

UNIVERSITY OF NORTH TEXAS AT DALLAS
COURSE SYLLABUS
Spring 2020

SPAN 4340-001 Spanish for Human Services			
Department of	Languages and Communications	Division of	Liberal Arts and Sciences
Instructor Name:	Rosa M. Barrett		
Office Location:	Founder Hall 200- A		
Office Phone:	(972) 338-1796		
Email Address	Rosa.barrett@untDallas.edu		
Office Hours:	Monday 10:00-2:30, 4:00-5:20/Thursday 4:00-5:30		
Classroom Format:	100% Face to Face Instruction		
Classroom Location:	DAL 252		
Class Meeting Days and Times:	Wednesday 10:00 – 12:50		
Course Catalog Description:	This course is designed to improve the Spanish-speaking skills of non-profit office staff and administrators, and anyone working with Spanish-speakers in an outreach capacity. Service-learning course.		
Prerequisites:	Completion of Spanish lower division courses or equivalent; near-native fluency.		
Co-requisites:	N/A		
Required Texts:	Textbook: <i>Toolkit for Counseling Spanish-Speaking clients.</i> ISBN 978-3-319-87893-5		
Recommended Text References:	<ol style="list-style-type: none"> 1. 501 Spanish Verbs ISBN 9780764197970 2. Diccionario Larouse del Español Moderno ISBN 0451168097 3. Wordreference.com 4. https://www.rae.es 		
Required Materials:	N/A		
Access to Learning Resources	UNT Dallas Library Phone: (972) 780- 1616		

	<p>Web: http://www.untdallas.edu/library Email: Library@untdallas.edu</p> <p>UNT Dallas Bookstore (Building 1) Phone: (972) 780-3652 Web: http://www.untdallas.edu/bookstore Email: untdallas@bkstr.com</p>
<p>Learning Objectives/Outcomes:</p> <ul style="list-style-type: none"> • Students will demonstrate strong analytical skills and an understanding of key concepts of behavioral and mental issues among the Hispanic community. • Students will demonstrate critical reading skills. • Students will be able to write analytical essays, developing effective thesis statements and using appropriate evidence to support arguments. • Students will demonstrate sentence-level correctness. • Practice reading, writing, and speaking skills <i>in Spanish through homework, writing, and oral presentations assignments.</i> 	

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

I. Attendance and Participation (20 points)

Attendance and participation are a vital part of the course. Please refer to the Attendance and Participation policy for more details.

II. Reading quizzes and Activities (20 points)

Written or oral assignments designed to supplement and reinforce course material.

III. Compositions (40)

All compositions should be written in standard Spanish. Compositions should be turned in on time. No late compositions will be accepted, unless documentation for the delay is provided.

IV. Oral Presentations (20 points)

Students will need to prepare to present orally in each class. Students should rehearse for major oral presentations to receive full grade for the assignment.

Grading Matrix

Instrument	Points
Attendance and Participation	20
Homework, Quizzes and Activities	20
Compositions - 4	40
Oral Presentations - 2	20
Total:	100

Grade determination based on average of all quizzes and final:

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = 59 or less

Course Outline

This schedule is subject to change by the instructor. Any changes will be communicated in class.

SEMANAS	Assignments
1 y 2	Close Reading Chapters 1, 2
3 y 4	Close Reading Chapters 3, 4, 5, Essay 1
5 y 6	Close Reading Chapters 6 7, 8,
7 y 8	Close Reading Chapters 9, 10, 11, Essay 2
9 y 10	Close Reading Chapters 12, 13, 14, Oral presentation 1
11 y 12	Close Reading Chapters 15, 16, 17, Essay 3
13 y 14	Close Reading Chapters 18, 19, 20, 21 Oral presentation 2
15 y 16	Close Reading Chapters 21, 22 Essay 4

University Policies and Procedures

Students with Disabilities (ADA Compliance):

Chapter 7(7.004) Disability Accommodations for Students

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO 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/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of 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.

The Department of Teacher Education is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and in order to facilitate equality of educational access, faculty members in the department will make reasonable accommodations for qualified students with a disability, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course.

If you have a disability, it is your responsibility to obtain verifying information from the Office of Student Life and to inform me of your need for an accommodation. Grades assigned before an accommodation is provided will not be changed

For additional information see the Disability Services Office website at <http://www.untDallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at UNTDdisability@untDallas.edu or at Building 2, room 204.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive and inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate. (UNT Policy 7.001)

Course Evaluation Policy:

Students' evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. 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 students' evaluations to be an important part of your participation in this class.

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at

http://www.untDallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic%20Integrity.pdf for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Web-based Plagiarism Detection: Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

Blackboard Learn Accessibility Statement:

University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. Blackboard Learn course management system's accessibility statement is also provided:

<http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx>

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance using any of these tools.

General Face-to-Face Classroom Policies

Assignment Policy:

Papers must be typed. **NO LATE WORK IS ACCEPTED!** Late work is only accepted only with the instructor's prior approval. *Late school work will only be accepted only with proper documentation and/or the instructor's prior approval due to a special circumstance. Even if the work is accepted, **without proper documentation a late penalty will always apply!** In some circumstances, a student may be allowed to re-submit an assignment on which a low grade was achieved. However, the student **MUST** obtain the instructor's approval to re-submit an assignment. Assignments must be re-submitted within one week of receiving feedback from the instructor. All papers must be typed. Assignments must be submitted to Blackboard or to the teacher. **Students who need help with Blackboard should contact the Student Help Desk at 972-338-5580 or UNTDDistance@unt.edu***

Exam Policy:

Exams should be taken as scheduled. **No makeup examinations will be allowed except for documented emergencies (See Student Handbook)**. Tests will contain information from the textbook as well as information discussed in class that may not be in the textbook. Information from the textbook may be included on tests even if it is not discussed in class. The availability of make-up tests will be determined on a case-by-case basis. Make-up tests may contain a different selection of questions than was on the regular test.

Attendance and Participation Policy:

Class attendance and participation is essential because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. **The nature of this course makes it impossible for students to make-up or to receive credit for missed classes.**

Attendance and participation in all class meetings is necessary to the integration of course material and your ability to demonstrate proficiency. **Students are also responsible for any work covered in class the day of the absence.** It is highly recommended that students contact another classmate to get information about the missed class assignments. Since attendance and participation is part of the grade book, absences will highly affect final grades, unless UNTD approved documentation has been provided by the student the day after he/she returns. Tardiness and early departure from class without the professor's authorization may be counted toward the daily grade. The University attendance policy is in effect for this course. Please refer to Policy 7.005 Student Attendance at <http://www.untdallas.edu/hr/upol>.

Bad Weather Policy:

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number **(972) 780-3600** or search postings on the campus website www.unt.edu/dallas. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

Cell Phones and other technologies use during class:

The main focus of this course is to communicate and share information face to face. **Please silence cell phones and all other portable devices during class time.** It is disrespectful of others in the class and unprofessional behavior to use cell phones during class for calls and/or texting. For the event of an emergency, place the cell phone on vibrate. **NO calls or text messages may be taken in the classroom;** in a true emergency, step into the hall to take calls. Excessive cell calls during class will be considered absences and the attendance policy will be applied.

Other Technology Use:

Only in specific circumstances the instructor will allow the use of laptops, tablets and other devices. The usage must first be approved by the instructor. In such events, chatting, checking email, visiting websites unrelated to the class activities are examples of inappropriate and unprofessional use of this technology. Students will be redirected or asked to close the laptop if inappropriate use becomes an issue.

Classroom Policies for Online Instruction

Online Attendance and Participation:

The University attendance policy is in effect for this course. Class attendance in the Blackboard classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency. .

Attendance for this online or hybrid course is considered when you are logged in and active in Blackboard, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to <http://www.untdallas.edu/registrar> for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the

reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course.

Inclement Weather and Online Classes: Online classes may or may not be affected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

Online "Netiquette:

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper "netiquette" (i.e., no writing in all caps (usually denotes yelling), no curse words, and no "flaming" messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Refer to the Student Code of Student Rights Responsibilities and Conduct at <http://www.untDallas.edu/osa/policies>. Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

Technology Requirements:

In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements.

Blackboard Learn 9.1 is the platform software for this course. Blackboard Learn supports major web browsers such as Windows Internet Explorer, Apple Safari, Mozilla Firefox, and Google Chrome. However, since the latter two are updated continually, some recent versions may not be compatible. If you experience difficulty accessing or using components of the course, try using Internet Explorer. Also, no matter what browser you use, always enable pop-ups. For more information see:

<http://www.untDallas.edu/dlit/ecampus/requirements>

<https://blackboard.secure.force.com/publicbarticleview?id=kAB700000008Oom>

https://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check_full.html