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# SPANISH 2 & 3 UP POLICIES

## FALL 2022

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The Pennsylvania State University  
Department of Spanish, Italian, and Portuguese  
Spanish Basic Language Program (SBLP)

<b>Credits:</b>	4
<b>Delivery:</b>	In person and on the web ( <a href="https://psu.instructure.com">Canvas</a> , <a href="https://psu.instructure.com">https://psu.instructure.com</a> and <a href="https://mlm.pearson.com/northamerica">MyLab Spanish</a> , <a href="https://mlm.pearson.com/northamerica">https://mlm.pearson.com/northamerica</a> ).
<b>Dates:</b>	See the Syllabus tab in Canvas.
<b>Instructor:</b>	See the Meet the Instructor page in the Orientation module in Canvas.
<b>Administrative Course Supervisor:</b>	If you have problems with your instructor or disagree with a grade, please contact your instructor immediately and try to resolve the disagreement together. If it cannot be resolved, contact the Spanish 2 and 3 Administrative Supervisor Borja Gutiérrez, <a href="mailto:bxcg207@psu.edu">bxcg207@psu.edu</a> .

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### COURSE DESCRIPTION AND GOALS

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Welcome to **SPANISH 2** and **SPANISH 3** at Penn State! These hybrid courses (i.e., having an online and in-person component) are for students who are native speakers of a language other than Spanish. It is part of the [Spanish Basic Language Program \(SBLP\)](https://sip.la.psu.edu/blp), <https://sip.la.psu.edu/blp>. Please note that there will be no late adds to this course.

These four-credit courses will consist of online and offline learning. Two weekly hours of these one-semester courses are completed in class and the rest (instruction + assignments) is fulfilled online and offline. The purpose of these courses is to develop and improve communication skills in Spanish while listening, reading, speaking, and writing in the target language. Spanish 2 and 3 follow a communicative, information-based task approach, which comes from the idea that languages are best learned when real-world information becomes the focus of students' activities. Therefore, during the semester, you will exchange real-life information about yourself with your classmates and instructor.

Spanish 2 and 3 also follow the flipped-classroom method where instruction and basic practice are done outside of class, online and asynchronously, before you review and practice this course content in the

classroom. This method allows you to acquire the grammar and vocabulary at your own pace and frees up class time for the real-world communicative practice of the language.

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## LEVEL OF PROFICIENCY

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**Spanish 2** is designed for students who have successfully completed Spanish 1 at Penn State or the equivalent level at another university, or who have taken and successfully completed two or three years of high-school Spanish within four years immediately preceding admission to college. **Students with course work equivalent to the level of Spanish 2 will not receive credit for Spanish 2.** There are no exceptions to this policy.

**Spanish 3** is designed for students who have successfully completed Spanish 2 at Penn State, the equivalent level at another university, or who have taken and successfully completed four years of high-school Spanish within four years immediately preceding admission to college. **Students with course work equivalent to the level of Spanish 3 will not receive credit for Spanish 3.** There are no exceptions to this policy.

Native Spanish speakers and students with life-long contact with Spanish **may not** enroll in Spanish 2 or 3. There are no exceptions to this policy. Alternate online courses for these students are SPAN 100A and SPAN 301.

For more information, please see the [Placement Policy for World Language Courses](https://bulletins.psu.edu/undergraduate/general-information/academic-information/advising-planning-degree-program/course-placements/placement-policy-world-language-courses), <https://bulletins.psu.edu/undergraduate/general-information/academic-information/advising-planning-degree-program/course-placements/placement-policy-world-language-courses>.

Also, if you have taken the AP exam and have received a score of 3 or above, or if you have taken the IB exam and have received a score of 5 or higher on the Higher-Level exam, you will receive the 12 credits required to fulfill the foreign language proficiency requirement and will therefore not be able to take Spanish 2 or Spanish 3 for credit. There are no exceptions to this policy.

If you wish to see if you can be placed in a higher level of Spanish, you may take the **Diagnostic Exam**. It is free and assesses your level of proficiency. It does not grant credits or give grades, but it does count towards your foreign language requirements. The Diagnostic Exam is available only during the first week of the semester and takes place at the Pollock Testing Center (104 Pollock Building) from 8 AM to 6 PM. More information about the [Diagnostic Exam](https://sip.la.psu.edu/blp/courses/spanish-diagnostic-exam) can be found at <https://sip.la.psu.edu/blp/courses/spanish-diagnostic-exam>.

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## REQUIRED COURSE MATERIALS

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The textbooks have been created especially for Penn State and are available **only** at the Penn State and State College Student bookstores. **New and used books purchased elsewhere will not meet the requirements for the course.** Do not open your book or discard your receipt until you are sure you are in the appropriate level. Your textbook includes an access code to grant you access to the online course material. If your textbook does not have an access code, return it to the bookstore and get a new copy.

## Custom Textbook

*Mosaicos Spanish 2* - 6<sup>th</sup> Custom Edition for Penn State  
Published by Pearson/Prentice Hall

*Mosaicos Spanish 3* - 6<sup>th</sup> Custom Edition for Penn State  
Published by Pearson/Prentice Hall



## Other Required Materials

- Headphones or speakers for online audio activities
- For your written exams at the Pollock Testing Center, you need to bring wired headphones with a standard 3.5 mm jack
- A good bilingual paper dictionary
- A binder (to hold the textbook)
- Active PSU email account
- Internet connection with speed of at least 2 Mbps

If you do not own a computer, you can still complete your online work (presentations and quizzes) at any of the computer labs on campus.

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## COMMUNICATION

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There are several ways that you can communicate with your instructor and your classmates. Learn about these tools by reading the descriptions below.

### E-mail and Office Hours

You can email your instructor through Penn State Outlook or Canvas. Send a message if you would like to discuss an exam/quiz or a personal matter (e.g., grades, illness, family emergency, etc.). Please do not send out emails unrelated to class. **Your instructor will check their email every 24 hours, except during weekends. Likewise, you must check your email every 24 hours, except during weekends.** You may set up Canvas to automatically forward your email to your Outlook Penn State email, so that you will only need to check your email in one place. Here is an explanation on how to set up your [notification preferences](#) on Canvas, <https://www.e-education.psu.edu/library/book/export/html/736>.

Your instructor will be available to meet you during their [office hours](https://sip.la.psu.edu/blp/people-1), <https://sip.la.psu.edu/blp/people-1>, or by appointment. If your instructor asks you to meet with them, you have to do so within a week. If you cannot attend their office hours, please send them your availability. Your instructor will decide whether to hold office hours via Zoom or in their on-campus office.

For concerns related to course content (e.g., problems with Spanish grammar and vocabulary), reply to the General Questions Discussion Forum (*Foro de dudas*) in Canvas.

## Technical Help Form

For concerns related to technology (e.g., problems with quizzes, using Canvas, or MyLab Spanish features), please contact the Spanish Basic Language Program's Technology Coordinator using the link to the [Technical Help Form](https://sip.la.psu.edu/blp/tech-support/helpform) (https://sip.la.psu.edu/blp/tech-support/helpform) in the Course Support module in Canvas.

## General Questions Discussion Forum (Foro de dudas)

Reply to the *Foro de dudas* in Canvas and post your questions and doubts about grammar and vocabulary to your instructor. If you have a question, first check whether a classmate has already asked the same question and received an answer; if no one has, then reply to the discussion and ask the question yourself. Your instructor will answer your questions in a timely manner. While visiting the *Foro de dudas*, don't hesitate to reply to classmates if you know the answers to their questions. The *Foro de dudas* will not disappear; you will have continuous access to this forum.

Reminder: Technical problems should be reported via the technical help form, and questions about grades or other individual issues should be emailed privately to your instructor.

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## IN-CLASS LEARNING

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You will meet with your instructor and your classmates twice a week. Class time is tailored to promote speaking skills through communicative activities using the structures and vocabulary that you will have practiced online prior to class. Therefore, your instructor will not provide extensive grammar and vocabulary instruction. Instead, the instructor's role in the classroom is that of a "communication facilitator." If you need help with grammar and/or vocabulary, see your instructor during office hours. You are encouraged to take advantage of this opportunity. However, please do not expect your instructor to repeat a class that you have missed nor to answer questions about online assignments that you have not covered online. Do this work first and then see your instructor if you have questions. Please keep in mind that **class attendance is mandatory and necessary for the acquisition and practice of the language**. You are also responsible for having the required course materials with you during all class sessions.

You cannot request class PowerPoints presentations from your instructor even if you happen to miss a class. Additionally, you are not allowed to disseminate or share any class information or content material in any way and form to an online vendor, repository, tutoring, or quizzing site.

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## ONLINE LEARNING

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These courses will employ technology to achieve more one-on-one interaction among you, your classmates, and your instructor. Online learning also provides the following advantages:

- **Self-pacing:** You can take the time you need to view the grammar and vocabulary tutorials and to do the course's online activities as long as you submit the activities by the due date each week.
- **Immediate feedback:** You will receive your results immediately.

- **Opportunity for improvement:** You can submit most of your online activities more than once and therefore be able to learn from your errors.
- **Easy access:** You can complete online activities from any computer with access to the Internet through a reliable Internet browser (Firefox, Chrome, or Safari).
- **Varying activity types:** The wide variety of activity types accommodates different learning styles.

## Using Canvas

You will need to use **Canvas**, the Penn State course management system, for the following tasks:

- To complete your administrative quizzes (see the Administrative Assessments section below for more information).
- To view your first grammar and vocabulary tutorials.
- To complete your first online quizzes (lesson L4.3 for Spanish 2 and L9.3 for Spanish 3).
- To take your written exams in the Pollock Testing Center.

No access code will be needed to access this Canvas course content. Check the Syllabus document of your level of Spanish or under the Syllabus tab in Canvas for due dates. **There will NOT be an extension or a grace period for the completion of any of these assignments.**

## Using MyLab Spanish

Starting with lesson L5.1 for Spanish 2 and L10.1 for Spanish 3, you will need to use the course management system called **MyLab Spanish** (abbreviated from here on as **MyLab**) to watch the grammar and vocabulary tutorials and to complete your quizzes. Visit the [MyLab Spanish website](https://mlm.pearson.com/northamerica), <https://mlm.pearson.com/northamerica>, to obtain basic information about this system. Your instructor will not address questions related to technical problems. These questions should be addressed by filling out the Technical Help Form.

**NOTE:** Registering in and accessing MyLab will happen through a navigation link within your Canvas course. The link is called “Pearson Access” and appears on the left side of the screen in Canvas.

### Registration to MyLab

To register on MyLab Spanish, you will need to have your MyLab Student Access Code in hand. It is found in the pamphlet included with your textbook package. You will then need to follow the step-by-step instructions given in the Canvas page *MyLab Spanish Registration*, located in the Technology Tutorials module in your Canvas course.

### Browser Tune-Up

Prior to completing any MyLab quizzes, make sure to carry out a Browser Tune-Up (see the link on each MyLab Quizzes page or in the *MyLab Registration* page in Canvas). This will ensure that your computer has the right browser and plug-ins. If the tune-up indicates that you need to download any software, please do so; this will guarantee optimal and full functionality.

### Due Dates

In order to receive full credit, all quizzes in the lesson's folder must be completed by the due date. Please refer to the Syllabus for your level of Spanish or under the Syllabus tab in Canvas for the content and due date for each MyLab quiz folder. **Late MyLab quizzes may be submitted up to 10 days after the due date, but this will result in a 10-point deduction for each day that they are late.** Quizzes submitted after the 10-day grace period will not receive any credit. Technology problems and failures are not an excuse for unfinished work.

## Expectations and Requirements for Coursework

### Technological Training

You are responsible for watching all the tutorials located in the Technology Tutorials module in Canvas. **Your instructor will not address questions related to technical problems with online assignments.** For concerns related to technology, use the Technical Help Form.

### Administrative Assessments

To have access to all lesson and exam modules in Canvas, you must perform all the activities in the Orientation module, in the following order:

1. Complete the **Diagnostic Questionnaire**. This questionnaire is simply a way for us to get a better idea of your background with the Spanish language and to determine if you are in the correct level based on your experience. Once the Diagnostic Questionnaire is completed, a new assignment called Orientation Quiz about Syllabus and Policies will unlock.
2. Score 100% on the **Quiz about the Syllabus and Policies**. Once you have done this, the Academic Integrity Form will unlock.
3. Read and sign the **Academic Integrity Form**.

Once you have completed the above activities successfully, the first lesson (L4.3 for Spanish 2 and L9.3 for Spanish 3) will unlock. If you do not complete all these ungraded, but mandatory assignments, you will not be able to begin your graded coursework in Canvas.

### Expected Time Required (Approximate)

A general guideline for the amount of time you should plan to dedicate to a 4-credit course is 8-10 hours per week (2-3 hours per credit). The hybrid instruction concentrates on the acquisition of grammar and vocabulary, the development of listening, reading, and writing skills, and exposure to Hispanic culture. Each week, you will devote a **minimum of 8 hours** to complete the presentations and assignments described below.

### Late Assignments

**Please be aware that no late work will be allowed (unless previously approved).** Absolutely no late assignments will be accepted without the instructor's written permission, except for the quizzes on MyLab Spanish.

Assignments are due by 11:59 PM Eastern Time on the date indicated in the Syllabus for your level of Spanish or under the Syllabus tab in Canvas. Please be aware that Canvas follows the Eastern Time (ET) time zone. Assignment due dates adhere to this time zone, and it is your responsibility to submit assignments accordingly. If you are outside of the ET time zone, you can set your Canvas account to sync to it. Refer to the [Set a Time Zone article in the Canvas Guide](https://community.canvaslms.com/docs/DOC-10622), <https://community.canvaslms.com/docs/DOC-10622>.

### Program Academic Integrity Notice and Policies

At the beginning of the semester, you will be required to sign the SBLP Academic Integrity Form in order to access your first online assignments and written exams. Penn State defines academic integrity as the pursuit of scholarly activity in an open, honest, and responsible manner. All students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts (Faculty Senate Policy 49-20).

Dishonesty of any kind will not be tolerated in the Spanish Basic Language Program and instructors are required to report all cases of academic dishonesty to the College of the Liberal Arts. Dishonesty includes, but is not limited to, cheating, plagiarizing, using electronic or online translators, fabricating information or citations, facilitating acts of academic dishonesty by others, sharing or having unauthorized possession of examinations or other kinds of evaluative assignments (such as online quizzes, essay topics, oral exam topics, etc.), submitting partial or complete work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

For all your Spanish assignments, you may consult with your instructor in preparation for graded work and only use a paper dictionary and your textbook when writing or when planning for an activity. You are not allowed to use an online dictionary or an online translator (e.g., Spanishdict.com, Google Translate, etc.) to translate text (words, sentences, paragraphs) from English to Spanish, or vice versa. This applies both to your own prose in English and to prose in English that you take from a print or online source. Additionally, spell check, text-predicting, autocorrect features, and grammar-checking applications for any language are not permitted for any of your writing assignments and exams. Also, you may not ask another person (e.g., friend, tutor, relative, etc.) for help with any graded activity. If you plan to talk with another person about the grammar content you will be using in your written or oral work, you must receive advance, explicit approval from your instructor, who will guide you as to what is deemed to be acceptable assistance. **What you write must be produced by you, not written, corrected, or edited by someone else.** Finally, you may not totally or partially copy or adapt sentences from any external source such as books, web pages, etc. or internal sources (discussions, tutorials, etc.).

If you fail to comply with any of the above policies, the incident will be reported to the College of the Liberal Arts as an academic integrity violation and your grade for the assignment or exam may result in a zero.

**Please note:** Paper dictionary use consists of a resource where you look up ONE word. Translation use consists of anything where you enter in MORE than one word at a time. As a reminder, online dictionaries and online translators are not allowed when writing or when planning for an activity.

## GRADING SCALE

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The grading scale below is based upon department guidelines. **Grades will not be curved or rounded up under any circumstances.**

LETTER GRADE	PERCENT RANGE
A	95.0-100
A-	90.0-94.9

LETTER GRADE	PERCENT RANGE
B+	87.0-89.9
B	83.3-86.9
B-	80.0-83.2

LETTER GRADE	PERCENT RANGE
C+	75.0-79.9
C	70.0-74.9

LETTER GRADE	PERCENT RANGE
D	60.0-69.9
F	00.0-59.9

## ASSESSMENT COMPONENTS

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Assessments will be representative of the type of instruction, content, and practice offered in the course. The assessment components for this course are:

Quizzes: 20%

- Canvas Quizzes: 2%
- MyLab Quizzes: 18%

In-Class Participation: 6%

Three Writing Assignments (*Escrituras*): 9%

- First Version of *Escrituras*: 6%
- Final Version of *Escrituras*: 3%

Three Written Exams: 60%

- Exam 1 (20%)
- Exam 2 (20%)
- Exam 3 (20%)

One Oral Exam: 5%

## PRESENTATIONS AND ASSIGNMENTS

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### Presentations (Vocabulary and Grammar Tutorials)

Each week you will begin with the presentations of the lesson in Canvas or MyLab Spanish (as described on pp. 4-5). Here you will find video presentations, written explanations, and PowerPoint presentations on the lesson's grammar and vocabulary content. Review and study all presentations included in the lesson before beginning the activities/quizzes. **Make sure to view all the MyLab presentations and complete all the MyLab online quizzes under the *View All Course Materials* tab,** so you can have access to all instructional content and assigned activities.

### Quizzes

Starting with lesson L4.3 (Spanish 2) and L9.3 (Spanish 3), all quizzes are graded assignments. Allow a **minimum of 6 hours** for all quizzes in each lesson. Your quizzes will have vocabulary, grammar, listening,



reading, and pronunciation activities. These quizzes open weekly on Monday at 12:00 AM and are due the following Sunday at 11:59 PM.

Make sure that you review your answers carefully (including accents and spelling) before you submit your quizzes. You will have one attempt for activities with only two possible answers and two attempts for activities with three or more possible answers. If an activity does not follow these guidelines, this will be indicated in the instructions. The final grade of a quiz will be based on the **highest score** you receive on the activity. It is strongly recommended that before you log off, you check to see that your work has been properly submitted.

If you are unable to access the materials from your own computer, you are responsible to go to a lab on campus to complete the assignments on time. We recommend that you do the assignments ahead of time since this has the added benefit of allowing you enough time to contact your instructor to address questions you may have or to receive IT assistance should you encounter any technical-related problems.

## In-Class Participation, Attendance, and Make-Ups

### In-Class Participation

From week 2 until week 13, your instructor will evaluate your in-class participation performance every day and determine your participation grade for the week (maximum 100 points). See the [Evaluation Criteria for Participation](https://sip.la.psu.edu/blp/courses/evaluation-criteria-for-participation), <https://sip.la.psu.edu/blp/courses/evaluation-criteria-for-participation>. You may contact your instructor during office hours to review your participation grades. If there is any disagreement, you should resolve it immediately with your instructor. Participation grades cannot be made up or recuperated without a documented excuse. Please see the *Attendance Policy* and *Policy for Verification of Illness* below for more details. **During the entire class, all cellular phones, laptops, and other portable digital devices must be turned off and put away.** Laptops and tablets may only be used for taking notes as long as you have your instructor's permission.

### Attendance Policy

It is the policy of the University that class attendance is expected and that students should follow the attendance policy of the instructor as outlined in the syllabus. For purposes of our courses, your active class participation is crucial for learning a second language and you cannot participate if you are not in class. Regardless of the reason for your absence, failure to attend class always results in missed opportunities to hear and speak Spanish. Therefore, in order to learn and succeed in this course, you should attend every scheduled class and complete on time all work covered in the course.

A student whose irregular attendance causes them, in the judgment of the instructor, to become deficient scholastically, may run the risk of receiving a failing grade or a grade lower than the one the student might have secured had they regularly attended class. Your instructor will decide when your class absence constitutes a danger to your scholastic attainment and will make this fact known to you at once. In any case, you will be responsible for contacting other classmates to obtain any missed information. If you arrive 20 minutes late (or more), or leave 20 minutes early (or more), it will be considered an absence.

If you miss a class or an evaluative assignment, you need to contact your instructor as soon as the unavoidable absence is known in order to discuss ways to make up the assignment. If you do not make contact before the assignment is due, your instructor may not consider the absence legitimate. You are responsible for using only legitimate, unavoidable reasons for requesting a make-up. Requests for missing class or an evaluative event due to reasons that are based on false claims may be considered violations of the University's policy on academic integrity (Senate Policy 49-20). Flight tickets or other documents not included below are **not** valid documentation for an absence to be approved.

The main difference between approved and unapproved absences is that you do not receive any participation points for unapproved absences. However, if you have approved absences, your participation grade will be adjusted accordingly (e.g., if you have a valid excuse for being absent for one day, your participation grade for that week will be based on the day you are present; if you are absent during a prolonged period, and your absence is approved, your weekly participation grade will be based on your average participation grade during the semester, to be assessed at the end of the semester).

### Make-Ups Policies

**APPROVED EXCUSES** for making up any assignments (online or offline) or participation, include the following situations:

- **Two unexcused absences** throughout the semester. These days are to cover things such as minor illnesses; weddings; funerals; job interviews; participation in local, state, and federal government elections; etc. These are not 'free' days; use them wisely. These two absences cover your first two absences.
- **Officially documented university-approved curricular and extracurricular activities, religious observances, and military service:** If you miss a class or an assessment, you must provide your instructor with **original documentation** and must present a [Class Absence Form](https://undergrad.psu.edu/aappm/class_absence_v3.pdf), at [https://undergrad.psu.edu/aappm/class\\_absence\\_v3.pdf](https://undergrad.psu.edu/aappm/class_absence_v3.pdf), at least one week in advance of a planned absence.
- **Family emergencies and accidents:** During your enrollment at Penn State, unforeseen challenges may arise. If you ever must miss assignments and/or an extended amount of class due to an emergency, such as the death of a direct family member, an accident, or other circumstances beyond your control, please notify your instructor immediately so they can determine the best course of action to make up missed work. If you do not make contact **before the assignment is due**, your instructor might not consider the excuse legitimate. If your situation rises to a level of difficulty you cannot manage on your own with faculty support, reach out to the Student Care & Advocacy Office by phone at 814-863-2020 or email them at [StudentCare@psu.edu](mailto:StudentCare@psu.edu). Office hours are held Monday-Friday, 8:00 AM to 5:00 PM EST.
- **A documented, significant, prolonged illness:** Email your instructor about your situation **as soon as possible**. You must present verification of illness to your instructor. See the Policy for Verification of Illness section below.

For more information, read the [E-11 Class Attendance and Evaluation of Student Performance](https://undergrad.psu.edu/aappm/E-11-class-attendance.html) policy, <https://undergrad.psu.edu/aappm/E-11-class-attendance.html>.

### Policy for Verification of Illness

**A routine illness** is a minor illness or injury, such as a cold, the flu, or a self-limited gastrointestinal disorder. For routine illness-related absences, students should correspond directly with the faculty member as soon as possible regarding the situation, ideally before they miss a class, exam, or other evaluative activity. University Health Services (UHS) **does not** provide verification of illness forms for minor or routine illnesses or injuries. Students are not required to provide written documentation for minor or routine illnesses or injuries that cause class absence unless they become so frequent that they jeopardize the student's ability to succeed in the course.

If you missed an evaluative assignment due to a routine illness and you contacted your instructor before the assignment was due, you should make it up within the following week. Otherwise, your illness is considered prolonged and your instructor may ask you to provide medical documentation upon return to class to be allowed to make up the evaluative assignment.

**A significant, prolonged illness** is a serious illness or injury lasting at least a week. Whenever possible, you are expected to provide verification of illness from University Health Services or outside clinicians for significant prolonged illnesses or injuries resulting in absences from classes. UHS may provide verification of illness forms for a significant, prolonged illness or injury resulting in absence from classes if UHS clinicians provided services or received relevant documentation from outside providers. When it is appropriate, you may request the verification during your UHS clinician visit or send a secure message to your clinician or the Advice Nurse through [myUHS](https://studentaffairs.psu.edu/health/myuhs), <https://studentaffairs.psu.edu/health/myuhs>. Note that if you want a verification of illness from UHS and you have received care from an outside provider, the outside provider must furnish appropriate documentation to the UHS director (502A Student Health Center, 814-865-6555).

In order for you to make up any work missed due to a significant, prolonged illness, you must present verification of illness within a week of returning to class and make up all missed evaluative assignments within a week as well (or an agreed-upon, reasonable time based on personal situations). Please note that the verification of illness should not reveal any private health information and need not contain the signature of a clinician.

For guidance specific to COVID-19, see the [COVID-19 Policies](#) in this document.

### Writing Assignments (*Escrituras*)

There will be **three writing assignments (*escrituras*)** during the semester, worth 10 points each. *Escrituras* must be a minimum of 75 words long for Spanish 2 and 85 words long for Spanish 3. Non-Spanish words and proper nouns do not count towards the word total. Each *escritura* will have a first version and a final version. Grades for the first and final versions of the *escrituras* are based on the [Evaluation Criteria for Written Expression](https://sip.la.psu.edu/blp/courses/grading-criteria), <https://sip.la.psu.edu/blp/courses/grading-criteria>.

#### *Escrituras*: First versions

**First versions** will be written **in class** on the dates indicated on the syllabus for your level of Spanish. You will have 30 minutes to write your *escrituras* and you will be allowed to use only your paper textbook, printed/handwritten class notes, a traditional (paper) dictionary, any book with verb conjugations, and

verb charts. Your instructor will provide the topic in class on that day. You **may not** use any digital device (computer, tablet, cell phone, smartwatch, digital dictionary, online translator, etc.) during the writing of your in-class essay. **You may not partially or totally copy or adapt sentences from your textbook, course PowerPoint presentations, notes, or from any other source.** All your *escrituras* must be produced exclusively by you and should exclusively address the topic provided in class. They may not be written, corrected, or edited by someone other than yourself. **The *escritura* must be 100% your own work.** Failure to comply with this policy may result in a zero for the entire assignment, for both the first and final versions of the *escrituras*, and the incident will be reported to the College of the Liberal Arts as an academic integrity violation.

Additionally, you **may not** possess in any form nor disseminate by any means the *escritura* topics. Failure to comply with this policy will result in the incident being reported to the College of the Liberal Arts as an academic integrity violation, and you will also be susceptible to sanctions consistent with university guidelines, depending on the severity of the infraction.

If you miss class on the day an *escritura* is written and do not have a legitimate, unavoidable reason for your absence, you may have the opportunity to write it during your instructor's office hours within the following week. However, you will not be able to submit a final version. In other words, you will receive a zero for the final version, even if you scored ten points on the make-up first version.

### *Escrituras: Final versions*

**Final versions** are a rewrite of the first versions, done **outside of class** and following exclusively the instructor's editorial comments. **The main content of the final version must be the same as what you wrote in the first version, without adding or taking out content unless otherwise stated by your instructor.**

The final versions of *escrituras* are due at the beginning of class on the days specified on the syllabus of your level of Spanish. They have to be typed with Arial 12-point font, double spaced, 1" margins, legible, and printed out. If the final version is not typed, there will be a 0.5-point deduction in the *escritura's* grade. You must turn in the first version with the final version to your instructor. **Failure to do so will result in a zero for the final version.** If you receive 10 points for the first version of an *escritura*, you do not have to submit a final version for that *escritura*. In that case, you will automatically receive 10 points for the final version. However, if you receive less than 10 points for the first version, you must submit a final version. **Failure to do so will result in a zero for the final version.** You will **not** simply receive a duplicate grade from the first one.

You are expected to hand in *escrituras* on time and in class. If you are not in class the day a final-version *escritura* is due, **you must email the final version accompanied by a scanned, legible copy of the first version to your instructor by the time class begins on the day it is due. Do not leave any *escrituras* in your instructor's mailbox.** The first version must still be turned in to the instructor upon return to class. Your instructor may also ask you to supply them with a hard copy of your final version. If you do not turn in a hard copy of the first and final versions of your *escritura* on this new due date, it may be considered and treated as a late assignment.

**Late *escrituras* will receive point reductions.** They will be downgraded by one point if received after the beginning of class on the due date and one additional point for each calendar day thereafter.

While working on the final version of an *escritura*, you may consult with your instructor in preparation for graded work and you may only use non-digital/paper dictionaries and grammar reference materials. You **may not** use ANY online translator and online dictionary (e.g., Spanishdict.com, Google Translate, etc.) to translate text (words, sentences, paragraphs, etc.) from Spanish to English or vice versa. You **may not** use any grammar structures that have not been covered in the course. You **may not** ask another person (e.g., friend, tutor, relative, etc.) for help with the writing, editing, or correcting of any part of your *escritura*. If you plan to talk with another person about the grammar content you will be using in your written work, you must receive advance, explicit approval from your instructor, who will also guide you as to what is deemed to be acceptable assistance. **What you write must be produced by you, not written, corrected, or edited by someone else.** If your assignment is adapted or taken partially or totally from an external source such as published information (a book, web page, etc.), course PowerPoints, or is produced by a translation program or by another person, it may result in a zero for the first and final versions of the *escritura*, the incident will be reported to the College of the Liberal Arts as an academic integrity violation, and you may also be susceptible to other sanctions consistent with University guidelines, depending on the severity of the infraction.

## Written Exams

There will be **three non-cumulative, closed-book written exams** in Spanish 2 and 3. They are representative of the type of instruction, content, and practice offered during these courses. They will include listening, grammar, vocabulary, reading, and writing sections. **Exams grades are not curved or rounded.**

All three exams will take place at the Pollock Testing Center, 104 Pollock Building. You will receive an email from the Testing Center prompting you to schedule your exam. You should not schedule your exam later than 9:45 PM in order to be sure that you have sufficient time to finish it before the Testing Center closes (11:00 PM). Also, you should not schedule your exam for times that may conflict with your Spanish class. Exam dates are specified in the syllabus for your level of Spanish.

**You must bring your Penn State ID and your own traditional wired headphones with a 3.5 mm jack to these exams.** Wireless Bluetooth headphones or iPhone 7 and above headphones are not compatible with the Testing Center's computers. Computers in the Testing Center do not have speakers, and there are no headphones for you to borrow. You may take the exam without the headphones, but you will not be able to listen to the script in the listening section of the exam.

The Testing Center will provide you with a piece of bar-coded paper to use during the exam. You are not allowed to copy information from any source onto this paper prior to logging in to the exam. You must SCAN and RETURN the entire sheet of bar-coded paper before leaving the Testing Center. Failure to comply with these policies may result in a zero on your exam and will be reported to the College of the Liberal Arts as an academic integrity violation.

During your exam, you can only have your Penn State ID, wired headphones with a standard 3.5 mm jack, a pencil/pen, and the bar-coded paper. Because these are closed-book exams, you will not be allowed to have anything else with you during the exam (including your cell phone, smart watch, books, notes, etc.). Your sentences in the exam, including those in your composition, must be your own work. You **cannot** adapt or totally or partially copy/use sentences from the reading section or from any other section of the exam in your answers. If you do so, this may result in a zero in the exam, this incident will be reported to

the College of Liberal Arts as academic dishonesty violation, and you might also be susceptible to other sanctions consistent with university guidelines, depending on the severity of the infraction.

It is also your responsibility to notify the staff at the Testing Center check-in desk immediately of any technical or medical issues. Re-taking exams after you have submitted your exam and left the Testing Center will not be allowed under any circumstances. During the exam's week, you can re-schedule your exam if there are still seats available at the Testing Center. If there are no seats available and if you have a legitimate excuse for missing your exam, you will have to contact your instructor **prior** to your scheduled time, so they can schedule your make-up exam. For more information about the Testing Center, please follow this link: <https://testing.psu.edu>.

You can review your exam during your instructor's office hours within two weeks after your grade has been posted in Canvas.

If you do not show up for your written exam or arrive late, you will not be allowed to take the exam that week nor will you be permitted to make it up at a later date, unless you contacted your instructor prior to your scheduled exam with a legitimate and unavoidable reason or you present valid documentation for your absence.

Do not participate in the sharing of exam details (e.g., questions, answers, vignettes, etc.). You may not receive or disseminate exam details from or to other people or on the web. Exam details may not be sent or received through any means of communication (e.g., text, images, word of mouth, etc.). Failure to comply with this policy will result in the incident being reported to the College of the Liberal Arts as an academic integrity violation, and you will also be susceptible to sanctions consistent with university guidelines, depending on the severity of the infraction.

## Oral Exam

There will be **one closed-book oral exam** during class time on Monday and Wednesday of Week 15. You will not have regular class on these two days. You will attend only the day and time you are scheduled to take the exam.

The oral exam will be in pairs and will consist of a 5-minute dialogue conversation (or a 7.5-minute one for groups of three, should there be any). On the day of the oral exam, each student will be allowed to randomly select a card that contains a brief description of a possible topic for the dialogue, and you will then choose the one you prefer to do together as a group. You will be given 5 minutes to prepare your presentation prior to the dialogue. Having concluded your 5-minute preparation, you and your partner will first speak to each other for four minutes; groups of three (if any) will converse for six minutes. After your 4-minute (or 6-minute) conversation, your instructor will ask each of you a couple of follow-up questions during the remaining time. Please note that students with disability accommodations must inform their instructor of their intention of having required added time for exams apply to their oral exam by no later than week 8 of the semester.

The oral exam will provide you with the opportunity to use the verb tenses, vocabulary, and other material learned during the semester. You can only use the textbook, a paper dictionary, and your notes to prepare for the conversation, but you will not be allowed to have anything with you during the conversation. **Remember, you may not read from a script. Your conversation must be spontaneous.**

The oral exam is worth 20 points and each student's performance will be graded individually following the [evaluation criteria for oral expression](https://sip.la.psu.edu/blp/courses/evaluation-criteria-for-oral-expression), <https://sip.la.psu.edu/blp/courses/evaluation-criteria-for-oral-expression>. You and your partner will sign up for a time slot in Week 13.

If you do not show up for your oral exam or arrive late, you will not be allowed to take the exam that week nor will you be permitted to make it up at a later date, unless you contacted your instructor prior to your scheduled exam with a legitimate and unavoidable reason or you present valid documentation for your absence.

You **may not** possess in any form nor disseminate by any means the topic(s) for the oral exam. Failure to comply with this policy will result in the incident being reported to the College of the Liberal Arts as an academic integrity violation, and you will also be susceptible to sanctions consistent with university guidelines, depending on the severity of the infraction.

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## GENERAL ADMINISTRATIVE ISSUES

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### SBLP Policies

#### Final Grades and Extra Credit

Final grades are neither curved nor rounded, and extra credit and extra work will not be given under any circumstances.

#### Disagreements and Grade Disputes

You may contact your instructor during their office hours to review your grades. Should there be any disagreement, you should resolve it immediately with your instructor. No excuses will be accepted to recover points lost because of failure to submit work. If you provide written documentation about your absence(s) and your instructor considers it acceptable, a solution will be provided. See the Make-up Exams and Assignments section above.

If you disagree with a grade or have problems with your instructor, please contact them immediately and try to resolve the disagreement together. If it cannot be resolved, contact the Spanish 2 and 3 Administrative Supervisor Borja Gutiérrez, [bxg207@psu.edu](mailto:bxg207@psu.edu). He will ask you for written documentation of your version of the dispute before meeting with you both. If you cannot reach the Administrative Supervisor, please contact the Director: Susana García Prudencio, [szg127@psu.edu](mailto:szg127@psu.edu), 814-863-9473. Please understand that supervisors, coordinators, department heads, and higher administrators cannot require an instructor to change a grade but can only serve as mediators. All grade disputes, for whatever type of assignment, should be addressed no later than a week after the grade has been submitted in Canvas.

## University Policies

### COVID-19 Policies

The University will provide an update when masking is required. For up-to-date information about [AD101 COVID-19](https://policy.psu.edu/policies/ad101) policy and [current health guidelines](https://virusinfo.psu.edu/health-guidelines), please visit <https://policy.psu.edu/policies/ad101> and <https://virusinfo.psu.edu/health-guidelines>. The course will be following the [Penn State COVID-19 guidance for faculty and instructors](https://vpfa.psu.edu/files/2022/08/Penn-State-StudentCOVID-19Guidance-for-Faculty-and-Instructors.081622.pdf), <https://vpfa.psu.edu/files/2022/08/Penn-State-StudentCOVID-19Guidance-for-Faculty-and-Instructors.081622.pdf>.

If you are seriously sick, you should **not** attend class in person and are encouraged to contact a healthcare provider. You may participate remotely if your instructor allows it. If attending virtually is not an option, your absence and any work that you may need to make-up will be dealt with following our program's make-up policies and the policy for verification of illness outlined above. If you are not in class, you may be contacted by your instructor to check up on you.

In the event that your instructor is unable to teach in person, classes will be met by a temporary instructor, delivered remotely and synchronously (via Zoom), or addressed through asynchronous assignments and activities. If classes are remote and synchronous, you can bring your own device to the classroom during the scheduled class time to connect to class from that location.

### Academic Integrity

Penn State defines academic integrity as “the pursuit of scholarly activity in an open, honest and responsible manner. All students should act with personal integrity, respect other students’ dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts” (Faculty Senate Policy 49-20).

**Dishonesty of any kind will not be tolerated in this course.** Dishonesty includes, but is not limited to, cheating, plagiarizing, using online translators and online dictionaries, fabricating information or citations, facilitating acts of academic dishonesty by others, sharing or having unauthorized possession of examinations or other kinds of evaluative assignments (e.g., online quizzes, exam questions, essay and oral exam topics, etc.), submitting work produced by another person or work previously used without informing the instructor, or tampering with the academic work of other students. Students who are found to be dishonest will receive academic sanctions and an Academic Integrity Form will be reported to the College of Liberal Arts. Once an allegation of academic dishonesty has been made and reported to the College of the Liberal Arts, a student may not drop the course. Students who drop the course while facing allegations of academic misconduct will be immediately reenrolled in the course and will be expected to complete course work and meet course deadlines until the allegations are dismissed and the drop is permitted. Students responsible for academic misconduct often receive academic sanctions, which can be severe, and also may be subjected to disciplinary sanctions assigned by the University’s Office of Student Conduct (see Senate Policy G-9).

Questions about academic integrity can be referred to the Chair of the Liberal Arts Academic Integrity Committee. For more information read the [Academic Integrity Information for Students](https://la.psu.edu/current-students/undergraduate-students/education/academic-integrity/AcademicIntegrityInformationforLiberalArtsStudents.pdf/view) at: <https://la.psu.edu/current-students/undergraduate-students/education/academic-integrity/AcademicIntegrityInformationforLiberalArtsStudents.pdf/view>.



All course materials you receive or access are protected by copyright laws and are limited to class members for the duration of the course only. You may use the course materials for your own use, but unauthorized distribution and/or uploading of materials without the instructor's express permission is strictly prohibited. You are not allowed to take pictures or screenshots of any part of an exam, graded activity, lesson, or course PowerPoint. Students who engage in the unauthorized distribution of copyrighted materials may be held in violation of the University's Code of Conduct and/or liable under Federal and State laws. More information about the TEACH Act can be found at [TEACH Act and copyright laws](https://copyright.psu.edu/psu-policy/teach-act), <https://copyright.psu.edu/psu-policy/teach-act>.

### Academic Conduct

The Spanish Basic Language Program supports the authority of the instructors and encourages the spirit of respect and academic discipline in the course. For other general university policies regarding academic conduct please visit the [Office of Student Conduct](https://studentaffairs.psu.edu/conduct) at <https://studentaffairs.psu.edu/conduct>. Academic dishonesty includes the use of electronic or online translators. Students who are found to be dishonest will be reported to the College of the Liberal Arts and will also receive academic and/or disciplinary sanctions, depending on the severity of the infraction.

### Tutoring

If you need help with Spanish, Penn State Learning offers **free** drop-in tutoring. You are encouraged to use this service throughout the semester. For location and schedule, visit the [Penn State Learning website](https://pennstatelearning.psu.edu/tutoring/spanish), <https://pennstatelearning.psu.edu/tutoring/spanish>.

### Late Drop

It is **your responsibility to drop the course** if you decide to no longer be enrolled. For important dates such as the regular drop-add period, the filing period for conflict final exams, late drop, withdrawing from a course or from the university, please see the [University Academic Calendar](https://registrar.psu.edu/academic_calendar/calendar_index.cfm) for the semester at [https://registrar.psu.edu/academic\\_calendar/calendar\\_index.cfm](https://registrar.psu.edu/academic_calendar/calendar_index.cfm).

For further information on PSU's policies and procedures on adding and dropping courses, withdrawal, and leave of absence, visit the [University Registrar's Registration webpage](https://www.registrar.psu.edu/registration/registration_index.cfm) at [https://www.registrar.psu.edu/registration/registration\\_index.cfm](https://www.registrar.psu.edu/registration/registration_index.cfm).

### Deferred Grades

Approval for a deferred grade must be given by the instructor of the course. If you want to request a deferred grade, contact your instructor by week 14. If a deferred grade is approved, you will have to complete all the work for the course within 10 weeks after the course end date. Deferred grades are not permitted unless you have completed at least 75% of the course material. For further information on deferred grades, visit the [University Registrar's Registration webpage](https://www.registrar.psu.edu/grades/deferred-grades.cfm) at <https://www.registrar.psu.edu/grades/deferred-grades.cfm>.

### Disability Access

Penn State welcomes students with disabilities into the University's educational programs. Every Penn State campus has an office for students with disabilities. The Student Disability Resources website provides [contact information for every Penn State campus](http://equity.psu.edu/student-disability-) at <http://equity.psu.edu/student-disability->

resources/disability-coordinators. For further information, please visit the [Student Disability Resources website](https://equity.psu.edu/student-disability-resources) at <https://equity.psu.edu/student-disability-resources>.

In order to receive consideration for reasonable accommodations, you must contact the appropriate disability services office at the campus where you are officially enrolled, [participate in an intake interview, and provide documentation](https://equity.psu.edu/student-disability-resources/applying-for-services) described at <https://equity.psu.edu/student-disability-resources/applying-for-services>. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with an accommodation letter. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. You must follow this process for every semester that you request accommodations.

### Nondiscrimination

Penn State is committed to equal access to programs, facilities, admission and employment for all persons. It is the policy of the University to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the University's educational mission, and will not be tolerated. For further information, please visit the [Affirmative Action Office website](https://affirmativeaction.psu.edu/) at <https://affirmativeaction.psu.edu/>.

### Reporting a Bias Incident

Penn State takes great pride to foster a diverse and inclusive environment for students, faculty, and staff. Acts of intolerance, discrimination, or harassment due to age, ancestry, color, disability, gender, gender identity, national origin, race, religious belief, sexual orientation, or veteran status are not tolerated and can be reported through Educational Equity via the [Report Bias webpage](https://equity.psu.edu/reportbias), <https://equity.psu.edu/reportbias>.

### Counseling and Psychological Services

Penn State's Counseling and Psychological Services (CAPS) office offers Penn State students residential and distance-based non-emergency mental health services in the form of case management, community resource referrals, supportive listening, care giver support, and much more.

Students may request assistance from CAPS regarding a variety of common mental health issues, including anxiety, depression, relationship difficulties, and stress. CAPS services are designed to enhance students' ability to fully benefit from the University environment and academic experience. Call CAPS at 814-863-0395 (Monday – Friday, 8:00 AM – 5:00 PM EST) or [submit an inquiry online](https://studentaffairs.psu.edu/form/caps-contact-form) at <https://studentaffairs.psu.edu/form/caps-contact-form> to schedule an appointment with a mental health advocate, who can help you address mental health concerns that may interfere with your academic progress or social development. This appointment will include a one-on-one session that can be conducted via telephone, teleconference, or locally at Penn State University Park. For more information on services provided through CAPS, please visit the [Penn State CAPS website](https://studentaffairs.psu.edu/counseling) at <https://studentaffairs.psu.edu/counseling>.

*THESE SERVICES ARE FOR **NON-EMERGENCIES** ONLY. IF YOU OR SOMEONE YOU KNOW IS EXPERIENCING A CRISIS SITUATION, PLEASE CALL YOUR LOCAL CRISIS CENTER OR 911.*