



Department of Spanish

SPANISH 3520-Spanish for Social Services

Spring 2020

T/Th 12:30-1:50pm

Languages 218

Instructora: Stella Reed

Oficina: Lang 220

Horas de consulta: Lunes:10:00 am - 11:00am miércoles: 12:00 pm – 1:00 pm , o por cita

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¡Bienvenidos a español 3520! Familiarize yourself with this syllabus and with our CANVAS course site and consult them daily throughout the semester to prepare homework, to anticipate scheduled quizzes and exams and other graded work, and to know what will be accomplished each day in class. Consult the on-line version of this syllabus on CANVAS to view the active links.

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 grammar structures, 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 will also incorporate 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.

SPANISH IN THE CLASSROOM

The language of the classroom is SPANISH ONLY. The use of English in the classroom will impede your acquisition of Spanish and affect your in-class performance grade.

REQUIRED TEXTS:

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

RECOMMENDED:

- ★ A good Spanish-English Dictionary (such as Harper-Collins, Simon & Schuster, Velázquez, Vox, University of Chicago)
- ★ A good online dictionary www.wordreference.com
www.linguee.es
- ★ *Modern Spanish Grammar*, Juan Kattán-Ibarra, Christopher J. Pountain, Routledge, 2003

GRADING CRITERIA:

Your final grade in the course will be calculated using the following criteria:

Evaluation Procedure of Assignments	Percentage of Final Grade
Class Attendance and Active Participation	15%
Homework/Quizzes	15%
Community service (3 <i>Comentarios</i>)	40%
Oral Presentation	5%
Exams (3 -lessons 1-15) Final Exam (lessons 16-20)	25%
Total	100%

Grading Scale: A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F = Below 59.5%

COURSE POLICIES & COMPONENTS

1. CLASS ATTENDANCE AND ACTIVE PARTICIPATION:

Participation is a vital part of any language learning experience, so your active involvement is crucial to achieve 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 that day's class before every class meeting.

Participation: includes your 1) use of Spanish, 2) preparation for class, 3) active involvement, 4) cooperation and effort in small group work, and 5) attitude and respect toward the class, instructor, and your peers.

The "A" student (9-10 points): 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, is always prepared.

The "B" student (8-9 points): 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, is almost always prepared.

The "C" student (7 points): passively participates, tends to use English, especially in small groups, gives minimal answers, makes strong efforts to communicate but frequently lacks accuracy, is sometimes unprepared.

The "D" student (6 points): participates grudgingly, requires frequent reminders to participate in Spanish, speaks mostly English, has difficulty communicating clearly and accurately, generally does not contribute to group activities, may frequently be unprepared.

The "F" student (0-5 points): is obviously and frequently unprepared, may be disruptive or disrespectful, does not participate in activities, rarely uses Spanish. It is not present

Attendance: You are allowed **two** excused absences this semester, which you are encouraged to save for unavoidable circumstances or emergencies. After the second absence, your attendance grade will be a 0 for each additional absence.

Tardiness. It is also essential to be on time; please note that each class hour will be divided into fourths. Every “quarter” or less a student misses is considered a fourth of an absence, and these will accrue throughout the session. Thus, every time four “quarters” are accumulated it will constitute another absence.

Official written documentation is required for excused absences. Excused absences include the following: illnesses, deaths in the family, religious holidays, and university sponsored activities. For illnesses and deaths, you must provide documentation (physician’s statement, obituary, etc.) **the first day you return to class** in order to be excused. Absences in observance of religious holidays are excused when you have notified your instructor in advance and in writing. For university sponsored activities, you must obtain authorized absence cards from the Dean of Students and present them to your instructor in order for your absences to be excused. As the Academic Integrity Policy demands that students do not engage in or tolerate acts of falsification, misrepresentation, or deception, all documentation is subject to verification by the Department of World Languages, Literatures and Cultures.

2. HOMEWORK/ QUIZZES:

Homework assignments include activities assigned from the textbook or handouts related to social- services professions. These assignments must be submitted in class on the assigned due date.

Quizzes: There will be **10 quizzes** throughout the semester that will evaluate vocabulary, listening, writing and grammar points for every two lessons of the textbook.

IMPORTANT: Quizzes or exams missed may not be dropped or re-taken at a later date, nor may homework be turned in late. **Also, please keep in mind that a student's absence one day does not exempt them from any homework assignment that was due on that day.** Be sure to arrange the on-time delivery of any assignment due via a classmate or emailing it to the teacher as well as find out what the following class assignment will be. **Late work will not be accepted.**

3. COMMUNITY SERVICE/ COMENTARIOS

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.

COMENTARIOS:

Reflection is a very significant component of the service learning experience. The *comentarios* are 3 reflection short essays that serve as a space in which to reflect upon and think critically about the service learning experience. Students will analyze the strengths and weakness about their community partnership, how this service relates to the course, classroom learning and your academic development, and how this service speaks to your own values, identity, and emotional and professional development.

4. ORAL PRESENTATION:

There will be one, formal oral PowerPoint/Prezi presentation during the semester. 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 presentation must include specific descriptions of the objectives, resources, forms of outreach, and the impact of the selected organization.

5. EXAMS:

There will be **three** short tests during the semester, which will assess students' ability to communicate and engage specific vocabulary, grammar, concepts and cultural distinctions in social service contexts that are covered in the textbook, readings and during class discussions. Exam 1 will cover chapters 1-5, exam 2 chapters 6-10 and exam 3 chapters 11-15.

FINAL EXAM:

The final exam will cover chapters 16-20.

OTHER CLASS POLICIES

Unless instructed to be submitted online, all compositions and documents must be turned in during class or office hours. Do not slip it under my door. All written compositions must be typed (12-pt Font, Times New Roman, double-spacing) and written in Spanish.

Cell phones and laptops:

Cell phones may not be used in the classroom for unrelated course activity. If you need a cell phone for emergencies, please put it on "vibrate" or a similar feature and either answer during breaks or leave the room to respond. Any use of a cell phone or any electronic device in class without permission will lower your participation grade. The use of laptop computers in class is not allowed unless otherwise directed by the instructor.

Make-up and Extra Credit:

There will be no make-up assignments given at any time unless a written medical excuse or an official University activity excuse is provided. The student must arrange to make-up any missed work **prior** to the missed class(es). Preexisting travel plans, family and/or social engagements are not considered valid excuses. No late assignments or compositions will be accepted. Extra credit will be given to students who exceeds the minimum required hours of community service (5 points of every 3 additional hours of community service, 15 points maximum).

On food and beverages in the classroom:

You are not allowed to consume food in the classroom. You are, however, allowed to consume appropriate beverages only if the instructor gives his or her approval for doing so.

ACADEMIC INTEGRITY POLICY

Each student is required to adhere to the Academic Integrity Policy on all work submitted for the course. All work submitted for a grade must be your own. Violations of academic integrity include (but are not limited to) using online translation programs; obtaining help from any other individual(s) (friends, native speakers, former instructors, etc.); copying from the Internet, the readings in the textbook, or another student's assignment; and copying the answers from the instructor's annotated edition of your textbook.

Tutors may NOT correct your compositions or homework, 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”). The idea is that you must compose and write all the work that you are to submit. A tutor may also (1) help you understand the material as you work through it; (2) explain mistakes and corrections on returned assignments. The Department of Spanish has a list of available free tutors.

For more information on UNT’s Academic Integrity Policy, including breaches of the Policy (cheating, plagiarism, etc.), tutorials, and the recommended sanctions, please go to <https://vpaa.unt.edu/fs/resources/academic/integrity>

STATEMENT ON PLAGIARISM

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.

STUDENT BEHAVIOR IN THE CLASSROOM

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 Center for Student Rights and Responsibilities to consider whether the student’s conduct violated the Code of Student Conduct. The university’s expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr.

STUDENT RESPONSIBILITIES

In accordance to the Academic Integrity Policy, “Students are expected to conduct themselves in a manner consistent with the University’s status as an institution of higher education. In the class setting, students shall follow their instructors’ directions and observe all academic standards and requirements published in course syllabi and other course materials.” It is the student’s responsibility to attend to all class meetings and consult the class calendar for topics and assignments. If you miss a class, it is your responsibility to contact your classmates or instructor to ask about that class. If you do not understand an instruction or assignment it is your responsibility to ask your instructor.

DISABILITY ACCOMMODATION STATEMENT

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at [940.565.4323](tel:940.565.4323).

STUDENT EVALUATION OF TEACHING EFFECTIVENESS:

The Student Perceptions of Teaching (SPOT) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am 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.

UNT DIVERSITY AND INCLUSION POLICY

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.”

Programa del curso

En clase		Tareas
	<i>This column shows what will be covered in class each day, and also lists due dates for assignments.</i>	<i>This column indicates assignments to be completed outside class and by class time the following meeting day.</i> CN = Consult CANVAS for the assignment LT = Consult your textbook for the assignment
martes 14 de enero	Introducción al curso	LT: Leer pp. 1-4 CN: Leer "VITA Fact sheet and job descriptions" y "VITA Volunteer Brochure" CN: Leer "Denton Christian School Brochure"
jueves 16 de enero	Lección preliminar Seleccionar organización-presentación oral	CN: Complete VITA volunteer application and VITA LinkLearn certification https://www.unitedwaydenton.org/VITA/Volunteer https://www.LinkLearnCertification.com CN: Complete Denton Christian School application https://www.dentoncps.org/volunteer CN: Seleccionar organización-presentación oral CN: "Leer guía para la presentación oral de una organización" CN: "Leer rúbrica para la presentación oral"
martes 21 de enero	Presentación oral: Organización de servicio social	
jueves 23 de enero	Presentación oral: Organización de servicio social	LT: Leer pp. 7-10; Tarea "Dígame" p. 10
martes 28 de enero	Lección 1	LT: Leer pp. 15-18; Tarea "Dígame" p. 18-19
jueves 30 de enero	Lección 2	LT: Leer pp. 23-26; Tarea "Dígame" p. 26-27
martes 4 de febrero	Lección 3 Prueba 1 (lección 1-2)	LT: Leer pp. 33-36; Tarea "Dígame" p. 37
jueves 6 de febrero	Lección 4	LT: Leer pp. 43-46; Tarea "Dígame" p. 46-47
martes 11 de febrero	Lección 5 Prueba 2 (lección 3-4)	Prepararse para el examen 1 Repaso p. 55-60

jueves 13 de febrero	EXAM 1 (Lecciones 1-5)	<i>Escribir comentario 1</i> CN: "Leer guía para comentarios" CN: "Leer ensayo reflexivo" CN: Leer "Significado de mesa redonda"
martes 18 de febrero	Mesa redonda-comentario 1 Entregar Comentario 1	LT: Leer pp. 61-64; Tarea "Dígame" p. 64-65
jueves 20 de febrero	Lección 6	LT: Leer pp. 71-74; Tarea "Dígame" p. 74-75 Prepararse para el examen 1
martes 25 de febrero	Lección 7 Prueba 3 (lección 6)	LT: Leer pp. 81-84; Tarea "Dígame" p. 84-85
jueves 27 de febrero	Lección 8	LT: Leer pp. 91-94; Tarea "Dígame" p. 94-95
martes 3 de marzo	Lección 9 Prueba 4 (lección 7-8)	LT: Leer pp. 101-104; Tarea "Dígame" p. 104 -105
jueves 5 de marzo	Lección 10 Prueba 5 (lección 9)	Prepararse para el examen 2 Repaso p. 113-118
10-12 de marzo	VACACIONES DE LA PRIMAVERA	
martes 17 de marzo	EXAM 2 (Lecciones 6-10)	LT: Leer pp. 119-122; Tarea "Dígame" p. 122-123
jueves 19 de marzo	Lección 11	<i>Escribir comentario 2</i> CN: Leer guía para comentarios
martes 24 de marzo	Mesa redonda-comentario 2 Entregar comentario 2	LT: Leer pp. 129-132; Tarea "Dígame" p. 132-133
jueves 26 de marzo	Lección 12 Prueba 6 (lección 11)	LT: Leer pp. 139-142; Tarea "Dígame" p. 142-143
martes 31 de marzo	Lección 13	LT: Leer pp. 147-151; Tarea "Dígame" p. 151-152
jueves 2 de abril	Lección 14 Prueba 7 (lección 12-13)	LT: Leer pp. 157-160; Tarea "Dígame" p. 160-161

<i>martes 7 de abril</i>	<i>Lección 15</i> <i>Prueba 8 (lección 14)</i>	<i>Prepararse para el examen 2</i> <i>Repaso p. 167-170</i>
<i>jueves 9 de abril</i>	<i>EXAM 3 (Lecciones 11-15)</i>	<i>LT: Leer pp. 171-174; Tarea "Dígame" p. 175</i>
<i>martes 14 de abril</i>	<i>Lección 16</i>	<i>LT: Leer pp. 181-184; Tarea "Dígame" p. 185</i>
<i>jueves 16 de abril</i>	<i>Lección 17</i>	<i>LT: Leer pp. 191-195; Tarea "Dígame" p. 195-196</i>
<i>martes 21 de abril</i>	<i>Lección 18</i> <i>Prueba 9 (lección 16-17)</i>	<i>LT: Leer pp. 201-205; Tarea "Dígame" p. 206</i>
<i>jueves 23 de abril</i>	<i>Lección 19</i>	<i>LT: Leer pp. 211-214; Tarea "Dígame" p. 214-215</i>
<i>martes 28 de abril</i>	<i>Lección 20</i> <i>Prueba 10 (lección 18-19)</i>	<i>Escribir comentario 3</i> <i>CN:Leer guía para comentarios</i>
<i>jueves, 30 de abril</i>	<i>Mesa redonda-comentario 3</i> <i>Entregar comentario 3</i> <i>Entregar ficha de asistencia-servicio comunitario</i> <i>Prepararse para el examen final</i> <i>Repaso p. 223-229</i>	
<i>jueves, 7 de mayo</i>	<i>FINAL EXAM (Lecciones 16-20)</i>	

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