Course Section: SPAN 1302-D10  
Class Location: Blackboard Collaborate  
Class Days/Time: MWF 9:00-9:50am  
Office Hours (via Blackboard Collaborate):  
MWF 11am-1pm; TR 11am-12:30pm & by appointment

Instructor: Dr. April Schmidt  
E-mail: april.schmidt@angelo.edu  
Phone: (325) 486-6160

COURSE MATERIALS

¡ARRIBA! COMUNICACIÓN Y CULTURA, 7th ed., by Zayas-Bazán, Bacon and Nibert.  
MyLab Spanish Access  
Course Section ID: CRSKLEC-826065  
Link to register for MyLabSpanish: www.pearsonmylabandmastering.com/northamerica/mylanguagelabs/

COURSE DESCRIPTION

Spanish 1302 is the sequel to Spanish 1301 and is designed to continue the introduction to the language and culture of the Spanish-speaking world. The students will practice the four language skills (listening/understanding, speaking, reading, and writing) both with the instructor and with classmates. The course materials provide abundant communicative activities along with many form-focused exercises and offer a good variety of authentic cultural materials. Practice will continue beyond the classroom with technology-based exercises. National Standards describe the Five C’s of Foreign Language Education: Communication, Cultures, Connections, Comparisons, and Communities. Successful students will learn “how, when, and why to say what to whom.”

COURSE OBJECTIVES

Upon completing Spanish 1302, students will be able to begin expressing personal meaning, hold simple conversations, ask and answer simple questions, write short, simple narrations on topics covering basic personal information such as self and family, daily activities, personal preferences, and immediate needs; have some oral and written control over regular present tense and emerging control over irregular present as well as past and future time frames; read and comprehend slightly more complex texts in more detail; and communicate important features of the history and culture (perspectives, practices, products) of the Spanish-speaking world. Students should be able to communicate in all 3 modes—interpretive, presentational, and interpersonal—at the ACTFL Novice high to Intermediate low level.

INSTRUCTOR & STUDENT ROLES

Because of the way languages are learned by adults, you really cannot be “taught” Spanish. Therefore, my role is to facilitate language learning by creating an environment in which the language acquisition process is enhanced, guiding you and assessing your progress. Every course requirement is designed with this in mind; there is no “busy” work assigned. All of the course work has a purpose. Your role is to fully immerse yourself in the work both in the classroom and through the outside assignments.
IDEA FORM OBJECTIVES

Essential (E)
1. Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, theories) [Spanish vocabulary, grammatical structure and analysis]
8. Developing skill in expressing oneself orally or in writing
   [Basic spoken and written communication in the Spanish language]

Important (I)
3. Learning to apply course material (to improve thinking, problem solving, and decisions)

ASSESSMENT

<table>
<thead>
<tr>
<th>Evaluation</th>
<th></th>
<th>Oral Evaluations (2 x 5%)</th>
<th>10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bb Collaborate Participation</td>
<td>10%</td>
<td></td>
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</tr>
<tr>
<td>MyLab Spanish homework</td>
<td>25%</td>
<td>Compositions (2 x 5%)</td>
<td>10%</td>
</tr>
<tr>
<td>Chapter Exams (3 x 10%)</td>
<td>30%</td>
<td>Final Exam (comprehensive)</td>
<td>15%</td>
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</table>

Blackboard Collaborate Classes
Blackboard Collaborate sessions will be held during the time class would normally meet. You will be responsible for attending these sessions, just as you would be for attending an in-person class. Missing more than three (3) sessions will negatively impact your grade. (See “Virtual Attendance” on p. 4.)

MyLab Spanish
Homework will be assigned through MyLab Spanish and will be posted on the site, along with due dates. (A code is required for access to this material. See “Course Materials” on p. 1 of this syllabus.) MyLab Spanish assignments should be completed after each Collaborate session and are designed to give you additional practice with the material. In general, MyLab Spanish assignments will be due Tuesdays, Thursdays, and Saturdays.

Compositions
You will be given a topic and a list of questions to guide you and will be writing a short paragraph in Spanish. This will be turned in through Blackboard.

Oral Evaluations
These are short oral exams. You will be asked a series of questions, which you will answer in Spanish.

Exams
You will be taking the exams online during scheduled class time. (If you ever anticipate needing to take the exam on a different day/at a different time, please let me know at least a week in advance.) To take the exams, you will be using LockDown Browser and Respondus Monitor. (More information below.)

LockDown Browser + Webcam Requirement
This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be the type that’s built into your computer or one that plugs in with a USB cable.

Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature.

Download Instructions
Download and install LockDown Browser from this link:

https://download.respondus.com/lockdown/download.php?id=384131921

Once Installed

- Start LockDown Browser
- Log into Blackboard Learn
- Navigate to the test

Note: You won't be able to access tests with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

Guidelines
When taking an online test, follow these guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices
- Remain at your computer for the duration of the test
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
- To produce a good webcam video, do the following:
  - Avoid wearing baseball caps or hats with brims
  - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
  - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
  - Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted
Getting Help
Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area.

- Respondus has a Knowledge Base available from support.respondus.com. Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, select "Respondus Monitor" as your product.

- If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it.

POLICIES

Virtual Attendance
Attending Collaborate classes is crucial to your success in this course. **You are allowed three (3) absences for any reason. For every unexcused absence after 3, there is a deduction of 2 points from your final grade.** Missing a portion of a class (joining late, leaving early, etc.) will be counted as one-third (1/3) absence. If you are unable to attend for a documented valid reason, the absence will be excused. According to the *Angelo State University Bulletin*, valid reasons for an absence include illness, family emergency or participation in an authorized university activity. If you have one of these valid reasons, you will need to contact me (in advance if possible) and provide documentation to excuse the absence.

The lecture portion of Collaborate classes (usually 10-20 minutes) will be recorded and will be posted on Blackboard shortly after class. If you are unavoidably prevented from attending a session, you can watch the recording to help you stay caught up. You can make up a missed class for credit by watching the recording and then attending virtual office hours and doing activities similar to the ones students did in class that day. (Expect these to take up to 30 minutes.) **Make-up activities must be completed within a week of the absence. Exceptions to this rule will only be granted for documented valid reasons.**

Make-ups
**Make-ups for exams will only be given if you have a documented excused absence that day.** According to the *Angelo State University Bulletin*, valid reasons for an absence include illness, family emergency or participation in an authorized university activity. If you miss an exam for a non-emergency reason (your alarm didn’t go off, your internet was not working, etc.) contact me immediately; a make-up may be possible if you can take the exam within a few hours of the scheduled time.

Academic Honesty
Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the *Academic Honor Code*, which is contained in both print and web versions of the *Student Handbook*. **Any student who practices academic dishonesty in this class will receive an F for the exam/assignment and possibly also the course.**

Cell Phone Policy
Please turn off any cell or smart phones (unless they are being used to access the Collaborate session or your e-text) during Collaborate classes. **You are not allowed to use these devices or have them within reach while taking online exams using LockDown Browser/Respondus Monitor.** Appearing to be using one while taking an exam will negatively impact your grade.
Netiquette (Online Etiquette)
For Collaborate classes, try to find a place to work that is reasonably quiet and free from distractions.

Please keep your microphone muted and only turn it on when you are speaking. (Video conferencing tools all magnify background noise and even small amounts can become distracting.) If your microphone is ever out of order or if you want to message the professor about something, you can use Collaborate’s chat function. Otherwise, though, you should participate orally, so that you get practice speaking Spanish. If your mic or your internet is not working, you can also join the session via telephone, which will give you audio but not video capabilities.

You may keep your camera turned off, if you prefer, but stay at your computer and be ready to participate. (I call on people frequently and you will lose participation points if you are not answering questions.) If you like to keep your camera off, it’s nice to upload a profile photo to Collaborate, so your classmates and I have a face to go with the voice.

If you prefer to have your camera on for part of the time (for example, some students like to turn it on while working in breakout groups), make sure to dress appropriately (i.e. no pajamas or underwear). Dress and behave as you would when attending an in-person class. In the unlikely event of any serious breach of conduct, the student will be removed from the session and counted as absent.

RESOURCES

ACTFL guidelines

Standards

SYLLABUS STATEMENTS

Required Use of Masks/Facial Coverings by Students in Class
As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct

Student Disability Services
ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.
Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website at www.angelo.edu/ADA. The employee charged with the responsibility of reviewing and authorizing accommodation requests is: Ms. Dallas A. Swafford, Director of Student Disability Services, Houston Harte University Center 112, 325-942-2047, dallas.swafford@angelo.edu.

Title IX

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

- Online: www.angelo.edu/incident-form
- Face to Face: Mayer Administration Building, Room 210
- Phone: 325-942-2022
- Email: michelle.boone@angelo.edu

Note, as a faculty member at Angelo State, the teacher is a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State’s policy please visit: www.angelo.edu/title-ix.

Student Absence for Observance of Religious Holy Days

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

Incomplete Grade Policy

It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures for more information.
Student Conduct Policies

Academic Integrity Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject to disciplinary action and possible expulsion from ASU. The College of Arts and Humanities adheres to the Statement of Academic Integrity.

Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center.

Copyright Policy Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

General Policies Related to This Course

All students are required to follow the policies and procedures presented in these documents:

- Angelo State University Student Handbook
- Angelo State University Catalog

This syllabus is subject to change.
Any changes will be announced and posted on Blackboard.

Cancelation of Blackboard Collaborate sessions and/or virtual office hours will be posted on Blackboard.
**SPAN 1302 SCHEDULE**

*Read the pages indicated in the textbook BEFORE each Collaborate class. Then do the assigned exercises on MyLab Spanish. (These are not indicated on the syllabus; they can be found on the MyLab Spanish assignment calendar.)*

<table>
<thead>
<tr>
<th>DATE</th>
<th>ASSIGNMENT (Due the day it is listed, so prepare in advance)</th>
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<tbody>
<tr>
<td><strong>primera semana:</strong></td>
<td></td>
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<tr>
<td>lunes, 25 de enero</td>
<td>Introducción</td>
</tr>
<tr>
<td>miércoles, 27 de enero</td>
<td>Capítulo 5, <strong>Texto pp. 148-151</strong> (vocabulary)</td>
</tr>
<tr>
<td>viernes, 29 de enero</td>
<td>Capítulo 5, <strong>Texto pp. 152-155</strong> (reflexive constructions)</td>
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<tr>
<td><strong>segunda semana:</strong></td>
<td></td>
</tr>
<tr>
<td>lunes, 1 de febrero</td>
<td>Capítulo 5, <strong>Texto pp. 156-161</strong> (comparisons of equality and inequality)</td>
</tr>
<tr>
<td>miércoles, 3 de febrero</td>
<td>Capítulo 5, <strong>Texto pp. 162-163</strong> (<strong>Perfiles</strong>)</td>
</tr>
<tr>
<td>viernes, 5 de febrero</td>
<td>Capítulo 5, <strong>Texto pp. 164-167</strong> (vocabulary)</td>
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<tr>
<td><strong>tercera semana:</strong></td>
<td></td>
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<tr>
<td>lunes, 8 de febrero</td>
<td>Capítulo 5, <strong>Texto pp. 168-170</strong> (the superlative)</td>
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<tr>
<td>miércoles, 10 de febrero</td>
<td>Classes Cancelled</td>
</tr>
<tr>
<td>viernes, 12 de febrero</td>
<td>Capítulo 5, <strong>Texto pp. 170-172</strong> (present progressive)</td>
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<tr>
<td><strong>cuarta semana:</strong></td>
<td></td>
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<tr>
<td>lunes, 15 de febrero</td>
<td>Capítulo 5, <strong>Texto pp. 174-175</strong> (<strong>Nuestro mundo</strong>) &amp; Review</td>
</tr>
<tr>
<td>miércoles, 17 de febrero</td>
<td>Classes Cancelled</td>
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<tr>
<td>viernes, 19 de febrero</td>
<td>Classes Cancelled</td>
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<tr>
<td><strong>quinta semana:</strong></td>
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<tr>
<td>lunes, 22 de febrero</td>
<td><strong>Oral Exam 1</strong> (During class time)</td>
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<tr>
<td>miércoles, 24 de febrero</td>
<td>Capítulo 5 <strong>EXAM</strong> (During class time)</td>
</tr>
<tr>
<td>viernes, 26 de febrero</td>
<td>Capítulo 6, <strong>Texto pp. 182-185</strong> (vocabulary)</td>
</tr>
<tr>
<td><strong>sexta semana:</strong></td>
<td></td>
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<tr>
<td>lunes, 1 de marzo</td>
<td>Capítulo 6, <strong>Texto pp. 186-189</strong> (indirect objects; dar &amp; decir)</td>
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<tr>
<td>miércoles, 3 de marzo</td>
<td>Capítulo 6, <strong>Texto pp. 190-193</strong> (<strong>gustar</strong> and similar verbs)</td>
</tr>
<tr>
<td>viernes, 5 de marzo</td>
<td>Capítulo 6, <strong>Texto pp. 194-195</strong> (<strong>Perfiles</strong>)</td>
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<tr>
<td><strong>séptima semana:</strong></td>
<td></td>
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<tr>
<td>lunes, 8 de marzo</td>
<td>Capítulo 6, <strong>Texto pp. 196-199</strong> (vocabulary)</td>
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<tr>
<td>miércoles, 10 de marzo</td>
<td>Capítulo 6, <strong>Texto pp. 200-203</strong> (preterit of regular verbs, <strong>hacer</strong> + time)</td>
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<tr>
<td>viernes, 12 de marzo</td>
<td>Capítulo 6, <strong>Texto pp. 204-206</strong> (preterit with vowel/consonant change)</td>
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<td><strong>octava semana:</strong></td>
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<tr>
<td>lunes, 15 de marzo</td>
<td>Capítulo 6 <strong>Texto pp. 208-209</strong> (<strong>Nuestro mundo</strong>)</td>
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<tr>
<td>miércoles, 17 de marzo</td>
<td>Review: <strong>Composition 1</strong> (During class time)</td>
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<tr>
<td>viernes, 19 de marzo</td>
<td>Capítulo 6 <strong>EXAM</strong> (During class time)</td>
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<tr>
<td><strong>novena semana:</strong></td>
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<tr>
<td>lunes, 22 de marzo</td>
<td>Capítulo 7, <strong>Texto pp. 216-219</strong> (vocabulary)</td>
</tr>
<tr>
<td>miércoles, 24 de marzo</td>
<td>Capítulo 7, <strong>Texto pp. 220-222</strong> (irregular &amp; strong preterit verbs)</td>
</tr>
<tr>
<td>viernes, 26 de marzo</td>
<td>Capítulo 7, <strong>Texto pp. 223-227</strong> (indefinite expressions, <strong>pero</strong> or <strong>sino</strong>)</td>
</tr>
</tbody>
</table>
ASSIGNMENTS, CONT

DATE ASSIGNMENT (Due the day it is listed, so prepare in advance)

décima semana:
lunes, 29 de marzo Capítulo 7, Texto pp. 228-229 (Perfiles)
miércoles, 31 de marzo Capítulo 7, Texto pp. 230-233 (vocabulary)
viernes, 2 de abril Día feriado – Spring Holiday

semana 11:
lunes, 5 de abril Capítulo 7, Texto pp. 234-236 (more strong preterit verbs)
miércoles, 7 de abril Capítulo 7, Texto pp. 237-240 (double object pronouns)
viernes, 9 de abril Capítulo 7, Texto pp. 242-243 (Nuestro mundo)

semana 12:
lunes, 12 de abril Review; Oral Exam 2 (During class time)
miércoles, 14 de abril Capítulo 7 EXAM (During class time)
viernes, 16 de abril Capítulo 8, Texto pp. 250-253 (vocabulary)

semana 13:
lunes, 19 de abril Capítulo 8, Texto pp. 254-257 (the imperfect)
miércoles, 21 de abril Capítulo 8, Texto pp. 258-261 (ordinal numbers & Perfiles)
viernes, 23 de abril Capítulo 8, Texto pp. 262-266 (vocabulary)

semana 14:
lunes, 26 de abril Capítulo 8, Texto pp. 267-271 (preterit vs. imperfect)
miércoles, 28 de abril Capítulo 8, Texto pp. 267-271 (preterit vs. imperfect)
viernes, 30 de abril Capítulo 8, Texto pp. 271-274 (impersonal & passive se)

April 30 – Last day to withdraw from a class

semana 15:
lunes, 3 de mayo Capítulo 8, Texto pp. 276-277 (Nuestro mundo)
miércoles, 5 de mayo Composition 2 (During class time)
viernes, 7 de mayo Review

COMPREHENSIVE FINAL EXAM – Wednesday, May 12, 8-10am