. 15) and meet the deadlines for all assignments. **Late work is not accepted**.

| **Evaluation Procedure of Assignments** | **Percentage of Final Grade** |
| --- | --- |
| Participation and Homework | 25% |
| Quizzes | 15% |
| Midterm Exam (lesson 1-5) | 15% |
| Final Exam (lesson 6-10) | 15% |
| Research Paper | 15% |
| Oral Presentation and Peer evaluation | 15% |
| **Total**  | 100% |

## GRADING

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

PARTICIPATION AND HOMEWORK

The participation portion of your grade will be derived from the level and quality of your interaction with other students and your instructor in the course. As active participation you will be required to complete written and oral discussions in Canvas on specific topics related to the chapter of study.

After you post each discussion, you will listen or read the answers of two students and leave each a substantial comment (video or written as required; comments must be distinct from one another). Full information and grading rubric are provided in Canvas.

* **Writing discussions and comments:** Must be the student’s work and should reflect their writing skills as demonstrated in exams. Using translators or outside help for discussions will result in a grade of 0 without the opportunity to redo the work.
* **Video discussions and comments:** Written or audio comments will not be accepted for video discussions. Using translators or outside help for discussions or reading while making the video will result in a grade of 0 without the opportunity to redo the work.
* **Early discussion submission extra credit points:** Students who 1) submit their first post by Wed., 11:59 pm of the due week; 2) submit their 2 comments by Fri., 11:59 pm of the due week, and 3) comply with all the rules described below will earn 2 points extra credit added to their discussion score. The purpose of this incentive is to motivate early submission, and thereby provide a wider variety of posts for reply commenting by classmates.
* **Rules to receive the 2 extra credit points:** Both comments must be substantial, distinct from one another, avoid basic vocabulary, and include complex sentences. Comments that are superficial and do not meet with all the requirements stated in the grading rubric will not receive the 2 extra points. Students who submit their first post early but do not submit their 2 reply comments will not be eligible for the 2 bonus points.

The homework will be based on readings, “situaciones” and “Casos” (in the workbook).

## QUIZZES

There will be quizzes throughout the semester that will evaluate your knowledge on vocabulary and specific “situaciones” and “casos” for each lesson of the workbook. Quizzes will also include questions from the assigned reading. All quizzes will be taken in Canvas. Quizzes will be great practice for exams.

## MIDTERM EXAM 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. Plan your schedule accordingly to the dates of the exams.

**LockDown Browser System**

All quizzes and exams will be using LockDown Browser. For instructions and the link to download the application in your computer, go to Canvas, Module “Where to Get Help”. LockDown Browser **is not compatible with Chromebooks and tablets**. If you have one of these devices, please borrow a laptop at the library (Since students are not allowed to download applications or software in UNT computers, ask the librarian if the laptop you are borrowing has LDB downloaded) or take the exam in the language lab in the LANG building (consult their schedule and arrive with plenty of time in case you have to wait for a computer to be available).

**Quiz # 1 to practice using LockDown Browser and receive 5 extra points**

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. This quiz will not be graded, but it will give 5 extra points.

**IMPORTANT:** Before taking the quiz, all students must read the folder **“Tips for Success on Remote Exams and Quizzes”** available in Canvas and follow all the rules while taking all quizzes and exams. Failure to follow the rules while taking quizzes and exams will result in a grade of 0 with no opportunity to retake it. Students who do not follow the rules while taking quiz 1, will not receive the 5 extra points.

## RESEARCH PAPER

Students will conduct a research and will write a **4-5** paper **in Spanish** about Community Service and the importance in the society; how volunteering can impact more than just the community.

**Research paper project and requirements:**

The research paper will be written in three parts. Specific instructions for each part are available in Canvas in Module “Trabajo de investigación” as well as in the week when each section of the paper is due.

The research paper should be well-organized (introduction, clear thesis statement, body and conclusion), must include a Works Cited list of a minimum of 3 reliable sources. Font: Times New Roman, size 12, double space.

Only trusted sources (articles, books, .edu, .org websites) should be consulted. If you have any questions about the source, ask your professor. Commercial websites (.com) will not be accepted as a source. If you need help locating sources, consult the UNT librarian. Instructions, topics, grading rubric, and folder to submit your research paper is available in Module “Trabajo de investigación” in Canvas.

It is highly recommended to finish your paper early and make an appointment with the Spanish tutor to have it reviewed. Tutors may not correct your composition, but they may provide you with general comments (e.g., “You need to remember that most Spanish adjectives agree in gender and number with the nouns they modify”). A tutor may also (1) help you understand the material as you work through it; (2) explain mistakes and corrections on returned assignments. Spanish tutor working schedule will be posted in Canvas as soon as it is available. The Spanish tutor will be holding only Zoom meetings.

## NON-PROFIT ORGANIZATION PRESENTATIONS AND PEER EVALUATIONS

Based on the research paper, students will create a non-profit organization and will present it in a 5-minute PowerPoint video presentation in Spanish. Presentations will be divided in three groups. Each student in the group will upload their video in Canvas before the due date assigned. The class will watch the videos for each group and write a 2-3 page (per group) to: a) express the impressions on each presentation and b) evaluate the quality of the presentation. Instructions, guidelines and grading rubric for the presentation and the peer-evaluation are available in Module “Trabajo de investigación” in Canvas.

## POLICY ON LATE WORK

Late work will be accepted only in case of an emergency (illness/accident or death in family). The student should contact the instructor as soon as possible providing documentation supporting the need for any late submission of a graded event. In the case of an anticipated absence, such as military deployment, the student should contact the instructor in advance and make arrangements to complete the required assignments.

## EXTRA CREDIT

Only Discussions and quiz 1 will have extra credit opportunities. For details, see Participation/Homework and Midterm Exam and Final Exam.

## **COURSE EVALUATION**

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. I´m very interested in the feedback I get from students, as I work to continually improve my teaching, I consider the SPOT evaluations to be an important part of your participation in this class. For the date when SPOT becomes available, consult the UNT schedule.

## COURSE POLICIES

## **Assignment Policy**

All official due dates for assignments can be found in the assignments calendar section of this Syllabus. Assignments instructions can be found in the assignment in Canvas. Assignments will be submitted in the Assignment drop box in Canvas.

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

**Student complaint Procedure**

* When a student has a problem in class, the student must speak in person, or via Zoom, with her instructor first. Emails do not count, and Dr. Beckman, Associate Chair of the Spanish Department, will not speak to any student who has not met in person or via Zoom with the instructor first.
* If the issue is still not resolved to the student's satisfaction, then she/he should make an appointment to talk to Dr. Beckman, Associate Chair of the Spanish Department.
* If the issue is not resolved, the student should contact the chair of the department, Dr. Samuel Manickam, who will listen to the student and instructor in question to resolve the issue to the satisfaction of both parties.
* If still not satisfied with the resolution of the issue, the student has the option of talking to the UNT Dean of Students.

## **Examination Policy**

* Each exam will be available ONLY on the days and time assigned in the assignments course calendar.
* Exams will be timed, and youwill be logged out of the exam once the time allowed or scheduled expires.
* Exams must be taken ***alone*** and no communication with other individuals is allowed. **The usage of electronic translators is completely prohibited.** As a UNT student, academic integrity and honesty are expected of you. Infringements on this policy will result in a grade of 0.
* 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 in your exam with no opportunity to retake it.**
* Take your exam as early as possible. In case of a technical issue with your computer, you need time to solve the issue and take the exam before the exam closes.
* Make sure your laptop computer is fully charged before beginning the exam. **Make up for exams will not be allowed due to computer problems.**
* To take each exam, you will need your UNT Student **ID**. If you do not have one, notify your professor immediately.
* You need to have reliable Internet. If you lose Internet connection during an exam, contact the Student Helpdesk and document the remedy ticket number before contacting your professor.

## **ATTENDACE POLICY**Student attendance for this online course is defined as **active participation** as described in the course syllabus. Class attendance is obligatory. Students are required to log in to the course by the first day of class. As a component of attendance student email, course announcements and discussion forums 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.

### **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;
6. when the University is officially closed.

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.

**COVID-19 impact on course participation**

While course participation and attendance are expected as outlined in the syllabus, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact your instructor if you are unable to complete coursework or attend class because you are ill, or due to a related issue regarding COVID-19. It is important that you communicate with your instructor prior to missing a due date in order that he/she may make a decision about accommodating your request.

If you are experiencing cough, shortness of breath or difficulty breathing, fever, or any of the other possible symptoms of COVID-19 please seek medical attention from the Student Health and Wellness Center (940-565-2333 or Student Health and Wellness Center) or your health care provider. While regular participation is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

**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.**

### ADA Policy

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

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

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

### Emergency Notification & Procedures

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

### Retention of Student Records

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

### Acceptable Student Behavior

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

### Access to Information - Eagle Connect

Students’ access point for business and academic services at UNT is located at: [my.unt.edu](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](https://it.unt.edu/eagleconnect) (https://it.unt.edu/eagleconnect).

### Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 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](file:///C%3A%5CUsers%5Cjdl0126%5CAppData%5CLocal%5CTemp%5COneNote%5C16.0%5CNT%5C0%5Cno-reply%40iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (http://spot.unt.edu/) or email [spot@unt.edu](file:///C%3A%5CUsers%5Cjdl0126%5CAppData%5CLocal%5CTemp%5COneNote%5C16.0%5CNT%5C0%5Cspot%40unt.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](file:///C%3A%5CUsers%5Cjdl0126%5CAppData%5CLocal%5CTemp%5COneNote%5C16.0%5CNT%5C0%5CSurvivorAdvocate%40unt.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](file:///C%3A%5CUsers%5Cjdl0126%5CAppData%5CLocal%5CTemp%5COneNote%5C16.0%5CNT%5C0%5Coeo%40unt.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](http://www.ecfr.gov/) (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

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

**University of North Texas Compliance**

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

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

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

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

### Student Verification

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

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (https://policy.unt.edu/policy/07-002).

### Use of Student Work

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

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

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student’s written permission.

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.

## Academic Support & Student Services

### Student Support Services

#### Mental Health

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

* [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
* [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
* [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
* [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
* [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

#### Chosen Names

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

* [UNT Records](https://registrar.unt.edu/transcripts-and-records/update-your-personal-information)
* [UNT ID Card](https://sfs.unt.edu/idcards)
* [UNT Email Address](https://sso.unt.edu/idp/profile/SAML2/Redirect/SSO;jsessionid=E4DCA43DF85E3B74B3E496CAB99D8FC6?execution=e1s1)
* [Legal Name](https://studentaffairs.unt.edu/student-legal-services)

*\*UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

#### Pronouns

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

You can [add your pronouns to your Canvas account](https://community.canvaslms.com/docs/DOC-18406-42121184808) 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?](https://www.mypronouns.org/what-and-why)
* [How do I use pronouns?](https://www.mypronouns.org/how)
* [How do I share my pronouns?](https://www.mypronouns.org/sharing)
* [How do I ask for another person’s pronouns?](https://www.mypronouns.org/asking)
* [How do I correct myself or others when the wrong pronoun is used?](https://www.mypronouns.org/mistakes)

#### Additional Student Support Services

* [Registrar](file:///C%3A%5CUsers%5Cjdl0126%5CAppData%5CLocal%5CTemp%5COneNote%5C16.0%5CNT%5C0%5CRegistrar) (https://registrar.unt.edu/registration)
* [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
* [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
* [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
* [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
* [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
* [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
* [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

### Academic Support Services

* [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
* [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
* [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
* [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)

**SPAN 3520**

**Spanish for Social Service**

**Class Assignments Schedule**

**Spring 2021**

**(Remote. There are no required live online classes)**

|  |  |
| --- | --- |
| **Fecha** | **Tareas en Canvas y el libro de texto.** **A menos que se especifique, todas las tareas se vencen el viernes 6:00 pm.** |
| **Semana 1**(Enero 11-15) | **Pre-requisitos para prepararte para tomar este curso:**1. print off a copy of these syllabus and assignments schedule. Have it handy for consultation
2. read all informational modules in Canvas
3. download the LockDown Browser Application in your computer (to take quizzes and exams). The link is available in Canvas. LockDown is not compatible with Chromebooks and Tablets.
4. Take **quiz 1** (over the syllabus and informational modules) to practice LDB and receive 5 extra points.

**Tareas “Lección preliminar”:****-**Trabaja en las tareas en Canvas enMódulo Semana 1**Discusión # 1**: Presentación Personal(fecha de vencimiento: viernes 15 de enero. 6:00 pm) |
| **Semana 2**(Enero 18-22) |  **Lección 1 “En el Departamento de Bienestar Social (I)”****-**Trabaja en las tareas en Canvas enMódulo Semana 2(fecha de vencimiento: viernes 22 de enero 6:00 pm)**Quiz 2** |
| **Semana 3**(Enero 25-29) | **Lección 2: “En el Departamento de Bienestar Social (II)”** Trabaja en las tareas en Canvas en Modulo Semana 3 **Discusión # 2****Quiz 3** |
| **Semana 4**(Feb. 1-5) | **Lección 3: “En el Departamento de Bienestar Social (III)””**Trabaja en las tareas en Canvas en Modulo Semana 4 **Quiz 4** |
| **Semana 5**(Feb. 8-12) | **Lección 4: “En la Oficina del Seguro Social (I)”**Trabaja en las tareas en Canvas en Módulo Semana 5-**Discusión # 3****Quiz 5** |
| **Semana 6**(Feb. 15-19) | **Lección 5: “Una entrevista”**Trabaja en las tareas en Canvas en Módulo Semana 6Estudiar para el **examen de medio semestre** (due next Friday). Guía de estudio en Canvas, módulo Semana 7**Quiz 6**Trabajar en el **bosquejo (outline) del trabajo de investigación parte 1** (due next Friday). Información e instrucciones en el módulo semana 7.. |
| **Semana 7**(Feb. 22-26) | **Tareas:**1. Entregar el **bosquejo del trabajo de investigación** **parte 1.** Mira las instrucciones específicas en el Módulo semana 7.
2. **Discusión # 4**

**Preparación para el examen de medio semestre.** **El examen abre el jueves 4, 6:00 am y cierra el viernes 5, 6:00 pm.**Before taking the exam, all students are required to read the folder **“Tips for Success on Remote Exams and Quizzes”** available in Canvas and comply with all the rules while taking the exam. Failure to comply with the rules while taking the final exam will result in a grade of 0 with no opportunity to retake it.**En el módulo semana 7:**1. Consulta la guía de estudio y lee la información importante
2. Estudia las situaciones, casos y vocabulario lecciones 1-5 (mira la guía de estudio)
3. Toma la prueba de repaso para el examen. Mira las instrucciones específicas en el Módulo semana 7.
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| **Semana 8**(Mar. 1-5)**EXAMEN DE****MEDIO SEMESTRE** | **Tomar el examen de medio semestre.** El examen abre el jueves 4, 6:00 am y cierra el viernes 5, 6:00 pm. |
| **Semana 9**(Mar. 8-12) | **Lección 6: “Al año siguiente”**-Trabaja en las tareas en Canvas en Módulo Semana 9-**Discusión # 5****Quiz 7** |
| **Semana 10**(Mar. 15-19) | **Lección 7: “Estampillas para alimentos”**-Trabaja en las tareas en Canvas en Módulo Semana 10 -**Entregar el trabajo de investigación parte 2.**  Terminar esta semana con esta segunda parte del proyecto (primer borrador). Información en el módulo semana 10.-Prepara tu presentación de PowerPoint (Organización Sin Ánimo de Lucro). Guía, rúbrica y grupos en módulo “Oral Presentation”.**-Grupo 1**: Oral presentation due Mar, 26, 6:00 pm -**Grupo 2:** Oral presentation due Apr, 1, 6:00 pm -**Grupo 3:** Oral presentation due April, 9, 6:00 pmSube tus videos en la carpeta correspondiente en el modulo “Oral Presentation” **Quiz 8** |
| **Semana 11**(Mar. 22-26) | **Lección 8: “En el Departamento de Servicios Sociales”**-Trabaja en las tareas en Canvas en Módulo Semana 11-continúa editando tu trabajo escrito **-Grupo 1**: presentación oral se vence este viernes, 6:00 pm-**Todos:** ver los videos del grupo 1 y entregar las evaluaciones antes del **viernes 1 de abril, 6:00 pm.** Guía y rúbrica para la evaluación en Canvas, Módulo “Presentaciones orales” **Quiz 9** |
| **Semana 12**(Mar. 29-Apr. 1) | **Lección 9: “El programa de empleo y entrenamiento I”**-Trabaja en las tareas en Canvas en Módulo Semana 12-Continúa editando tu trabajo escrito. (Assignments continue next page)-Evaluación de las presentaciones para el grupo 1 se vence este viernes 6:00 pm**Grupo 2**: subir su presentación oral antes del viernes, 6:00 pm-**Todos:** ver los videos del grupo 2 y entregar las evaluaciones antes del **viernes 9 de abril, 6:00 pm****-Grupo 3**: subir en Canvas el video de su presentación antes del viernes 9 de abril, 6:00 pm) **Quiz 10** |
| **Semana 13**(Apr. 5-9) | -sube tus evaluaciones para el grupo 2 antes el viernes 6:00 pm**Grupo 3**: subir su presentación antes del viernes, 6:00 pm-**Todos:** ver los videos del grupo 3 y entregar las evaluaciones antes del **viernes 16 de abril, 11:59 pm** |
| **Semana 14**(Apr. 12-16) | **Lección 10: “El programa de empleo y entrenamiento II”** -Trabaja en las tareas en Canvas en Módulo Semana 14-sube tus evaluaciones para el grupo 3 antes del **viernes** 6:00 pm-Estudiar para **el examen final**: vocabulario, situaciones y casos de Lecciones 6-10 (guía de estudio en Canvas) |
| **Semana 15**(Apr. 19-22) | **Lección 10: “El programa de empleo y entrenamiento II”** **-Sube tu trabajo de investigación en Canvas (versión final)**. Due el viernes **22 de abril, 6:00 pm**. Late work will not be accepted-Trabaja en las tareas en Canvas en Módulo Semana 15 -Estudiar para **el examen final**: vocabulario, situaciones y casos de Lecciones 6-10 (guía de estudio en Canvas) |
| **Semana 16**(Apr. 24- Mayo 1) | **Due: Thursday, April 29, 6:00 pm.** * **The exam will open Wednesday at 6:00 am, and it will close on Thursday at 6:00 pm.**
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