

Instructor: Claire Holderman

Class meeting: This class is asynchronous online, so there are no class meetings, but for success in the course students should plan to spend at a minimum eight hours/week working on class assignments.

Office: Room 128 / BLDG 50

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Office Hours: Tuesdays 7:00 AM-10:00 AM on campus in building 50 room 128 and Thursdays 7:00 AM-10:00 AM virtually (make appointments through email to meet over Zoom).

Required Texts:

Blanco, J. (2017). *Portales. Vistas.* (only for students who already purchased this textbook for Spanish I.

or

Amores, (2020). *Experience Spanish*, 3e. McGraw Hill. (available through Follette with first day access)

COURSE CATALOG DESCRIPTION:

SPN 1121C Spanish II

4 sh (may not be repeated for credit)

Prerequisite: SPN 1120C

Description of Course Topics:

This is a continuation of SPN1120C, a proficiency-oriented course, emphasizing the mastery of the basic skills of the language. An integrated (multimedia) approach to develop proficiency in all the basic language skills: listening/understanding, speaking, reading, writing and cross-cultural awareness. Students will build on their ability to understand frequently used words in oral contexts, as well as understand and respond appropriately to simple phrases and questions. Emphasis is placed on practical

vocabulary and accurate pronunciation. This course is not available to native speakers. Prerequisite is SPN 1120C (minimum grade of C) or successful completion of a placement test.

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

Students will be completing assignments online through the activity center that accompanies the textbook. In order to complete these successfully, students should spend at least one hour every day working on the activities. Students should also consider forming study groups. This would be possible virtually using Zoom. Languages are best learned in groups. Students should also engage in use of the target language as much as possible in study groups and through the class activities.

Classroom Projects and Assignments

Online textbook activities 25 points: There is an online activity center, included with the *Portales* or *Experience Spanish* textbook, with activities that will help prepare students for the test with grammatical and vocabulary related activities, as well as culturally significant activities. **Assignments submitted late will be graded according to the late work policy.**

Vocabulary 20 points: Vocabulary study is a way for students to make connections between words and phrases in the target language and words students are familiar with. Vocabulary words will come from the chapter being studied and will be provided by the instructor. Students should follow the example provided by the instructor.

Vocabulary should be typed and submitted as a file on Canvas. Assignments submitted late will be graded according to the late work policy.

Video Discussion Board 10 points: Students will create video based on the topic for the Discussion Board post for each Chapter. Topics and guidelines are given for each

entry. Follow the example provided by the instructor. Students should respond to at least two classmates. All posts will be in Spanish. **Refer to the grading rubric.**
Assignments submitted late will be graded according to the late work policy.

Chapter quizzes 20 points: quizzes will be administered on the dates indicated in the schedule of readings and exams. Students will have a quiz for every chapter. Quizzes are preparation for the midterm and final exams. **Quizzes submitted late will be graded according to the late work policy.**

Final Exam 100 points: The final exam will be taken through Canvas using Respondus Lockdown Browser. **The final exam may not be submitted after the due date.**

Attendance policy: Attendance is not required for this class as it is asynchronous online.

Late work policy: Assignments are due on Fridays by 11:59 PM according to due dates. Please check due dates and times for every assignment.

- If an assignment or quiz is submitted after 11:59 PM on the due date, it will receive a 10% grade reduction each day.
- Only documented emergencies will be allowed for late submissions without penalty.
- The final exam cannot be submitted after the due date.

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

Grades are an average of all of the points in the class. No assignments or exams are weighted.

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](#)

[Links to an external site.](#)

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](#).

[Links to an external site.](#)

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](#)

[Links to an external site.](#)

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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](#)

[Links to an external site.](#)

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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?](#)
- [Links to an external site.](#)
- — 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.

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[[Student Accessibility Resources](#)

[Links to an external site.](#)

] [[Military & Veterans Resource Center](#)

[Links to an external site.](#)

] [[Mental Health Support](#)

[Links to an external site.](#)

] [[Ask-a-Librarian](#)

[Links to an external site.](#)

] [[Emergency Information](#)

[Links to an external site.](#)

] [[Writing Lab](#)

[Links to an external site.](#)

] [[Tutoring and Learning Resources](#)

[Links to an external site.](#)

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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](#)

[Links to an external site.](#)

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](#)

[Links to an external site.](#)

, e-mail sar@uwf.edu or call 850.474.2387.

Military & Veterans Resource Center

The [UWF Military & Veterans Resource Center \(MVRC\)](#)

[Links to an external site.](#)

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

[Links to an external site.](#)

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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

[Links to an external site.](#)

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

[Links to an external site.](#)

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Ask-a-Librarian

UWF Library staff are available for help through our [Ask-a-Librarian Live Chat](#)

[Links to an external site.](#)

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](#)

[Links to an external site.](#)

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](#)
- [Links to an external site.](#)
- 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](#)

[Links to an external site.](#)

as a quick reference for effective and timely action in the event of an emergency.

Writing Lab

[The Writing Lab](#)

[Links to an external site.](#)

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

[Links to an external site.](#)

, 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

[Links to an external site.](#)

, 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.

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] [[Honorlock](#)

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] [[ProctorU](#)

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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](#)

[Links to an external site.](#)

and the Student Communications Policy* (also see the [My Account](#)

[Links to an external site.](#)

app in MyUWF).

Visit the [Minimum Technical Skills and Special Technology Utilized by Students](#)

[Links to an external site.](#)

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](#)

[Links to an external site.](#)

to learn more about their resources and services.

Helpful support links

- [New to UWF?](#)
- [Links to an external site.](#)
-
- [Computer Specifications for eLearning \(Canvas\)](#)
- [Links to an external site.](#)
-
- [MyUWF & ArgoNet](#)
- [Links to an external site.](#)
-
- [Computer Security](#)
- [Links to an external site.](#)
-
- [Files Storage](#)
- [Links to an external site.](#)
-
- [Google Apps](#)
- [Links to an external site.](#)
-
- [Internet Access](#)
- [Links to an external site.](#)
-
- [Software](#)
- [Links to an external site.](#)
-
- [Student Guide](#)
- [Links to an external site.](#)
- (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](#)

[Links to an external site.](#)

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](#)

[Links to an external site.](#)

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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.](#)

[Links to an external site.](#)

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.](#)

[Links to an external site.](#)

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](#)

[Links to an external site.](#)

to get a basic understanding of LockDown Browser and the webcam feature.

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

[Links to an external site.](#)

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Final Syllabus Statement: This syllabus is a living document. I reserve the right to make changes over the semester as necessary. Assignments may be added or removed as I deem necessary. Students should always maintain a level of flexibility. This syllabus is written by a human being who will occasionally make mistakes.