

SPN 1120C 80359

Spanish I

Fall 2022

Instructor: Claire Holderman

Class Meets: Online

Office: Building 50 Room 134

E-mail: cholderman@uwf.edu

Office Hours:

Tuesdays 7:00 AM-10:00 AM virtual (make an appointment via email for a Zoom meeting)

Thursdays 7:00 AM-10:00 AM Building 50, Room 128

Required Texts:

Blanco, J. (2017). *Portales. Vistas.*

<https://vistahigherlearning.com/store/portales-008.html>

COURSE CATALOG DESCRIPTION:

SPN 1120C Spanish I

Prerequisite: None

Description of Course Topics:

4 sh (may not be repeated for credit)

For students with no knowledge of Spanish or with less than two years of high school Spanish. Lays a foundation for speaking, writing, and reading Spanish. Online modality.

Student Learning Outcomes

- Use simple greetings, and name basic words in Spanish, within the limits of vocabulary and grammar structures of the course.
- Choose correct responses to oral questions requiring no change in structure.
- Read selected passages within the context of acquired vocabulary and grammar.
- Write simple sentences in Spanish.
- Acquire knowledge about the diversity of cultures within Spanish-speaking countries.

Software and technology skills expected or strategies for success in this course

This is an online course so students require a computer or equivalent and reliable internet access. All assignments will be submitted online.

Classroom Projects and Assignments

Discussion Board Posts 10 points: Discussion Board posts are a way for students to interact with their peers in the target language. Each chapter will require a discussion board post, written in Spanish. Students must also reply to at least two of their classmates. It is important to actively participate in the discussion board.

Textbook online activities 25 points: *Portales* includes an online activity center with activities that will help prepare students for the test with grammatical and vocabulary related activities, as well as culturally significant activities. **Online activities are graded for completion.** They are usually due every two weeks on Friday, along with the other chapter assignments and quizzes; however, do not wait until the last minute to complete them. Students should spend 30 minutes to an hour each day working on them. **Late work will be graded according to the late work policy.**

Chapter quizzes 20 points: At the end of each set of Chapter activities there will be a Chapter quiz. This is a review of the information covered in the chapter. The quiz may be taken as many times as the student wants. The quizzes reflect the type of questions you will see on the midterm and final exam. Notes and textbooks may be used.

Quizzes submitted late will be graded according to the late work policy.

Exams 100 points: There will be a midterm and a final exam. They will consist of questions that will be answered in complete sentences in Spanish and will cover the content of the chapters. The exams will be taken through Canvas using the Respondus lockdown browser system. Cameras are required during the exam unless it is taken in the UWF Testing Center. Handwritten notes may be used. **Midterm exams submitted after the due date and time will be graded according to the late policy. The final exam may not be submitted after the due date and time.**

Oral Final Exam 60 points: Students will be given a list of questions in Spanish related to the chapters covered. Students will video record themselves saying the questions and their answers to the questions in Spanish. In order to receive full credit for the oral exam, the exam must be submitted as a video recording. Audio only recordings will receive half credit. **Oral exams submitted after the due date will be graded according to the late work policy.**

Attendance policy: This class is a fully asynchronous online class so attendance is not mandatory. However, in order to pass this class students must submit assignments on time. Missing and late assignments will make it impossible for a student to earn a passing grade in this class.

Grade calculation: Grades are an average of all the possible points in the course. No assignments, quizzes, or exams will be weighted. **Total points possible are subject to change.**

Letter Grades will be assigned as follows:

93% or better A

90% to 92% A-

87% to 89% B+

83% to 86% B

80% to 82% B-

77% to 79% C+

73% to 76% C

70% to 72% C-

60% to 69% D

50% or less F

Modality Syllabus Statement

University of West Florida operations may be disrupted from time to time by weather, pandemics, and other events outside of our control. It is important for faculty and students alike to plan for contingencies that may affect individual course sections. With this in mind, faculty may opt to hold some class meetings in a modality other than that originally planned in order to make certain that the class continues in the best manner possible given the immediate circumstances. It is important to be flexible and understand that we are operating in a dynamic environment.

Recording in Class Statement

Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal educational use. A class lecture is defined as an educational presentation delivered by faculty or guest lecturer, as part

of a University of West Florida course, intended to inform or teach enrolled students about a particular subject. The following actions are prohibited: recording class activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the faculty member. Recordings may not be used as a substitute for class participation and class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of UWF-REG 3.010 Student Code of Conduct and may be a violation of the law.

Academic Conduct

The [Student Code of Academic Conduct](#) defines various forms of academic misconduct, including cheating and plagiarism, and describes the process for addressing these types of allegations. All students are expected to read the Student Code of Academic Conduct and comply with the expectations. More information and links to the University regulation governing academic conduct can be found on the Dean of Students website listed under the [Office of Student Rights and Responsibilities](#).

TurnItIn

UWF maintains a university license agreement for an online text-matching service called Turnitin. Instructors may use the Turnitin service to evaluate the originality of student papers at their discretion. Instructors can employ other services and techniques to evaluate your work for evidence of appropriate authorship practices as needed.

Sexual Discrimination or Harassment Reporting

University of West Florida faculty members are committed to supporting students and upholding the University's non-discrimination and harassment policies. Under Title IX, discrimination and harassment based upon sex or gender (including sexual violence and sexual misconduct) are prohibited. If you experience an incident of sex/gender-based discrimination or harassment, you do not have to go through the experience alone. Know that while you may talk to a faculty member, as a "Responsible Employee" of the University, the faculty are required to notify the University's Title IX Coordinator so that support services can be provided to you. If you would like to speak with someone confidentially, you may schedule an appointment with the UWF's Counseling and Psychological Services at (850) 474-2420. This service is free for students. Faculty can also help direct you to, or you may independently access the [University's Title IX website](#).

Civil Discourse

At the University of West Florida, learning involves a variety of ideas, theories, and evidence. Presentation of these ideas does not represent an endorsement of any one idea or perspective. It is vital to the UWF academic mission that we foster an environment that allows for the open exchange of ideas and perspectives to advance the learning objectives for each course. Civil discourse within and outside the classroom is a vital component of the UWF academic environment and is expected of everyone who belongs to the UWF community. Students and faculty may engage with complex ideas in class and students will often be asked to demonstrate an understanding of the ideas. Understanding an idea, concept, or theory does not require endorsing or agreeing with it, but rather hearing and considering its strengths and weaknesses. More information about civil discourse can be found in resources on the [Dean of Students webpage](#).

Health and Safety Protocols

The University of West Florida is dedicated to maintaining the best learning environment possible for our entire community of students, faculty and staff. We are the University of West Florida. Each of us, and all of us, by the act of stepping onto this campus and into a classroom, accept the responsibility as UWF Argonauts to help make this a safe place to learn. The University will continue to rely on guidance from the Florida Department of Health and the Centers for Disease Control and Prevention to pass on any changes in protocols for health and safety should the need arise. Students are encouraged to consult with their instructors regarding absences and missed work.

- Page:
[How can I get the most out of the syllabus?](#) — A course syllabus is an essential roadmap to your success as a student. While each syllabus is unique, they all contain valuable information that will help you succeed and stay organized throughout the semester. To fully benefit from the course syllabus, you need to read it, understand it, and keep it handy, as you will continually refer to it throughout your course.

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Student Support Resources

Your success is the number one priority at UWF! Here are just a few of the many student support resources that can help you succeed.

In this section

[[Student Accessibility Resources](#)] [[Military & Veterans Resource Center](#)] [[Mental Health Support](#)] [[Ask-a-Librarian](#)] [[Emergency Information](#)] [[Writing Lab](#)] [[Tutoring and Learning Resources](#)]

Student Accessibility Resources

The University of West Florida supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, such as time-limited exams, inaccessible web content, or the use of non-captioned videos and podcasts, reasonable accommodations can be arranged. Prior to receiving accommodations, you must [register with Student Accessibility Resources](#) and submit a semester request each semester. Appropriate academic accommodations will be determined based on the documented needs of the individual. For information regarding the registration process, visit [the SAR website](#), e-mail sar@uwf.edu or call 850.474.2387.

Military & Veterans Resource Center

The [UWF Military & Veterans Resource Center \(MVRC\)](#) serves as a leading campus advocate for military and veteran students, working to ensure the needs of these individuals are met through coordinating with multiple university offices and services. The center provides assistance with the following: GI Bill ® education benefits, active duty tuition assistance, out-of-state fee waiver, tutoring, paper reading, counseling, disability accommodations, coordinating academic advising, and referral to state

/federal resources and services. The MVRC is located in bldg. 38. For more information on MVRC service, call 474-2550.

Mental Health Support

At the University of West Florida, we recognize that to learn, thrive, and flourish; you may need a little assistance. Please take advantage of the free resources online or on campus.

- For health concerns, contact Student Health Services at (850) 474-2172.
- For mental health or substance use concerns, contact Counseling and Psychological Services at 850-474-2420.
- For 24/7 crisis counseling, call 850-474-2420 and press option 6.

Therapy Assistance Online (TAO)

All students are encouraged to utilize Therapy Assistance Online (TAO) to strengthen skills to cope with anxiety, depression, stress management, and more. TAO is an interactive web-based self-help program that is available 24/7. Access TAO anonymously at uwf.edu/tao.

TogetherAll

If you feel like you need somewhere to talk anonymously to others who can support you, peer support is available to all students 24/7 via TogetherAll. TogetherAll is an online community where members are anonymous and can share how they are feeling and support each other. It is an asynchronous program where you can respond to others' posts and you can also share your own posts if you would like. Learn more and join TogetherAll at uwf.edu/togetherall

ArgoWell

Mental Health is one aspect of holistic health, which encompasses all of the eight wellness dimensions. The eight dimensions do not have to be equally balanced. Instead, you should strive to achieve your own authentic personal harmony. You have unique goals, priorities, and aspirations. You determine how to live your best life. ArgoWell is a UWF campus-wide initiative that brings student wellness to the forefront. Learn how ArgoWell can help you make the healthy choice the easy choice and support you in your wellness journey at uwf.edu/argowell.

Ask-a-Librarian

UWF Library staff are available for help through our [Ask-a-Librarian Live Chat](#) monitored from 8:00 am to 6:00 pm Monday through Thursday, 8:00 am to 4:00 pm on Friday, 9:00 am to 4:00 pm on Saturday, and 1:00 pm to 6:00 pm on Sunday. You can also email a librarian using the left-hand navigation in Canvas under Help or Library Tools or text a librarian at 850-483-0225.

Emergency Information

In the case of severe weather or another emergency, the campus might be closed and classes canceled. UWF uses a variety of communication methods to alert the campus community about emergency situations and safety threats. [Learn more about Emergency Communications from the UWF Police](#).

Official closures and delays are announced on the UWF website, Mobile Alert, and broadcast on WUWF-FM (88.1MHz).

- Mobile Alert is a broadcasting messaging system utilized by the university in emergency situations. To find more information regarding Mobile Alert, visit the [Enroll in Mobile Alert page](#) or locate the application in MyUWF by searching Mobile Alert.

- WUWF-FM (88.1MHz) is the official information source for the University. Any pertinent information regarding closings, cancellations, and the re-opening of campus will be broadcast.

In the event that hurricane preparation procedures are initiated, the UWF Home Web Page and MyUWF will both provide current information regarding hurricane preparation procedures, the status of classes, and the closing of the University. All students are encouraged to review the [Emergency Procedures Guide from UWF Police](#) as a quick reference for effective and timely action in the event of an emergency.

Writing Lab

[The Writing Lab](#) can help with the projects in this course. Graduate and undergraduate Writing Lab assistants are available to review the mechanics of writing with you and help you upgrade the quality of your papers before you submit assignments.

Paper reading services are offered online and face-to-face either by appointment (through Navigate or 850-474-2229) or as walk-ins at the Main Lab (51/157) and at the satellite Writing Lab at CoB. These services include face-to-face and online Interactive paper reading sessions and paper reading via the OWL/Online Writing Lab that allows students to place their to-be-edited papers in the Canvas dropbox.

Paper reading services, along with one-on-one and interactive group tutoring, Editing Workshops, the Grammar Hotline (850-474-2129), and Real-Time Writing Assistance, are available during the Writing Lab's regular hours of operation from 10 to 5 daily and occasional weekends.

Visit our webpage at www.uwf.edu/writelab, or email us at writelab@uwf.edu

Note:

It may take up to 48 hours or more to receive your work back from the Writing Lab. It is your responsibility to turn your assignment in on time. Take this into consideration when utilizing the Writing Lab.

Tutoring and Learning

Resources

Tutoring and Learning Resources offers free services designed to help you improve your academic performance. Available services include Course-Based Tutoring, Study Skills Assistance, Academic Coaching, Academic Success Workshops, Smartpen Loans, and more. Services are available in Building 52 and the 2nd Floor of Pace Library. For more information, visit www.uwf.edu/tlr, email tutoring@uwf.edu, or call (850) 474-3176.

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Instructional Tools and Technology

Many instructors use instructional tools and technology regardless of course modality. Here are statements about a few of the most popular tools students may be asked to use.

In this section

[[Minimum Technical Skills Needed](#)] [[Technical Support](#)] [[Helpful support links](#)] [[eLearning \(Canvas\)](#)] [[Zoom](#)] [[Test Proctoring & Monitoring Tools](#)] [[Respondus Lockdown Browser and Monitor](#)] [[Honorlock](#)] [[ProctorU](#)]

Minimum Technical Skills Needed

UWF prepares students for current and future business and life applications using basic technology. Each UWF student is expected to do the following:

- Activate a MyUWF student account
- Access the MyUWF portal a minimum of 2-3 times a week
- Access UWF email account (Gmail) 2-3 times a week
- Have basic word-processing knowledge

Additional technical skills and technology requirements may vary by college, department, and course. Student use of UWF information technology resources is governed by the [Computing Resources Usage Agreement](#) and the Student Communications Policy* (also see the [My Account](#) app in MyUWF).

Visit the [Minimum Technical Skills and Special Technology Utilized by Students](#) to learn more about additional technology requirements for fully online or hybrid courses, general web browser requirements, supported operating systems, additional software you may need, and accessibility and privacy statements for approved UWF technology tools.

Technical Support

ITS offers support to online students via phone (850.474.2075), online request form, and through email (helpdesk@uwf.edu) for non-Canvas (eLearning) questions or problems. Visit the [Help Desk website](#) to learn more about their resources and services.

Helpful support links

- [New to UWF?](#)
- [Computer Specifications for eLearning \(Canvas\)](#)
- [MyUWF & ArgoNet](#)
- [Computer Security](#)
- [Files Storage](#)
- [Google Apps](#)
- [Internet Access](#)
- [Software](#)
- [Student Guide](#) (helpful links to various technology support topics organized by tool)

Instructors may also use third party learning tools from other vendors, like Pearson. Your instructor should be able to provide information about customer support for those tools separately.

eLearning (Canvas)

UWF's online courses are made available through eLearning, which is hosted by Canvas, one of the leaders in online learning. eLearning is widely used by UWF instructors for fully online courses and to supplement traditional courses with online content. Visit the [eLearning Help for Students](#) page to get started and find support for Canvas. **Canvas Support is available 24/7 at the Canvas Support Hotline for Students: 1-844-866-3349.**

Zoom

Zoom is a cloud-based software that allows your instructor to moderate an online meeting with students.

Learn more about [using Zoom as a student](#).

Test Proctoring & Monitoring Tools

Your instructor may require any one or more of the following proctoring or monitoring tools to maintain the academic integrity of your exams.

Respondus Lockdown Browser and Monitor

Respondus LockDown Browser is a client-based application that "locks down" a computer or device during an online exam delivered on a third-party assessment platform, such as a Learning Management System (LMS). [Privacy information for Respondus LockDown Browser](#).

Respondus Monitor is a companion product for LockDown Browser that enables students to record themselves with a webcam and microphone during an online exam. The recordings and other data from the exam session are processed automatically; summary information is provided to the instructor, such as if the student left the video frame during the exam session. [Privacy information for Respondus Monitor](#).

Using LockDown Browser and a Webcam for Online Exams

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this [short video](#) to get a basic understanding of LockDown Browser and the webcam feature.

Follow this link for [instructions for downloading and installing LockDown Browser](#).

Final syllabus statement: This syllabus is a living document and subject to change. Assignments, quizzes, and exams may be added or eliminated as the instructor chooses. It is always important to be flexible and check Canvas regularly for updates to the Course Schedule.

Course Summary:

Date	Details	Due
Fri Aug 26, 2022	Quiz Canvas Quiz	due by 11:59pm
	Page Chapter Quizzes	to do: 11:59pm
	Page Course Schedule	to do: 11:59pm
	Page Discussion Board Posts	to do: 11:59pm
	Page Exams	to do: 11:59pm

Page

[Late work policy](#)

to do: 11:59pm

Page

[My office hours](#)

to do: 11:59pm

Page

[Online activities Sign Up
Instructions](#)

to do: 11:59pm

Page

[Profesora Holderman
Profile](#)

to do: 11:59pm

Page

[Student Accessibility
Resources](#)

to do: 11:59pm

Page

[¡Bienvenidos!](#)

to do: 11:59pm

Assignment

[Email Assignment](#)

due by 11:59pm

Fri Sep 9, 2022	Discussion Topic Chapter 1 Introducciones	due by 11:59pm
	Quiz Chapter 1 Quiz	due by 11:59pm
	Assignment Chapter 1 Textbook online activities	due by 11:59pm
Fri Sep 23, 2022	Quiz Chapter 2 Quiz	due by 11:59pm
	Discussion Topic Chapter 2 Sus Clases	due by 11:59pm
	Assignment Chapter 2 Textbook online activities	due by 11:59pm
Fri Sep 30, 2022	Assignment Midterm exam confirmation	due by 11:59pm

	Discussion Topic	due by 11:59pm
	Chapter 3: Su familia	
Fri Oct 7, 2022	Assignment	
	Chapter 3 Textbook online activities	due by 11:59pm
	Quiz	
Fri Oct 14, 2022	Midterm Exam - Requires Respondus LockDown Browser + Webcam	due by 11:59pm
	Quiz	due by 11:59pm
	Chapter 4 Quiz	
	Discussion Topic	
Fri Nov 4, 2022	Chapter 4 Sus pasatiempos	due by 11:59pm
	Assignment	
	Chapter 4 Textbook online activities	due by 11:59pm

	Quiz	due by 11:59pm
	Chapter 5 Quiz	
	Discussion Topic	
	Chapter 5 Su mejor amigo/a	due by 11:59pm
Fri Nov 18, 2022		
	Assignment	
	Chapter 5 Textbook online activities	due by 11:59pm
	Assignment	
	Final exam confirmation	due by 11:59pm
Fri Dec 2, 2022	Assignment	
	Oral Final	due by 11:59pm
Wed Dec 7, 2022	Quiz	
	Final Exam	due by 11:59pm