

Spanish 10 & 20 Policies – Fall 2023 / Spring 2024

The Pennsylvania State University, Dept. of Spanish, Italian, and Portuguese
Spanish Basic Language Program (SBLP)
<https://sblp.la.psu.edu>

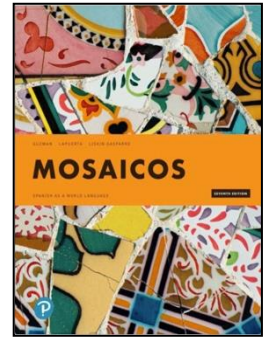
TABLE OF CONTENTS

Required Course Materials	Communication	Verification of Illness	Oral Exams
Course Description and Goals	Participation Criteria	Online Homework	Assessment Components
Methodology	Attendance Policy	Writing Assignments	SBLP Policies
Level of Proficiency	Makeup Policies	Written Exams	University Policies

REQUIRED COURSE MATERIALS

- Textbook *Mosaicos: Spanish as a World Language*, 7th Edition
- An active PSU email account
- A good bilingual paper dictionary
- Headphones or speakers for audio activities online

If you do not own a computer, you can still complete your online assignments at any of the computer labs on campus.



COURSE DESCRIPTION AND GOALS

Welcome to Spanish 10 and 20. These courses are offered during the fall and spring semesters, respectively. Spanish 10 and 20 can be taken as an alternative to the traditional series of basic language instruction that continues over three semesters and divides into Spanish 1, 2, and 3. The SPAN 10 and 20 courses are designed to cover the same amount of material as the three-semester basic language program, but in two-thirds of the time.

Spanish 10 covers chapters: preliminary through 7 of the textbook *Mosaicos*. Spanish 20 covers chapters: 8 through 15 of the same textbook. These intensive courses meet four days a week and are worth 6 credits per semester. The purpose of these courses is to develop and improve communication skills when listening, reading, speaking, and writing in Spanish, by means of:

- **Linguistic skills:** Use of accurate grammar and vocabulary.
- **Socio-cultural skills:** Appropriate use of Spanish based on situation and context.
- **Discourse skills:** Ability to use, understand and participate in different discourse tasks (e.g., comparison, description, narration) and situations (e.g., telephone, face-to-face, debate, interviews).
- **Strategic skills:** Use of appropriate learning strategies.

METHODOLOGY

Spanish 10 and 20 courses are based on a communicative approach with focus on form, which combines content- and task-based materials in a student-centered environment. Activities follow the sequence of structured-input activities, structured-output activities, and open-ended communicative tasks.

LEVEL OF PROFICIENCY

Native Spanish speakers and students with life-long contact with Spanish **may not** enroll in Spanish 10 or 20. There are no exceptions to this policy. Alternate online courses for these students are SPAN 100A and SPAN 301, which are specifically designed for this type of learner. For questions related to these courses, please contact Dr. Ariana Mikulski at amm71@psu.edu or visit the [Heritage Spanish](https://sip.la.psu.edu/undergraduate/spanish/heritage-spanish) site, <https://sip.la.psu.edu/undergraduate/spanish/heritage-spanish>.

If you are interested in demonstrating and certifying proficiency at the Spanish 3 level (12-credit), please contact Becky Cross (rlc21@psu.edu, 814-863-5417) for information on the process and charges to do this.

If you believe you are qualified for a course that is more advanced than the level into which you were placed, you may take the Diagnostic Exam. This test is free and assesses your level of proficiency. It does not give credits or grades, but it does count towards your foreign language requirements. The Diagnostic Exam is available only 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://sblp.la.psu.edu/courses/spanish-diagnostic-exam) can be found at <https://sblp.la.psu.edu/courses/spanish-diagnostic-exam>.

COMMUNICATION

Email and office hours: Your instructor will be available to meet you during their [office hours](https://sblp.la.psu.edu/people), <https://sblp.la.psu.edu/people>, 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.

If there is an emergency: If you must contact your instructor urgently and cannot reach them, please contact the Spanish 10/20 Supervisor: Alex McAllister, afm159@psu.edu. If you cannot reach the supervisor, please contact the Assistant Director of the Spanish Basic Language Program: Damián Solano Escolano, dvs6223@psu.edu. Please do **not** call the main office of the Spanish Department.

If there is a consistent problem with an instructor such as late arrival, short class periods, unreturned or ungraded assignments, etc., contact the supervisor immediately.

How your instructor will communicate with you: Your instructor will contact you via the Canvas email service and/or your Outlook Penn State email. Make sure that you check your email in both places at least every 24 hours on weekdays. 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. If your instructor's email requires an answer, please answer promptly (within 48 hours). Please do not use the class email list to send information that is not directly related to the course.

PARTICIPATION CRITERIA

A portion of the grade for this course is directly tied to your participation in this class. Successful participation is defined as consistently adhering to university requirements, as presented in this document. This involves actively participating in both individual and group activities related to the lecture content and speaking exclusively in Spanish during the whole class.

Each week, beginning in the second week, your instructor will evaluate your in-class participation and determine a grade (maximum 100 pts.) Click on [Evaluation Criteria for Participation](https://sblp.la.psu.edu/courses/grading-criteria) at <https://sblp.la.psu.edu/courses/grading-criteria> to see the grading criteria.

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. No excuses will be accepted to recover participation points lost because of absences that were not approved within a 2-class period after you returned to class. See attendance policy below.

During class, cell phones, smart watches, and any other unnecessary electronic devices should be turned off and stored unless noted by instructor.

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, a deficiency in their learning process, 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 academic performance 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).

MAKEUP POLICIES

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

- **Four 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.
- **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, 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. 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>.

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.

ONLINE HOMEWORK

You are responsible for having the required materials for class, checking the syllabus for assignments, and completing homework on time.

Each week, you will complete online assignments via [Canvas](https://canvas.psu.edu), <https://canvas.psu.edu>.

To have access to all assignments and exams, you must sign the **Academic Integrity Form** located in the Orientation module.

If you have any technological difficulties (e.g., using Canvas or accessing your online assignments, etc.), do not contact your instructor, but fill out and submit the [Technical Help Form](https://sblp.la.psu.edu/tech-support/helpform) at <https://sblp.la.psu.edu/tech-support/helpform>.

Make sure that you review your answers carefully before you submit your assignments (accents, following instructions for lowercase, capital letters, formatting when needed, etc.).

You will have **one attempt** for quizzes with only two possible answers and **two attempts** for other types of quizzes. If a quiz does not follow these guidelines, this will be indicated in the instructions. The final grade of an online quiz will be based on the highest score you received on that quiz.

It is strongly recommended that before you log off, you check to see that your work has been properly recorded. **In order to receive full credit, all activities in the week's module must be completed by the stated deadline.** Please refer to the syllabus for due dates and times. Late Canvas assignments may be submitted until ten days after the due date, but this will result in a 10-percent deduction for each day that they are late.

Technology failures are not an excuse for unfinished work. Please plan accordingly. 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. Making up online assignments without penalization will only be allowed for the following situations:

- Attendance of university-approved curricular and extracurricular activities (such as field trips, debate trips, choir trips, and athletic events which require your participation). You must turn in your original documentation to your instructor, in person, at least one week ahead of time.
- A significant, prolonged illness or injury, for which you must present medical documentation to your instructor upon return to class. Please see the Policy for Verification of Illness section of this document (pg. 3) for further details.

WRITING ASSIGNMENTS (*ESCRITURAS*)

During the semester you will write **four** *escrituras*. Each *escritura* will have a first version and a final version. First versions will be **written in class** on the dates indicated on the syllabus. Your instructor will provide the topic in class on that day. You will be allowed to use your textbook, notes and a non-digital dictionary. You **may not** use any digital device (computer, tablet, cell phone, digital dictionary, translator, generative AI tool, etc.). You **may not** copy sentences from your textbook or elsewhere. All versions of your *escrituras* must be produced by you. They **may not** be written, corrected, or edited by someone other than you. Doing so will be considered plagiarism and you will receive a 0 (zero) grade on the assignment (first and final versions) and it will be reported to the College of Liberal Arts.

If you miss class on the day an *escritura* is written and do not have a legitimate, unavoidable reason for your absence, you will have the opportunity to write it in your instructor's office within the following week. However, you will not be able to submit a final version, i.e., you will receive a zero for the final version, even if you scored 10 points on the make-up first version.

Final versions are a rewrite of the first versions, following the instructor's comments. The main content of the final version must be the same as what you wrote in the first version. They are due at the beginning of class on the days specified on the syllabus. They have to be typed with Arial 12- point font, double spaced, 1" margins, legible and printed out. If the final version is not properly formatted and 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.

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 version or legible image 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 physical mailbox.**

Your instructor may still ask you to supply them with a hard copy of the *escritura* upon your return to class. If you do not turn in a hard copy 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.

If you receive 10 points for the first version of an *escritura*, you do not have to submit a final version for the same *escritura*. In that case, you will automatically receive 10 points for the final version. However, if you receive fewer than 10 points for the first version, you must submit a final version for that *escritura*. 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.

Grades for first and final versions of the *escrituras* are based on the [Evaluation Criteria for Written Expression](https://sblp.la.psu.edu/courses/grading-criteria), <https://sblp.la.psu.edu/courses/grading-criteria>.

Academic Integrity Guidelines: 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 or generative AI tool to translate text from Spanish to English (words, sentences, paragraphs, etc.). You may not ask another person (e.g., friend, tutor, relative, etc.) for help with the writing, editing or correcting of any activity on which you will be graded, and for which you will receive points towards your final grade. 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. **What you write or submit must be produced by you, not written, corrected, or edited by someone else or some external source like generative AI, Course Hero, or Chegg.** If your assignment is partially or totally taken from an external source such as published information (book, web page, etc.), the class PowerPoint presentation, or is produced by a translation program or by another person, you will receive a zero in the assignment, this incident will be reported to the College of Liberal Arts as academic dishonesty, and it will remain on your student record.

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, online translators, and generative AI tools are not allowed when writing, editing, or planning for an activity.

WRITTEN EXAMS

There are **four** closed-book written exams in this course. Exam and course grades are **not curved or rounded-up**.

These exams are not cumulative and will take place **during regular class time** on the dates specified in the syllabus. These exams will be comprised of the following: listening and reading comprehension, grammar, vocabulary, and a short essay. Open-ended sentences and the content of the essay in these exams must be your own work.

Exams are closed-book, meaning you may not use your textbook, dictionary, notes, online translators, or any other materials. The use of online translators, generative AI tool, and digital devices such as tablets, iPods, cell phones, smart watches, etc. is strictly prohibited.

During your exam and after you have submitted it, you are not allowed to take any notes. That is, you are not permitted to use any scratch paper, notebook, etc. Taking screenshots of any part of the exam, including your answers, is strictly prohibited. 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.).

ORAL EXAMS

There are two oral exams. They will consist of a 4-minute dialogue between two students (groups of three, if any, will converse for six minutes). After your 4-minute conversation, your instructor will ask a couple of follow-up questions to each of you. Each pair of students will select a topic from the list available in Canvas. You can use the textbook, a paper dictionary and your notes to prepare for the presentation, but you will not be allowed to have anything with you during the presentation. These dialogues will take place in class on the dates specified in the syllabus and will be graded based on the [Evaluation Criteria for Oral Expression](https://sblp.la.psu.edu/courses/grading-criteria/), <https://sblp.la.psu.edu/courses/grading-criteria/>.

You **may not** possess in any form nor disseminate by any means course examinations, including the oral exam 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.

ASSESSMENT COMPONENTS

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

Participation	10%
Online homework	12%
Writing assignments (<i>escrituras</i>)	12%
- First Version of <i>Escrituras</i> : 8%	
- Final Version of <i>Escrituras</i> : 4%	
Exam 1	14%
Exam 2	14%
Exam 3	14%
Exam 4	14%
Oral exam 1	5%
Oral exam 2	5%

GRADING SCALE

LETTER GRADE	PERCENT RANGE	LETTER GRADE	PERCENT RANGE	LETTER GRADE	PERCENT RANGE	LETTER GRADE	PERCENT RANGE
A	93.0-100	B+	87.0-89.9	C+	77.0-79.9	D	60.0-69.9
A-	90.0-92.9	B	83.0-86.9	C	70.0-76.9	F	00.0-59.9
		B-	80.0-82.9				

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 10/20 Administrative Supervisor: Alex McAllister, afm159@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 Assistant Director of the Spanish Basic Language Program: Damián Solano Escolano, dvs6223@psu.edu. 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

At the beginning of the semester, you will be required to sign the SBLP Academic Integrity Form 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 and generative AI (e.g., ChatGPT), 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, an online translator, or any generative AI tool (e.g., Spanishdict.com, Google Translate, OpenAI's ChatGPT, Baidu's Ernie, Google's Bard, etc.) to translate, edit, or write 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-checking, text-predicting, and autocorrecting features, along with 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 or submit must be produced by you, not written, corrected, or edited by someone else or some external source like generative AI, Course Hero, or Chegg.** 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.

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/academics/academic-integrity) at: <https://la.psu.edu/current-students/academics/academic-integrity>.

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](https://pennstatelearning.psu.edu/tutoring/spanish) website, <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://www.registrar.psu.edu/academic-calendars/2023-24.cfm) for the semester at <https://www.registrar.psu.edu/academic-calendars/2023-24.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](https://www.registrar.psu.edu/registration) webpage at <https://www.registrar.psu.edu/registration>.

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](https://www.registrar.psu.edu/grades/deferred-grades.cfm) webpage 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 at <http://equity.psu.edu/student-disability-resources/disability-coordinators>. For further information, please visit the [Student Disability Resources](https://equity.psu.edu/student-disability-resources) website 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](https://equity.psu.edu/student-disability-resources/applying-for-services), and provide documentation 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](https://affirmativeaction.psu.edu) website 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](https://equity.psu.edu/reportbias) webpage, <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 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 (Skype, FaceTime, etc.), or locally at Penn State University Park. For more information on services provided through CAPS, please visit the [Penn State CAPS](https://studentaffairs.psu.edu/counseling) website 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.