# SPAN 1441 WEB - Course Syllabus

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IMPORTANT NOTICE
ABOUT COURSE MATERIALS

* SPAN 1441 students are required to purchase the 10th edition of the textbook Puntos de partida.

* Previous editions of this textbook are NOT valid for this course under any circumstance.

* This textbook is sold in the UTA Bookstore (400 S Pecan St, Arlington, TX 76010).

* The new edition of Puntos de partida is divided into 3 separate books which are custom editions for the University of Texas at Arlington. They correspond to Span 1441, Span 1442, and Span 2313.

* If you take all of the above levels of Spanish, you will purchase a book for each semester that contains only the chapters studied in that level: (NOTE: The exact same materials are also used for campus classes.)

<table>
<thead>
<tr>
<th>SPAN 1441 = Chapters 1-6</th>
<th>SPAN 1442 = Chapters 7-11</th>
<th>SPAN 2313 = Chapters 12-18</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PRICE of Course bundle includes registration code for 24-month access to Connect online material*

*The custom edition for Span 1441 is sold as a "bundle" and costs more than the other 2 books because it also includes an insert card with your registration code that gives you 24-month access to the web platform "Connect" which contains all of your coursework. For the following 2 courses (see above) you will *not* have to pay for Connect.

*Your coursework on Connect is incorporated into Blackboard. AFTER you purchase the bundle with the textbook and access/registration code, follow the instructions in the special registration file which explains how to register and enter your access code on Blackboard. This registration file can be found on the Lower Level Spanish blog: http://lowerlevels西班牙.wordpress.com
Click on the tab that says "SPAN 1441 WEB." NOTE: Please wait to hear from your instructor as to when Connect has been made available on Blackboard, as you will not be able to register there until it is.

*Remember: As explained in the registration instruction file, even though it is possible to purchase the access code to the online work on internet, DO NOT DO THIS. The reason is because the first textbook is NOT sold stand alone; it is only sold with the access code for online work. If you purchase the access code on internet, you will have to pay for it again when you buy your textbook.

— If you have any questions about this, please contact your instructor immediately. —
COURSE SYLLABUS: SPAN 1441 WEB Class SPRING 2017

Lower Level Spanish Student Blog (for all necessary course files): http://lowerlevelspanish.wordpress.com

GRADE DISTRIBUTION:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percentage</th>
<th>Grade Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Exam</td>
<td>20%</td>
<td>90 – 100</td>
<td>A</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>20%</td>
<td>80 – 89</td>
<td>B</td>
</tr>
<tr>
<td>Chapter Tests</td>
<td>20%</td>
<td>70 – 79</td>
<td>C</td>
</tr>
<tr>
<td>LearnSmart Vocabulary &amp; Grammar</td>
<td>10%</td>
<td>60 – 69</td>
<td>D</td>
</tr>
<tr>
<td>Connect Preparaciones &amp; Connect Repaso</td>
<td>10%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing Assessments</td>
<td>10%</td>
<td>59 and below</td>
<td>F</td>
</tr>
<tr>
<td>Speaking Assessments</td>
<td>10%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GRADING SCALE:

- A: 90 – 100
- B: 80 – 89
- C: 70 – 79
- D: 60 – 69
- F: 59 and below

REQUIRED COURSE MATERIALS:


NOTE: Previous editions are not valid.

♦ ONLINE COMPONENT: Access code to Connect. One-time purchase; good for 24 months for all Lower Level Courses using Puntos de partida (1441, 1442, 2313). See notes on page 1.

♦ The above components are sold as a bundle in the UTA Bookstore.

♦ EQUIPMENT: Computer with webcam, microphone and high speed internet connection.

OBJECTIVES

In Spanish 1441, the objective of the course is to develop skills in the areas of listening, reading, writing and speaking in the Spanish language. Mastery of grammatical structures is also highly emphasized for enhanced communication and comprehension.

PLACEMENT EXAM

Transfer students, students who have taken high school Spanish or have Spanish-speaking relatives are encouraged to take the UTA CLEP placement test. Neither the Department of Modern Languages nor the testing center has study aids for this test. Call the Counseling and Testing Center (817.272.3670) for details or visit Davis Hall 201.

STUDENT LEARNING OUTCOMES BY TEXTBOOK CHAPTERS

- Chapter 1 - Ante todo: Meet and greet others, describe yourself and others, count to 30, talk about likes and dislikes, tell time, get information by asking questions, know "ser, gustar, and hay" and some interrogative words.
- Chapter 2 - En la universidad: Talk about your university, discuss your courses and professors, talk about activities you do on campus. You should know articles, -ar verbs, "estar", negation, interrogative words.
- Chapter 3 - La familia: Describe friends and family, tell your age, identify a person's nationality, tell what belongs to you and others. You should know "ser", possessive adjectives, -er and -ir verbs, placement of adjectives.
- Chapter 4 - De compras: Discuss clothing, shopping, prices, point out people and things, discuss preferences, talk about the future. You should know demonstrative adjectives, stem-changing verbs, "tener" idioms, "ir + a + infinitive", contractions.
- Chapter 5 - En casa: Discuss routines, describe where you live. You should know reflexive pronouns.
- Chapter 6 - Las estaciones y el tiempo: Talk about the weather, point out where things are located, talk about what you are doing right now, describe personality traits and conditions, make comparisons. You should know prepositions of place, present progressive, ser vs. estar, structures used to form comparisons.
COURSE FAQs

Where will I do my coursework?
As stated on page 1 of this syllabus, ALL coursework will be done on Connect, the online platform for the 10th edition of your textbook, Puntos de partida. Connect is incorporated into Blackboard under "Course Materials." (See below.)

What should I do first?
♦ Purchase your course materials in the UTA Bookstore:
  Span 1441 bundle with Textbook + insert card with access code for Connect. (See page 1.)
♦ Using the online access code for Connect that is included in the bundle you purchased, follow the instructions for registering on Blackboard.
♦ The registration instructions (file + video) are on the UTA Spanish Student blog under “SPAN 1441 WEB.”
  http://lowerlevelspanish.wordpress.com/web-courses/span-1441-web

That's it! The following pages contain screen captures that explain each course component.

How do I access Connect again when I log on to Blackboard AFTER I have registered?
Click on Course Materials to access your assignments. In the list that appears, your assignments are organized into folders. To access the individual assignments in each folder, click on the TITLE, (not the folder icon.)
Which assignments should I begin with?

BEFORE doing any of the chapter work, you have 2 required preliminary assignments as seen below.

◆ INTRODUCTION VIDEOS. You will see that there are 5 Videos to guide you in familiarizing yourself with how to use the various course components:

1. COURSE NAVIGATION OVERVIEW
2. LEARNSMART ASSIGNMENTS
3. CONNECT ‘PREPARACIONES’ & CONNECT ‘REPASO’ ACTIVITIES
4. WRITING & SPEAKING ASSESSMENTS
5. HOW TO USE TEGRITY
   (for recording Tests: see below.)

◆ VOICE RECORDING TEST. [MANDATORY]
You must do a sample recording to make certain that you are able to record properly on your computer equipment. You are 100% responsible for resolving any possible issues with this. Please note: sometimes web platforms can work better on a different browser. If you are using Internet Explorer (IE), for example, you might want to try Firefox, Safari or Chrome if you are having issues.

◆ PRE-TEST TEGRITY SET-UP. [MANDATORY]
Instructions for how to use Tegrity to record tests. Use before you begin the Syllabus Quiz. (SEE BELOW.)

◆ SYLLABUS QUIZ. [MANDATORY]
This quiz is proof of having read and understood all of the requirements for the course as outlined in this syllabus. This must be taken using TEGRITY (recording yourself using your computer webcam) so that you know how to use TEGRITY later for Chapter Tests, the Midterm and the Final Exam. Instructions for using TEGRITY are on in the PRE-TEST TEGRITY SET-UP LINK as well as in Intro Vid No. 5 above.
**What content is in each chapter folder?**

<table>
<thead>
<tr>
<th>Chapter Folder Details</th>
<th>Due Date</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSV2 (Cap 2: LearnSmart Vocabulario)</td>
<td>02/06/17 11:59PM</td>
<td>N/A</td>
</tr>
<tr>
<td>CP2 (Cap 2: Preparaciones)</td>
<td>02/07/17 11:59PM</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Cap 2: Grammar Tutorials (NON-GRADED PRACTICE)</td>
<td>None</td>
<td>Unlimited</td>
</tr>
<tr>
<td>CR2 (Cap 2: Repaso)</td>
<td>02/10/17 11:59PM</td>
<td>Unlimited</td>
</tr>
<tr>
<td>WA2 (Cap 2: Writing Assessment)</td>
<td>02/13/17 11:59PM</td>
<td>Unlimited</td>
</tr>
<tr>
<td>SA2 (Cap 2: Speaking Assessment)</td>
<td>02/14/17 11:59PM</td>
<td>Unlimited</td>
</tr>
<tr>
<td>LSG2 (Cap 2: LearnSmart Gramática)</td>
<td>02/15/17 11:59PM</td>
<td>N/A</td>
</tr>
<tr>
<td>Cap 2: Vocab and Grammar Test Prep (NON-GRADED PRACTICE)</td>
<td>None</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Pre-Test Tegrity Set Up</td>
<td>02/17/17 11:59PM</td>
<td>Available 02/16/17 12:00AM Unlimited</td>
</tr>
<tr>
<td>Test 2 -- Tegrity Required</td>
<td>02/17/17 11:59PM</td>
<td>Available 02/16/17 12:00AM 1</td>
</tr>
</tbody>
</table>

Each chapter contains the content listed in the graphic to the left. This is how it will appear on your Connect home page.

Titles in **blue text** indicate that the content is currently available (accessible).

The due dates for assignments are indicated in the columns next to each item.

Titles in **black text** indicate that the content is not currently available. The availability date will be in the column to the right of the due date.

The final column indicates the number of times you can submit for a grade.

---

The above content is categorized as seen below. The following pages of the syllabus describe each content item in more detail.

**ASSIGNMENTS** (Graded Work)

- **LSV** = LearnSmart Vocabulary
- **CP** = Connect Preparaciones (Introductory Activities)
- **CR** = Connect Repaso (Mastery + Review Activities)
- **WA** = Writing Assessment
- **SA** = Speaking Assessment
- **LSG** = LearnSmart Grammar
- **CHAPTER TEST with Pre-Test Tegrity Set Up**

**STUDY HELP** (Non-graded Practice)

- **VIDEO GRAMMAR TUTORIALS***
- **TEST PREPARATION:** Vocabulary + Grammar Practice

*Except for Chapter 1
**When can I access assignments? In what order should they be completed?**

♦ All chapter work that is required is accessible from the start of the semester EXCEPT for tests. The Chapter Tests (as well as the Midterm and Final Exams) are only accessible on the dates specified on your course calendar.

♦ You will notice that the order of assignments in the chapter list goes by due dates in chronological order. Due dates for assignments are based on learning and practicing the chapter content in a logical, gradual progression. See your **Course Calendar** at the end of the syllabus for a comprehensive view of due dates for the entire semester.

**What is LearnSmart? How does it work? (Intro Video No. 2).**

♦ **LearnSmart** represents **vocabulary and grammar modules** to help you learn and practice the chapter content. Material is presented in a “flash-card” format and contains both recognition and production type questions.

♦ There is no limit to the number of times you can access it. **The due date shown in these activities is only to let you know when your most recent score will enter the instructor's gradebook.** You may access LearnSmart activities for additional practice at any time during the course. LearnSmart Vocabulary is done at the beginning of each chapter, and LearnSmart Grammar is completed at the end of each chapter.

♦ **LearnSmart will give you the answers if you do not know them.** It will continually recycle questions on vocabulary and grammar that you do not get correct until you achieve a grade of 100% (unless you abandon the activity before achieving a perfect score.) The amount of time that it takes will, of course, depend on how well prepared you are when you begin the activity. Keep in mind that you do not have to complete this in a single sitting; LearnSmart will save your cumulative score as you work your way to a perfect score of 100.

**What are the Connect “Preparaciones” and “Repaso” assignments? Can I save my work? How are these assignments graded? Can I get feedback on this work? (Intro Video No. 3).**

♦ **Connect Preparaciones** contains introductory activities that present the basic concepts taught in each chapter. They contain explanations and guidance with basic practice to help you learn new material. These may also include pronunciation activities.

♦ **Connect Repaso** contains more challenging practice activities to help reinforce and review what you are learning so that you can master the vocabulary and grammar concepts taught before completing your Writing & Speaking Assessments and taking the Chapter Test.

♦ **Saving Work:** You do not need to complete either Preparaciones or Repaso in a single work session. Just click SAVE & EXIT to save your work and return to it later. **Note:** You will not see any scores until you actually click SUBMIT.

♦ **Grading:** Your final grade for these activities is based on your best scores achieved up to 11:59 p.m. on the due date. You have unlimited attempts to submit before the deadline, and will be able to access any hints or links to your e-book.

♦ **Feedback:** After the due date, you will be able to access Connect Preparaciones / Connect Repaso assignments in order to see the correct answers for any questions that you did not answer correctly. **See the general FEEDBACK section, p. 10.**
How do the Writing Assessments work? (Intro Video No. 4)

Access: You may access the Writing Assessments at any time from the start date of the course, but you should not complete the writing assessments until you have completed all previous assignments on the course calendar for each chapter since this is an assessment of your mastery of the material you study in each chapter.

Procedure: You will complete your writing in 2 steps called “pasos.”

Paso 1: First you will type in answers to question prompts. The question prompts are in English, although, of course, you will answer them in Spanish.

Paso 2: Then you will key in your responses in the final answer box in paragraph format, combining sentences where possible by using connecting words such as “and” or “but”, etc., as instructed.

Attempts: If you do not have time to complete the work in a single session, you can click "SAVE & EXIT." Your work will be graded on the most recent submission made before the deadline (you have unlimited submissions). Don’t forget to click SUBMIT before the deadline, as it won’t be accessible to your instructor by only using SAVE & EXIT. It will be graded manually by your instructor with comments on your errors. To see comments, click on "SEE REPORT" after the due date.

Academic Integrity: Keep in mind that all writing assessments are very guided and based solely on the specific vocabulary and grammar structures you have learned. You are never required to write anything you have not studied and practiced in the coursework, so always do only your own work! Suspicion of getting help of any kind will be subject to a grade of zero and a report to Student Conduct. See Academic Integrity in this syllabus for an exact description of the department guidelines, and be sure to consult your instructor if you have any doubts whatsoever.

What about letters with accent marks, the "ñ" and special Spanish punctuation marks?

As seen in the screen capture above, in any writing activity, whether it is the actual Writing Assessment or a fill-in-the-blank question, a special character palette appears as soon as you click your cursor into the area where you must write.

NOTE: For Preparaciones and Repaso exercises, if a word requires an accent mark and you do not use one, or place it incorrectly, or if you use an accent mark when the word does not need one, your answer will be marked completely wrong. No partial credit is given. If you do not use accent marks correctly on manually graded work (Writing Assessment), your instructor will also deduct points for incorrect spelling.

Alternatively, you may wish to add a Spanish Keyboard to your computer that you can activate when you are working on Connect. For a diagram of Spanish keyboard equivalents and instructions for how to program your computer, whether it is a PC or a MAC, go to this link on the UTA Spanish Student blog:
http://lowerlevelspanish.wordpress.com/useful-files/
How do I do the Speaking Assessments? (Intro Video No. 4)

Access: You may access the Speaking Assessments at any time from the start date of the course, but you should not complete the speaking assessments until you have completed all previous assignments on the course calendar for each chapter since this is an assessment of your mastery of the material you study in each chapter.

Procedure: You will complete your speaking assessments in 2 steps called “pasos.”

Paso 1: First you will type in answers to question prompts. The question prompts are in English, although, of course, you will answer them in Spanish.

Paso 2: You will then record your responses based on combining sentences where possible by using connecting words such as “and” or “but”, etc., as instructed.

Time Limit/Attempts: Once you click the “record” button, you will have 2 minutes to complete your recording. This is more than sufficient to record your answers to the questions unless you leave very long pauses in your response. Be sure to play your recording back to make certain that it is loud enough and that it is free of distracting background noises. You may re-record as many times as you wish (up to the deadline) before submitting.

Grading: Your Speaking Assessment will be graded manually by your instructor with comments on your errors, pronunciation, content, and overall fluency. To see comments, click on "SEE REPORT." NOTE: Do not leave this until the last minute before it is due. If a technical recording issue arises, you need plenty of time to find another computer where you can do your recording.

IMPORTANT:
The first time you press the "RECORD" button, a POP-UP window may appear asking you to adjust the Adobe Flash Player settings. These adjustments are very simple and you do them DIRECTLY in the pop-up window. After that, you will be able to record normally, and you will not have to take this step for any future recordings.

NOTE: When you set up the recorder, it will request that you refresh the page. This will delete any unsaved typed responses from Paso 1. To avoid this, be sure to set up the recorder FIRST before typing any of your responses in Paso 1.
What material is on the Chapter Tests? What about access dates? Are they timed?
SEE INTRO VIDEO NO. 5 + PRE-TEST TEGRITY SET-UP VIDEO IN YOUR INTRO ACTIVITIES FOLDER ON COURSE MATERIALS.

Test 2 -- Tegrity Required

♦ Content: Chapter Tests have 50 questions, each worth 2 points. They contain a variety of audio, vocabulary and grammar questions on the chapter material in various formats: fill-in-the-blank, multiple choice, true-false, etc. You will have a 48-hour window to complete Chapter Tests. See your course calendar for specific dates.

♦ Preparation: Each chapter folder contains a non-graded Test Preparation activity to help you prepare for the test. This activity is always accessible, has unlimited submissions, and allows you to see the answers when you click SUBMIT.

♦ Time Limit & Access: There is no time limit, although you should be able to complete a chapter test within the 50-minute time limit allotted to campus students. You may only access your Chapter Test ONCE. Be careful, however, because if you take too long, your computer may time out. Make certain, as well, that your device is either *plugged in to a power source* or *fully charged* when you start.

♦ TEGRITY: Chapter Tests MUST be recorded using Tegrity. Each chapter folder contains a PRE-TEST TEGRITY SET UP VIDEO to show you how to prepare your computer for using Tegrity before you begin the test. Keep the following in mind: No other people may be present during the time you take your test, and no access is allowed to books, notes, or any websites. **If you do not take your test with Tegrity (or do not follow instructions for showing your ID beforehand, panning the room, etc.), your test score will not be valid and you will receive a grade of zero.** Students who can provide documentation for encountering a technical mishap during a test session which prevented them from recording their test session on Tegrity may be allowed to take a paper test on campus (at the discretion of the course instructor.) **DETAILED INSTRUCTIONS FOR HOW TO COMPLETE A TEGRITY RECORDING CAN ALSO BE FOUND ON THE STUDENT BLOG IN ADDITION TO EACH CHAPTER FOLDER IN COURSE MATERIALS.** Students will use the Syllabus Quiz at the beginning of the course to test out Tegrity so that they are familiar with how it works well before the due date of the first Chapter Test.

Are the Midterm Exam and the Final Exam similar to Chapter Tests? Are there reviews?

♦ Content: The Midterm Exam and the Final Exam have the same types of questions as Chapter Tests, but each contains 100 questions rather than 50. The Midterm Exam covers Chapters 1, 2 and 3. The Final Exam covers Chapters 4, 5 and 6. You will have a 48-hour window to complete these exams. See your course calendar for specific dates.

♦ Preparation: The Midterm & Final Exam folders contain a non-graded Test Preparation activity to help you prepare for the test. This activity is always accessible, has unlimited submissions, and allows you to see the answers immediately.

♦ Time Limit & Access: See conditions listed above for Chapter Tests.

♦ TEGRITY: The Midterm and Final Exams must also be taken with TEGRITY. See notes above in Chapter Tests.
How can I get feedback as I complete the chapter assignments? (Intro Video No. 3.)

**FOR CONNECT PREPARACIONES & CONNECT REPASO:**

**BEFORE THE DUE DATE:** In the Preparaciones & Repaso assignments, each exercise will have links at the bottom that lead you to the appropriate textbook page related to the content you are practicing: references, e-book resources, and Ask the Instructor, as seen below.

<table>
<thead>
<tr>
<th>references</th>
<th>This will indicate which section of the chapter is related to the question.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ebook &amp; resources</td>
<td>This contains a link that will take you directly to the page in your ebook where you can read a grammar explanation, etc.</td>
</tr>
<tr>
<td>ask your instructor a question</td>
<td>For each question, you can click on &quot;Ask the Instructor&quot; if you are uncertain about something. Your instructor will receive your question on his/her Connect home page in the message box which will also contain a link to the question itself. Your instructor will then send you a reply which you can access by clicking on your own message box from your Connect home page.</td>
</tr>
</tbody>
</table>

**AFTER THE DUE DATE:** You will be able to access the correct answers to see where you made errors.

**FOR VOCABULARY & GRAMMAR TEST PREP:** You will have access to all of the above, and “check my work” below:

<table>
<thead>
<tr>
<th>check my work</th>
<th>For the TEST PREP activities, you may click on check my work at any time to see if your answers are correct. You will not see the correct answers until you click &quot;submit assignment.&quot; From there, click on show correct answer to see all correct responses.</th>
</tr>
</thead>
<tbody>
<tr>
<td>el libro</td>
<td>libro</td>
</tr>
<tr>
<td>la mesa</td>
<td>mesa</td>
</tr>
<tr>
<td>el profesor</td>
<td>profesor</td>
</tr>
<tr>
<td>la estudiante</td>
<td>estudiante</td>
</tr>
</tbody>
</table>

Aug 16, 2012 at 11:38 AM NEW!
Your answer used the wrong gender article: LA estudiante becomes UNA estudiante when you change the definite article to an indefinite article.

Aug 16, 2012 at 11:32 AM
I don't understand why "un estudiante" is not a correct answer.

SPAN 1441 - Web Classes  SPRING 2017 Syllabus 10
How do I access the e-book?

♦ You can access your e-book through Blackboard, either in Course Materials (LIBRARY LINK) or directly from a Connect TOOL LINK on your main course page if your instructor has set this up:

The "LIBRARY" tab on Connect contains the content seen in the screen capture below. This is where you will access your e-textbook or "ebook."

The "REPORTS" tab on Connect contains information about your scores, and comments from your instructor for all manually-graded work (Writing and Speaking Assessments.)

NOTE: To see what your current average is, always refer to “GRADES” on BLACKBOARD. Your correct course average will NOT be displayed on Connect.

How can I study grammar on Connect?

♦ Chapter folders: Each chapter folder (after Chapter 1) contains a sub-folder with VIDEO GRAMMAR TUTORIALS which explain the grammar specific to that chapter. You may also study directly from your textbook pages as well, of course.
♦ E-book: From the E-BOOK, click on the VIDEO tab. This contains the above-mentioned VIDEO GRAMMAR TUTORIALS.
How can I practice pronunciation?

🌟 From the LIBRARY tab, open the E-BOOK (click on the cover icon).

Once you open the E-BOOK, you will see that it contains clickable icons for vocabulary and pronunciation activities that you can listen to throughout each chapter as seen in the graphics below.

Two successive weak vowels (i, u) or a combination of a strong vowel (a, e, o) and a weak vowel (i, u) are pronounced as a single syllable in Spanish, forming a diphthong (un diptongo): Luis, siete, cuaderno.

When words are combined to form phrases, clauses, and sentences, they are linked together in pronunciation. In spoken Spanish, it is often difficult to hear the word boundaries—that is, where one word ends and another begins.
Is there a recommended study itinerary?

♦ General approach: The order in which you complete your assignments should follow the order of the due dates for each chapter item. If you refer to the Course Calendar, you should work from “top to bottom” --- e.g., you should not attempt to do the writing or speaking assessments due at the end of the chapter before you have done all of the previous assignments because these assessments test global comprehension and mastery of the grammar and vocabulary concepts that should be practiced first.

### SUGGESTED ITINERARY FOR EACH CHAPTER

**WARM UP! FAMILIARIZE YOURSELF WITH THE CHAPTER CONTENT. REFERENCE: INTRO VIDEO NO. 1**

♦ Read over all chapter content in your textbook to get a feel for the vocabulary and grammar concepts taught.

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**I. LEARNSMART VOCABULARY: 1ST DUE DATE. REFERENCE: INTRO VIDEO NO. 2**

♦ Study the new chapter vocabulary. Be sure to access your e-book so you can click on the icons next to each word for listening and pronunciation practice.

♦ Complete the LearnSmart Vocabulary assignment.

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**II. CONNECT PREPARACIONES: 2ND DUE DATE. REFERENCE: INTRO VIDEO NO. 3**

♦ Complete the Connect Preparaciones assignment.

CORRECT ANSWERS are can be viewed immediately after the due date.

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**III. CONNECT REPASO: 3RD DUE DATE. REFERENCE: INTRO VIDEO NO. 3**

♦ Study the grammar points in your textbook and watch the video grammar tutorials in your chapter folder.

♦ Complete all activities in Connect Repaso.

**IMPORTANT:** You should complete these activities GRADUALLY, as you work your way through the chapter.

*You should not try to complete them during the last few hours of the due date: you will not have time and will not have a thorough understanding of the concepts.* REMEMBER that you can always refer back to the grammar video tutorials and explanations in your e-book for help. CORRECT ANSWERS are provided immediately after the due date.

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**IV. WRITING ASSESSMENT: 4TH DUE DATE. REFERENCE: INTRO VIDEO NO. 4.**

♦ Complete the writing assessment. *(Watch the Intro Video referenced above when you do this for the first time.)*

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**V. SPEAKING ASSESSMENT: 5TH DUE DATE. REFERENCE: INTRO VIDEO NO. 4.**

♦ Complete the speaking assessment. *(Watch the Intro Video referenced above when you do this for the first time.)*

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**VI. LEARNSMART GRAMMAR. 6TH DUE DATE. REFERENCE: INTRO VIDEO NO. 2.**

♦ Complete the LearnSmart Grammar assignment.

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**VII. CHAPTER TEST. 7TH DUE DATE. REFERENCE: PRE-TESTTEGRITY SET-UP VIDEO.**

♦ See the Lower Level Spanish blog for files with Study Tips for Tests. These files contain links to study references in your textbook, Connect and on the web.

♦ You can also repeat LearnSmart Vocabulary and LearnSmart Grammar for additional practice.

♦ Check your answers for Connect Preparaciones & Repaso to avoid mistakes on the test.

♦ Complete the Vocabulary & Grammar Test Prep (NON-GRADED PRACTICE WITH ANSWERS.)

♦ Take the chapter test. **REMEMBER THAT YOU MUST RECORD INTEGRITY FOR CREDIT!**

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— The remaining pages of your syllabus contain important administrative information, general policies for online courses, and your course calendar. —
COURSE EXPECTATIONS AND REQUIREMENTS FOR LOWER LEVEL SPANISH CLASSES

- A grade of “C” or better in Spanish 1441 is a prerequisite for Spanish 1442.
- Spanish 1441 is a pre-requisite for Spanish 1442, 2313, and 2314. If you are currently enrolled in any other lower level Spanish course, you will be dropped from the higher level course.
- Note that for every credit hour earned, a student should spend three hours per week studying. Students enrolled in this course can expect to spend 9-12 hours per week of their own time in course-related study and assignments.

COURSE DOCUMENTS
All documents pertaining to this course are always available on the blog for Lower Level Spanish students: http://lowerlevels-spanish.wordpress.com Students are responsible for printing their own copies of these documents.

LATE REGISTRATION / CENSUS DATE / DROP POLICY
Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period which ends on January 20th. Students are required to make any course changes by the census date, Feb. 1st. No transfers of courses or classes will be made after that date. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. It is the student’s responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. The last day to drop is Friday, March 31st. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships on this link: http://wweb.uta.edu/ses/fao

TITLE IX POLICY
The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at 817.272.7091 or jmhood@uta.edu.

CAMPUS CARRY
Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit http://www.uta.edu/news/info/campus-carry/

STUDENT FEEDBACK SURVEY
At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit http://www.uta.edu/sfs

STUDENT SUPPORT SERVICES
UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

LANGUAGE ACQUISITION CENTER (LAC)
The Language Acquisition Center (LAC), located on the third floor of Trimble Hall (rooms 303 – 307), offers computer services for students of Spanish at UTA. For online students, the computers in the LAC are programmed with TEGRITY software should they need to take a test in the LAC. Students must bear in mind, however, that personnel in the LAC are not trained to give tech support for Connect, and must remember the hours of operation and allow sufficient time if testing in the LAC.
ACADEMIC INTEGRITY
All students enrolled in this course are expected to adhere to the UT Arlington Honor Code as follows:

"I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence. I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code." It is the philosophy of UTA that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such act." Collusion is defined as collaborating with another, without authorization, when preparing an assignment. (Regents’ Rules and Regulations, Series 50101, Section 2.2).

♦ Specific Department Policy Regarding Academic Integrity
The use of online translators, however limited, is included in the definition of scholastic dishonesty and is strictly forbidden. Any help obtained from another person on work submitted for a grade, or any help given to another student for the same, including but not limited to composing text, proof-reading, correcting or editing, is considered collusion and will also be reported as cheating. If a student has any doubts whatsoever as to what constitutes any form of scholastic dishonesty, s/he should consult the course instructor before submitting work which is subject to the afore-mentioned rules. Instructors may issue a preliminary warning for a first-time offense, but they are under no obligation to do so before reporting students directly to the Office of Student Conduct. Students suspected of any form of cheating may be required by the instructor to take a translation test in the department as proof of prior knowledge of Spanish.

AMERICANS WITH DISABILITIES ACT
The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the Americans with Disabilities Act (ADA). All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

♦ Note to students registered with the OSD (Office for Students with Disabilities)
Students with a letter from the Office for Students with Disabilities which grants them extended time are perfectly accommodated in this online course due to the fact that there is no coursework which is not available for at least 48 hours, and no assignments are timed.

STUDENT QUESTIONS / CONCERNS
Should students have questions or concerns, they should first try to resolve these with their class instructor, and after that with Ms. Catherine Ortiz (cortiz@uta.edu), Coordinator of Lower Level Spanish. Only after having spoken with the instructor and Ms. Ortiz should the Director of the Spanish Section, Dr. Ray Elliott (elliott@uta.edu), be contacted in the event of unresolved issues.

E-CULTURE POLICY AND E-MAIL USE

- All e-mail correspondence to your instructor must originate from your UTA email account. EMAIL ORIGINATING FROM ANY OTHER ACCOUNT WILL BE IGNORED.
- When communicating with faculty by e-mail, it is important that students keep the following in mind:
  1) Be courteous: always use salutations and signatures. N.B.: "Sent from my iPhone" (or similar) is not acceptable as a signature and is considered to be disrespectful.
  2) For serious matters, use emails to facilitate a mutually agreeable time to meet. Email should not be used to avoid or replace personal interaction.
  3) Never use email to vent or to respond immediately to an emotional situation.
  4) Always remember that email creates a documentary record of one’s communication with others.
— GENERAL POLICIES FOR ALL ONLINE COURSES —

PACING COURSEWORK & DEADLINES
Students are responsible for pacing their coursework and keeping track of due dates. There is zero tolerance for not completing work if a due date is forgotten. Students are also advised not to leave completion of an assignment until the last minute: there will not be enough time to complete the assignment properly, nor will there be sufficient time to correct any possible technical issues that may arise.

SUBMISSION OF WORK AND GRADE CREDIT

For all assignments except tests:
Even though an assignment is accessed before the deadline, the grade will only reflect the most recent submission up to 11:59 p.m. on the due date. So even if an assignment was started before the deadline, if the final submission was made after 11:59 p.m., and there are no previous submissions, then no credit is received. If the student does not complete the work by 11:59 p.m., but does have previous submissions, the grade will reflect the best effort submitted up to 11:59 p.m. on the due date.

For tests:
TESTS can ONLY BE SUBMITTED ONCE, so even if a test is accessed before the deadline, no credit can be given if submission is not made before 11:59 p.m. on the due date.

EQUIPMENT & TECHNICAL ISSUES
Students must have access to a computer with high-speed internet access, and a back-up plan in case they encounter technical issues or their computer needs to be repaired, etc. As an online student, it is your responsibility to plan ahead and be prepared, since it is impossible for you to take this course without a computer and access to Internet. Keep in mind as well that instructors are not responsible for resolving software, browser or other technical issues, although Connect Tech Support may be able to suggest the reason for something not functioning properly. See notes on the Language Acquisition Center on page 14 for use of those computers for test-taking.

IMPORTANT: Non-completion of assignments and tests due to technical issues will not be given any consideration unless the student contacts Connect Tech Support (see information below) AND gets a ticket number from the technician who assisted them in order to validate that there was a technical issue and that this occurred before the deadline for completion of the assignment or test. Below are the hours for contacting Tech Support. Other help files for troubleshooting are on the student blog.

CONNECT HELP LINE: 1.800.331.5094

HOURS: (Central Standard Time)
Monday – Thursday: 7 a.m. – 3 a.m.
Friday: 7 a.m. - 8 p.m.
Saturday: 9 a.m. - 7 p.m.
Sunday: 11 a.m. to 1 a.m.

♦ Keep in mind that it is very important to clear the history in your browser cache frequently, as this can interfere with optimum functioning of Connect.

TEGRITY
As stated on page 9 of this syllabus, Chapter Tests and other Exams must be taken by recording them in Tegrity. The Tegrity recording which begins with showing a student ID and panning the room, followed by the student taking the assessment, MUST be one, single continuous recording. No credit will be given if either the showing of the ID and/or the panning of the room is in a separate recording from the taking of the test.
### Course Calendar Due Dates - SPAN 1441 WEB - Spring 2017

**NOTE:** Chapter Tests, the Midterm Exam & the Final Exam (ALL taken with Tegrity) are only accessible on the dates shown below. All other assessments below reflect the due date, but can be accessed any time from the start the semester. **ABBREVIATIONS:**

- **LSV** = LearnSmart Vocabulary
- **LSG** = LearnSmart Grammar
- **CP** = Connect Preparaciones
- **CR** = Connect Repaso

All assessments below reflect the due date, but can be accessed any time from the start the semester.

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
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<tbody>
<tr>
<td><strong>Week 1</strong></td>
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<td>30 Jan. Writing - Ch. 1</td>
<td>31 Jan. Speaking - Ch. 1</td>
<td>1 Feb. LSG-1</td>
<td>2 Feb. Chapter 1 TEST with Tegrity</td>
<td>3 Feb. Chapter 1 TEST with Tegrity</td>
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<td><strong>Week 4</strong></td>
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<td>27 Feb. Writing - Ch. 3</td>
<td>28 Feb. Speaking - Ch. 3</td>
<td>1 Mar. LSG-3</td>
<td>2 Mar. Chapter 3 TEST with Tegrity</td>
<td>3 Mar. Chapter 3 TEST with Tegrity</td>
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<td><strong>Week 8</strong></td>
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<td>6 Mar. Review for Midterm: Chapters 1, 2, 3</td>
<td>7 Mar. Review for Midterm: Chapters 1, 2, 3</td>
<td>8 Mar. Review for Midterm: Chapters 1, 2, 3</td>
<td>9 Mar. MIDTERM EXAM with Tegrity</td>
<td>10 Mar. MIDTERM EXAM with Tegrity</td>
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<td>27 Mar. Writing - Ch. 4</td>
<td>28 Mar. Speaking - Ch. 4</td>
<td>29 Mar. LSG-4</td>
<td>30 Mar. Chapter 4 TEST with Tegrity</td>
<td>31 Mar. Chapter 4 TEST with Tegrity</td>
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<td><strong>Week 12</strong></td>
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<td>3 Apr. LSV-5</td>
<td>4 Apr. CP-5</td>
<td>5 Apr.</td>
<td>6 Apr.</td>
<td>7 Apr. CR-5</td>
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<td><strong>Week 13</strong></td>
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<td>10 Apr. Writing - Ch. 5</td>
<td>11 Apr. Speaking - Ch. 5</td>
<td>12 Apr. LSG-5</td>
<td>13 Apr. Chapter 5 TEST with Tegrity</td>
<td>14 Apr. Chapter 5 TEST with Tegrity</td>
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<td><strong>Week 14</strong></td>
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<td>18 Apr. CP-6</td>
<td>19 Apr.</td>
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<td>25 Apr. Speaking - Ch. 6</td>
<td>26 Apr. LSG-6</td>
<td>27 Apr. Chapter 6 TEST with Tegrity</td>
<td>28 Apr. Chapter 6 TEST with Tegrity</td>
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<td><strong>Week 16</strong></td>
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<td>1 May Review for Final: Chapters 4, 5, 6</td>
<td>2 May Review for Final: Chapters 4, 5, 6</td>
<td>3 May Review for Final: Chapters 4, 5, 6</td>
<td>4 May Review for Final: Chapters 4, 5, 6</td>
<td>5 May Review for Final: Chapters 4, 5, 6</td>
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<td><strong>FINALS WEEK</strong></td>
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<td>8 May FINAL EXAM with Tegrity</td>
<td>9 May FINAL EXAM with Tegrity</td>
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