# College of Liberal Arts and Social Sciences (CLASS)

Department of Spanish

SPAN 3520

Spanish for Social Services

Spring 2024

## Instructor Contact

**Name:** Stella Reed

**Pronouns:** She/her/hers

**Office Location:** LANG 403A

**Phone Number:** (940) 565-2404 \*Main Office

**Office Hours:** Tuesday: 10:00 am– 11:00 am or by appointment

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

**Class Meeting Time & Location:** TR 12:30 pm - 1:50 pm LANG 210

**Communication Expectations:** Email is the primary tool that will be used to communicate with students (Canvas may also be used to send class announcements). Instructors will only respond to email sent by students from a UNT Eagle Connect address. Likewise, instructors will only send email to UNT Eagle Connect addresses. Information about Eagle Connect can be found at [Eagle Connect](http://eagleconnect.unt.edu/).

Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT’s full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Course Description and 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, 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 also incorporates a service learning component in which students will work with a community partner for a set number of hours outside of class time. The service-learning component will provide students with experiential learning opportunities, which will increase (or establish) their involvement with local non-profit organizations, the local Spanish-speaking and Latino community, encourage sensitivity to diversity, provide real-life experience and examples related to social services professions, and offer opportunities for personal growth and leadership.

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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 a specific non-profit organization (local, national or international) that provides social services
* Research about the importance of community service and its impact on the society
* Create a non-profit organization to support/advocate for the Hispanic community
* Increase involvement with local non-profit organizations

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

## Course Technology and Skills

### Minimum Technology Requirements

* Computer
* Reliable internet access
* Speakers
* [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)

### Computer Skills & Digital Literacy

Course-specific technical skills learners must have to succeed in the course:

* Using Canvas
* Using email

### Technical Assistance

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

**Phone**: 940-565-2324

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

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

**Telephone Availability**:

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

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

## 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 | 5% |
| Research paper or Community Service (1 reflection paper) | 25% |
| Non-profit organization presentation (creation) and peer evaluation | 10% |
| 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 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:

**Participation Rubric**

| **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 |

### 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.

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### 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 or Community Service

Students will have the opportunity to choose between a research paper or community service.

**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.

**Community Service/Reflection**

Enrollment in a service-learning course requires a serious commitment to your community partner. Students will be required to complete **13-15** hours of community service outside of class, which will be verified by signing in/out onsite, as well as having a site coordinator sign an attendance sheet provided by the instructor. The attendance sheet will be submitted to the instructor at the end of the semester or when the student finishes the volunteer hours.

**Reflection paper**

Reflection is a very significant component of the service learning experience. The reflection is a 1-2 page short essay that serves as a space in which to reflect upon and think critically about the service learning experience. Students will analyze the strengths and weaknesses of their community partnership, how this service relates to the course, classroom learning, and academic development, and how this service speaks to their own values, identity, and emotional and professional development.

***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)

### Non-profit organization presentations and peer evaluation

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 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 assessment or assignment missed. Excused absences include the following: illness with a written excuse from a medical professional, death in the family, religious holidays, military training, and university-sponsored activities. Documentation must be provided (physician’s statement, obituary, etc.) 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 three weeks of the semester. For absences due to scheduled (not emergency) military training/duty, students must present their documentation to the instructor within the first three weeks 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.

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### Statement on Diversity:

The Department of Spanish strictly adheres to UNT standards for diversity and inclusion in all interactions with students, faculty and staff as stated in UNT Policy 04.018 University Policy Statement on Diversity:

The University of North Texas values diversity and individuality as part of advancing ideals of human worth, dignity and academic excellence. Diverse viewpoints enrich open discussion, foster the examination of values and exposure of biases, help educate people in rational conflict resolution and responsive leadership, and prepare us for the complexities of a pluralistic society. As such, the University of North Texas is committed to maintaining an open, welcoming atmosphere that attracts qualified students, staff, and faculty from all groups to support their success.

The University of North Texas does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, or veteran status in its application and admission process, educational programs and activities, employment policies and use of university facilities.

### Student 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 a warning, and may be reported to the Dean of Students.

### 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](mailto: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

### Grade Appeal Policy:

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

1) Grade was based on unfair treatment.

2) Instructor departed from standards set out in the course syllabus without a rational academic reason, or

3) An error was made in calculating the grade, including failure to factor an assignment, project, quiz, or examination. Note: if the student is alleging discrimination, the student must report this belief to the Office of Equal Opportunity. See full [UNT policy for grade appeals](file:///Users/stellareed/Downloads/UNT%20policy%20for%20grade%20appeals).

## UNT POLICIES

### 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](about:blank)) 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](about:blank).

### Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as 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. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-5652648.

## ACADEMIC SUPPORT AND STUDENT 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](about:blank) (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/>)

## COURSE CALENDAR

| **WEEK** | **DATE** | **TAREAS** CN=Consult CANVAS for the assignment  LT= Consult your textbook for the assignment |
| --- | --- | --- |
| **Week 1** | **January:**  17 (T) | Introducción al curso |
| 19 (R) | **Lección preliminar**  LT=pp.1-6  CN= **Foro 1**  CN=Seleccionar organización para presentación oral  CN= “Leer rúbrica para la presentación oral"  CN= *CN: Complete VITA volunteer application and VITA LinkLearn certification* (Solo estudiantes que eligieron el servicio comunitario)  <https://www.unitedwaydenton.org/VITA/Volunteer>  [https://www.LinkLearnCertification.com](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.LinkLearnCertification.com&data=02%7C01%7CStella.Reed%40unt.edu%7C00f7e55a6c0247426c8108d799143b7f%7C70de199207c6480fa318a1afcba03983%7C0%7C1%7C637146185716128332&sdata=CY5coMVnlUOSyWby6m9N28Pw9qC3PU77U6Bj5vzZT58%3D&reserved=0) |
| **Week 2** | 24 (T) | Grupo 1: Presentación oral:  **Organización de servicio social** |
| 26 (R) | Grupo 2: Presentación oral:  **Organización de servicio social** |
| **Week 3** | 31 (T) | **Lección 1:** **“En el Departamento de Bienestar Social (I)”**  LT: Leer pp. 7-10; Tarea “Dígame”p.10  CN= **Foro 2** |
| **February:**  2 (R) | **Lección 1:** **“En el Departamento de Bienestar Social (I)”**  LT: Completa pp. 11-14  **Quiz 1** |
| **Week 4** | 7 (T) | **Lección 2: “En el Departamento de Bienestar Social (II)”**  LT: Leer pp. 15-18; Tarea “Dígame”pp.18-19  CN= **Foro 3**  Lección 1 |
| 9 (R) | **Lección 2: “En el Departamento de Bienestar Social (II)”**  LT: Completa pp. 19-22  Lección 2  **Quiz 1** |
| **Week 5** | 14 (T) | **Lección 3: “En el Departamento de Bienestar Social (III)”**  LT: Leer pp. 23-26; Tarea “Dígame” pp.26-27  CN= **Foro 4**  **Quiz 2** |
| 16 (R) | **Lección 3: “En el Departamento de Bienestar Social (III)”**  LT: Completa pp. 27-31  **Quiz 3** |
| **Week 6** | 21 (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**  **Servicio comunitario - Entrega de ficha de asistencia (horas completadas hasta la fecha)** |
| 23 (R) | **Lección 4: “En la Oficina del Seguro Social (I)”**  LT: Completa pp. 38-41  CN= Leer Información e instrucciones  **Quiz 4** |
| **Week 7** | 28 (T) | **Lección 5: “Una entrevista”**  LT: Leer pp. 43-46; Tarea “Dígame” pp. 46-47  CN= **Foro 5**  **Entregar bosquejo (*outline*) del trabajo de investigación**  **Servicio comunitario - Entrega de ficha de asistencia (horas completadas hasta la fecha)** |
| **March:**  2 (R) | **Lección 5: “Una entrevista”**  LT: Completa pp. 47-51  LT: Repaso midterm pp.55-60 |
| **Week 8** | 7 (T) | **Midterm Exam**  **(Lecciones 1-5)** |
| 9 (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** | 13-17 | **No hay clases – Vacaciones de primavera** |
| **Week 10** | 21 (T) | **Lección 7: “Estampillas para alimentos”**  LT: Leer pp. 71-74; Tarea “Dígame” pp. 74-75  CN= **Foro 7** |
| 23 (R) | **Lección 7: “Estampillas para alimentos”**  LT: Completa pp. 75-79  **Quiz 6** |
| **Week 11** | 28 (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)**  **Servicio comunitario - Entrega de ficha de asistencia (horas completadas hasta la fecha)** |
| 30 (R) | **Lección 8: “En el Departamento de Servicios Sociales”**  LT: Completa pp. 85-89  **Quiz 7** |
| **Week 12** | **April:**  4 (T) | **Lección 9: “El programa de empleo y entrenamiento I”**  LT: Leer pp. 91-94; Tarea “Dígame” pp. 94-95  CN= **Foro 8** |
| 6(R) | **Lección 9: “El programa de empleo y entrenamiento I”**  LT: Completa pp. 95-99  **Quiz 8** |
| **Week 13** | 11 (T) | **Lección 10: “El programa de empleo y entrenamiento II”**  LT: Leer pp. 101-104; Tarea “Dígame” pp. 104-105  CN= **Foro 9** |
| 13 (R) | **Lección 10: “El programa de empleo y entrenamiento II”**  LT: Completa pp. 105-109  **Trabajo de investigación (preguntas, revisión, etc.)** |
| **Week 14** | 18 (T) | **Entregar el trabajo de investigación (versión final)/ Servicio comunitario**: Entrega de reflexión  **Entrega final de ficha de asistencia- Servicio comunitario**  Reunirse con los grupos para ultimar detalles sobre la organización sin fines de lucro. |
| 20 (R) | Reunirse con los grupos para ultimar detalles sobre la organización sin fines de lucro. |
| **Week 15** | 25 (T) | Presentación oral:  **Grupo 1: Creación de organización sin fines de lucro** |
| 27 (R) | Presentación oral:  **Grupo 2: Creación de organización sin fines de lucro** |
| **Week 16** | **May:**  2 (T) | Repaso Examen Final |
| 4 (R) | Repaso Examen Final |
| **Week 17** | 6-12 | **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.