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

**Department of Spanish**

**SPAN 3520**

**Spanish for Social Services**

**Spring 2022**

## **INSTRUCTOR CONTACT**

**Name:** Stella Reed

**Email:** **Stella.Reed@unt.edu**

**Pronouns:** She/her/hers

**Office Location:** LANG 403A

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

**Office Hours:** Tuesday: 10:00 am– 11:00 am / Thursday: 11:00 pm - 12:00 pm or by appointment

**Class Meeting Time & Location:** TR 12:30 pm - 1:50 pm LANG 114

## **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 & OBJECTIVES**

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 everyday 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, worksheets and PowerPoints will be provided in Canvas for students who would like to review the concepts.

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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 the 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 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 provides social services
* Research about the importance of community service and the impact on the society
* Create a non-profit organization to support the Hispanic community during the COVID-19 pandemic

## **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, Tel. (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

## **TECHNICAL SKILL REQUIREMENTS**

* Using Canvas
* Sending and receiving emails

## **TECHNICAL SUPPORT**

**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

## **COURSE CONTENT AND ASSESSMENT**

This course will cover lessons “Preliminar” and 1-10 of the workbook.

| **Evaluation Procedure of Assignments** | **Weight** |
| --- | --- |
| Class Attendance and Active Participation | 15% |
| Homework/Quizzes | 15% |
| Oral Presentation and peer evaluation | 10% |
| Research paper | 15% |
| Non-profit organization presentation (creation) and peer evaluation | 15% |
| Exam 1 (lessons 1-5) | 15% |
| Final Exam (Lessons 6-10) | 15% |
| **Total**  | 100% |

## **GRADING**

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

**CLASS ATTENDANCE AND ACTIVE PARTICIPATION**

Participation is a vital part of any language learning experience, so your active involvement is crucial to achieving the goals of this course. Attendance is mandatory but be aware that simple attendance, although essential to your success, does not guarantee a good participation grade. In order to be able to participate, you must have completed all homework assignments and readings (for *foros*) for that day´s class before every class meeting.

**Foros**: short discussions in class. It will serve to communicate your personal reactions, questions, and comments about the assigned readings.

The following rubric applies to the class:

| **Level of participation and preparation**  | **Points**  |
| --- | --- |
| Arrives on time, stays the full length of class, and meets the following: * comes prepared
* initiates and maintains interaction with fellow students and the instructor.
* shows leadership in group activities
* almost never uses English, asks questions in Spanish whenever possible, communicates clearly and accurately.
 | 9-10 (A) |
| Arrives on time, stays the full length of class, and meets the following:* generally comes prepared
* shows willingness to participate, cooperates fully, answers readily when called upon, elaborates somewhat on answers,
* occasionally resorts to English, usually communicates clearly but less accurately.
 | 8 (B) |
| Arrives late or leaves early and/or:* is not fully prepared
* is not always on task or participating in activities
* tends to use English, especially in small groups, gives minimal answers, makes strong efforts to communicate but frequently lacks accuracy.
 | 7 (C) |
| Arrives late or leaves early and/or:* comes unprepared
* requires frequent reminders to participate in Spanish, speaks mostly English, has difficulty communicating clearly and accurately, generally does not contribute to group activities.
 | 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 |

***Extra Credit***

Extra credit will be given to students who volunteer for community services (5 points of every 3 hours of community service, 10 points maximum)

## **HOMEWORK /QUIZZES**

The homework will be based on readings assigned from the textbook. These assignments must be submitted in class on the assigned due date. There will be quizzes throughout the semester that will evaluate your knowledge of vocabulary and specific “situaciones” and “casos” for each lesson of the workbook. Quizzes will be great practice for exams.

## **ORAL PRESENTATION**

The presentation should last no more than **5 minutes** and will inform the class about a specific organization (local, national or international) that provides social services. The students can use PowerPoint/Prezi and must include specific descriptions of the objectives, resources, forms of outreach, and the impact of the selected organization.

## **RESEARCH PAPER**

Students will conduct research and will write a **4-5** paper **in Spanish** about Community Service and its importance in 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 are 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 in groups (2 or 3) a non-profit organization and will present it in a 5-minute PowerPoint presentation in Spanish. Presentations will be divided into three groups. Each student will upload the PowerPoint in Canvas before the presentation in class. The class will do peer evaluation in class. Instructions, guidelines, and grading rubric for the presentation and the peer evaluation are available in Module “Presentación oral” in Canvas.

## **MIDTERM EXAM AND FINAL EXAM**

The midterm exam will include an audio and reading section, situations, cases, and vocabulary learned in lessons 1-5. The final exam will follow the same format as the midterm exam, but it will cover lessons 6-10.

## **COURSE POLICIES**

## **Attendance Policy and Late Work**

Class attendance is mandatory, and no late/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 assignment missed. Excused absences include the following: illnesses, deaths in the family, religious holidays, military duties, and university-sponsored activities. For illnesses and deaths in the family, documentation (physician’s statement, obituary, etc.) must be provided the first day upon returning to class for the absence to be excused. Absences in observance of religious holidays are authorized only if students have notified the instructor in writing within the first 15 days of the semester. For absences due to scheduled (not emergency) military duties, students must present their documentation to the instructor within the first 15 days of the semester. For absences due to university-sponsored activities, students must obtain authorized absence cards from the Dean of Students and present them to the instructor prior to the absence.

## **COVID-19 Impact on Attendance**

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

If you are experiencing any [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) ([https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fsymptoms-testing%2Fsymptoms.html&data=04%7C01%7CLauri.Morrow%40unt.edu%7Cf5922acf16c847d609bb08d95b7c3ee0%7C70de199207c6480fa318a1afcba03983%7C0%7C0%7C637641411465788226%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=EZ%2FLDed2Iw8BqwPBf9ya09neKFBckO2Yxf2Zg8yxUGw%3D&reserved=0)) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

## **Face Coverings**

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

## **Course Materials for Remote Instruction**

Remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a webcam and microphone to participate in fully remote portions of the class. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>

## **Academic Integrity**

The UNT Department of Spanish adheres to the University’s policy on Student Academic Integrity. For all pertinent assignments and assessments, the work must be the student’s work only (unless otherwise indicated by the course instructor) and should reflect the student’s level of proficiency. Students are prohibited from asking another person (i.e. a friend, tutor, or relative) to help them develop or compose a response (oral or written) in preparation for, or while completing, an assignment or assessment that will be graded and applied to the student’s final grade in the course. This includes, but is not limited to, receiving outside assistance with drafting, revising, editing, or developing the content and structure of a response to an assignment or assessment question without consent from the course instructor. Also, the use of translation technology (any digital translation tool or app) is prohibited for all assignments and assessments and will be considered academic misconduct. Information “cut and pasted” or otherwise copied from other sources and used as answers in assignments and assessments will be considered plagiarism. If a student has any doubts whatsoever as to what constitutes any form of scholastic dishonesty, they should consult with the course instructor before submitting their work. 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.

## **Use of email**

Instructors of Spanish at the 3000 level require students to use official UNT Eagle Connect for all communication. Instructors will only respond to emails sent by students from a UNT Eagle Connect address. Likewise, instructors will only send emails to UNT Eagle Connect addresses. Information about Eagle Connect can be found at [Eagle Connect](http://eagleconnect.unt.edu/) (<http://eagleconnect.unt.edu/>).

## **Student Issues with Instructors**

When a student has class-related issues with her/his instructor (e.g. appeal a grade, disagreement about attendance record, interpretation of a class assignment, assigned grades, etc.), she/he should follow these steps to reach a resolution:

1. The student may first talk directly to the department chair, Dr. Samuel Manickam, about the issue (make an appointment with Dr. Manickam by contacting Ms. Nancy Bouchard, Nancy.Bouchard@unt.edu), or talk with the respective instructor to resolve the issue
2. If the issue is not resolved to the student’s satisfaction, then she/he should email a written description of the issue to Dr. Manickam (manickam@unt.edu). Dr. Manickam will also solicit a written statement from the respective instructor
3. Dr. Manickam may meet individually with the student and instructor to resolve the issue
4. If the student is not satisfied with the resolution, she/he should contact the Executive Dean of the College of Liberal Arts & Social Sciences to discuss this issue

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

## **COURSE EVALUATION**

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).

## **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 accommodations 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.

### **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 classrooms, 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.

### **Diversity & Inclusion**

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 so we will work as a class to collaborate in ways that encourage inclusivity.

**SPAN 3520**

**Spanish for Social Service**

**Class Assignments Schedule**

**Spring 2022**

| **WEEK** | **DATE** | **TAREAS**CN=Consult CANVAS for the assignmentLT= Consult your textbook for the assignment |
| --- | --- | --- |
| **Week 1** | **January:**18 (T)  |  Introducción al curso  |
| 20 (R) | **Lección preliminar**LT=pp.1-6CN= **Foro 1**Seleccionar organización para presentación oral |
| **Week 2** | 25 (T) | Grupo 1: Presentación oral:**Organización de servicio social** |
| 27 (R) | Grupo 2: Presentación oral:**Organización de servicio social** |
| **Week 3** | **February:**1 (T) | **Lección 1:** **“En el Departamento de Bienestar Social (I)”**LT: Leer pp. 7-10; Tarea “Dígame”p.10 CN= **Foro 2** |
| 3 (R) | **Lección 1:** **“En el Departamento de Bienestar Social (I)”**LT: Completa pp. 11-14**Quiz 1** |
| **Week 4** | 8 (T) | **Lección 2: “En el Departamento de Bienestar Social (II)”** LT: Leer pp. 15-18; Tarea “Dígame”pp.18-19 CN= **Foro 3** |
| 10 (R) | **Lección 2: “En el Departamento de Bienestar Social (II)”** LT: Completa pp. 19-22**Quiz 2** |
| **Week 5** | 15 (T) | **Lección 3: “En el Departamento de Bienestar Social (III)”**LT: Leer pp. 23-26; Tarea “Dígame” pp.26-27 CN= **Foro 4** |
| 17 (R) | **Lección 3: “En el Departamento de Bienestar Social (III)”**LT: Completa pp. 27-31**Quiz 3** |
| **Week 6** | 22 (T) |  **Lección 4: “En la Oficina del Seguro Social (I)”**LT: Leer pp. 33-36; Tarea “Dígame” p. 37 **Entregar bosquejo (*outline*) del trabajo de investigación** |
| 24 (R) |  **Lección 4: “En la Oficina del Seguro Social (I)”**LT: Completa pp. 38-41CN= Leer Información e instrucciones**Quiz 4** |
| **Week 7** | **March:** 1 (T) | **Lección 5: “Una entrevista”**LT: Leer pp. 43-46; Tarea “Dígame” pp. 46-47 CN= **Foro 5** |
| 3 (R) | **Lección 5: “Una entrevista”**LT: Completa pp. 47-51LT: Repaso midterm pp.55-60 |
| **Week 8** | 8 (T) |  **Midterm Exam** **(Lecciones 1-5)** |
| 10 (R) | **Lección 6: “Al año siguiente”**LT: Leer pp. 61-64; Tarea “Dígame” pp. 64-65 CN= **Foro 6**LT: Completa pp. 65-69**Quiz 5** |
| **Week 9** | 14-18 | **No Class – Spring Break** |
| **Week 10** | 22 (T) | **Lección 7: “Estampillas para alimentos”**LT: Leer pp. 71-74; Tarea “Dígame” pp. 74-75 CN= **Foro 7** |
| 24 (R) | **Lección 7: “Estampillas para alimentos”**LT: Completa pp. 75-79 **Quiz 6** |
| **Week 11** | 29 (T) | **Lección 8: “En el Departamento de Servicios Sociales”**LT: Leer pp. 81-84; Tarea “Dígame” pp. 84-85 **Entregar el trabajo de investigación parte II (primer borrador)**  |
| 31 (R) | **Lección 8: “En el Departamento de Servicios Sociales”**LT: Completa pp. 85-89**Quiz 7** |
| **Week 12** | **April:**5 (T) | **Lección 9: “El programa de empleo y entrenamiento I”**LT: Leer pp. 91-94; Tarea “Dígame” pp. 94-95 CN= **Foro 8** |
| 7 (R) | **Lección 9: “El programa de empleo y entrenamiento I”**LT: Completa pp. 95-99 **Quiz 8** |
| **Week 13** | 12 (T) | **Lección 10: “El programa de empleo y entrenamiento II”** LT: Leer pp. 101-104; Tarea “Dígame” pp. 104-105 CN= **Foro 9** |
| 14 (R) | **Lección 10: “El programa de empleo y entrenamiento II”** LT: Completa pp. 105-109**Trabajo de investigación (preguntas, revisión, etc.)** |
| **Week 14** | 19 (T) | **Entregar el trabajo de investigación (versión final)**Reunirse con los grupos para ultimar detalles sobre la organización sin fines de lucro. |
| 21 (R) | Reunirse con los grupos para ultimar detalles sobre la organización sin fines de lucro. |
| **Week 15** | 26 (T) | Presentación oral:**Grupo 1: Creación de organización sin fines de lucro** |
| 28 (R) | Presentación oral:**Grupo 2: Creación de organización sin fines de lucro** |
| **Week 16** | **May:**3 (T) | Presentación oral:**Grupo 3: Creación de organización sin fines de lucro** |
| 5 (R) | Repaso Examen Final |
| **Week 17** | 7-12 | **Final Exam** For day and time see the Registrar’s[Final Exam Schedule](https://registrar.unt.edu/exams/final-exam-schedule) (<https://registrar.unt.edu/exams/final-exam-schedule>) |

**\*\***Please consult the online version of the syllabus and our course CANVAS site daily as content, assignments, and due dates may change.