

---

# SPANISH 3, WORLD CAMPUS (WC)

## SYLLABUS – SPRING 2023

---

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

<b>Credits:</b>	4
<b>Prerequisites:</b>	SPAN 2
<b>Delivery:</b>	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 <a href="#">Course Summary</a> in this document or under the Syllabus tab in Canvas.
<b>Instructor:</b>	See the Meet the Instructor page in the Orientation module in Canvas.
<b>Online 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 Online Course Supervisor of the Spanish Basic Language Program, Lucía Pérez de Zabalza at <a href="mailto:lv5281@psu.edu">lv5281@psu.edu</a> .

---

### TABLE OF CONTENTS

---

<a href="#">Course Description and Goals</a>	<a href="#">Grading Scale</a>	<a href="#">Exams</a>
<a href="#">Level of Proficiency</a>	<a href="#">Assessment Components</a>	<a href="#">Course Summary (Schedule)</a>
<a href="#">Required Course Materials</a>	<a href="#">Presentations and Assignments</a>	<a href="#">Make-up Exams and Assignments</a>
<a href="#">Communication</a>	<a href="#">Quizzes</a>	<a href="#">General Administrative Issues</a>
<a href="#">Online Learning</a>	<a href="#">Communication Activities</a>	

---

### COURSE DESCRIPTION AND GOALS

---

Welcome to **SPANISH 3 ONLINE** at Penn State! This course is for students who are native speakers of a language other than Spanish. It is part of the Spanish Basic Language Program (SBLP), which you can learn more about at the [SBLP website](https://sblp.la.psu.edu): <https://sblp.la.psu.edu>.

The purpose of this course is to develop and improve communication skills in Spanish while listening, reading, speaking, and writing in the target language. The course follows 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. **There will be no late adds to this course.**

---

### LEVEL OF PROFICIENCY

---

Spanish 3 is designed for students who have successfully completed Spanish 2 at Penn State or 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.** Native Spanish speakers and students with life-long contact with Spanish **may not** enroll in Spanish 3. 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>.

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) at: <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.

## REQUIRED COURSE MATERIALS

---

The textbook has been created especially for Penn State, and it is available **only** at the World Campus bookstore, [Barnes & Noble College](https://bncvirtual.com/psude), <https://bncvirtual.com/psude>. **BOOKS PURCHASED ELSEWHERE WILL NOT MEET THE REQUIREMENTS FOR THE COURSE.**

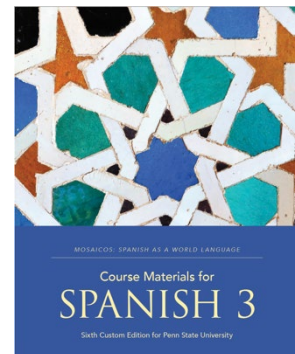
Make sure to buy a **new book** so that you will have a valid access code for your online assignments on MyLab Spanish. Do not open your book until you are sure you are in the appropriate level and be sure to keep your receipt.

### Custom Textbook

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

### Other Required Materials

- Built-in or external webcam, speakers, and microphone (or headset with microphone) for speaking and listening assignments
- Built-in or external speakers (not headphones), microphone, and webcam for exams
- A good bilingual paper dictionary
- A binder (to hold the textbook)
- An Active PSU email account
- A valid photo ID in English
- Internet connection with speed of at least 2 Mbps



## COMMUNICATION

---

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.**

Your instructor will be available to meet with you via Zoom 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.

For concerns related to course content (e.g., problems with Spanish grammar, 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://sblp.la.psu.edu/tech-support/helpform) (<https://sblp.la.psu.edu/tech-support/helpform>) the Course Support module in Canvas.

### General Questions Discussion Forum (*Foro de dudas*)

In the Course Support Module, 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.

### *Cafetería*

In the Course Support Module, use the *Cafetería* in Canvas to exchange ideas or comments with your classmates (e.g., share a link to a good Spanish site, create study groups, socialize, etc.).

Be aware that your instructor will not respond to questions or comments in this discussion forum. If you have questions about grammar, vocabulary, or other course content, please reply to the General Questions Discussion Forum (*Foro de dudas*).

## ONLINE LEARNING

---

**SPANISH 3 ONLINE** will employ technology to achieve more one-on-one interaction between you and other students and between you and your instructor. Learning Spanish online will provide the following advantages:

- **Self-pacing:** You can take the time you need 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, Safari, or Chrome).
- **Varying activity types:** The wide variety of activity types accommodates different learning styles.

Please see the Course Orientation Video to get a general idea of how this class works. You can see our video in the Orientation module in Canvas.

### 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 (lessons L9.3 and L9.4).
- To take your exams and to complete all your communication activities.

No access code will be needed to access this course content. Check the Course Summary at the bottom of this document 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 L10.1, 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 website](https://mlm.pearson.com/northamerica) at <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 Spanish

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.

If you have not secured your textbook with the access code by the time you begin to do your online work in MyLab, you may request a 14-day free trial of MyLab by clicking on the temporary access link at the bottom of the registration page on the Pearson website. However, you will need to have your book and the access code **before** the temporary access lapses or else your work may be lost. Please see the *MyLab Spanish Registration* Canvas page for more details.

### 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 Spanish 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 [Course Summary](#) in this document 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 failures are not an excuse for unfinished work. **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 failures are not an excuse for unfinished work.

## Expectations and Requirements for Online 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**.
4. In the **Introduction Video** forum, record a video introducing yourself to other students using the platform Bongo.

Once you have completed the above four activities successfully, the first lesson (L9.3) 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 online 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 likely devote a **minimum of 8 hours** to complete the online 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.

Assignments are due by 11:59 PM Eastern Time on the date indicated in the Course Summary at the bottom of this document 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>.

### Academic Integrity Notice

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 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. 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

---

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

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				

## ASSESSMENT COMPONENTS

---

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

1. Quizzes: 20%
  - Canvas Quizzes: 2%
  - MyLab Quizzes: 18%
2. Communication Activities: 20%
  - Cultural Zones (*Zonas culturales*): 6%
  - Experiences Forums (*Foros de experiencias*): 6%
  - Speaking Assignments (*Tertulias*): 8%
3. Exams: 60%
  - Exam 1: 20%
  - Exam 2: 20%
  - Exam 3: 20%

## PRESENTATIONS AND ASSIGNMENTS

---

### Presentations (Vocabulary and Grammar Tutorials)

Each week you will begin with the presentations of the lesson in Canvas or MyLab (as described on pg. 4). Here you will find video presentations, written explanations, and PowerPoint presentations of the lesson's material. 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 L9.3 all quizzes are graded assignments. Allow a **minimum of 6 hours** for all quizzes in each lesson. Your assignments are grammar and vocabulary activities, an *A escuchar* listening activity, a pronunciation activity, listening comprehension and culture activities, and reading comprehension and culture 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 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 recorded.

### Communication Activities (*Actividades de comunicación*)

Each week you will be responsible for contributing to an *Actividad de comunicación* in Canvas. There are **THREE DIFFERENT TYPES OF COMMUNICATION ACTIVITIES**: Cultural Zone (*Zona cultural*), Experiences Forum (*Foro de experiencias*), and Speaking Assignment (*Tertulia*). **EACH WEEK YOU WILL COMPLETE ONLY THE ASSIGNED ACTIVITY**. You will complete the activities in rotation; one week you will complete the *Zona cultural*, the following week you will have the *Foro de experiencias*, and the following week you will do the *Tertulia* in teams. See the Course Summary at the bottom of this document or under the Syllabus tab in Canvas for each lesson's activity. All these communication activities are graded assignments.

#### Number of Communication Activities

- Cultural Zones (*Zonas culturales*): 3
- Experiences Forums (*Foros de experiencias*): 3
- Speaking Assignments (*Tertulias*): 3

#### Cultural Zone (*Zona cultural*) (2 entries per week, 75 words; 60 minutes)

Twice a week, you will enter the *Zona cultural* in Canvas. At the start of the week, you are required to reply to the discussion and write an entry made up of two parts: a cultural artifact and a written caption. You will look for items from Hispanic culture related to the lesson's topic for the *Zona cultural*. Your cultural artifact may be any video, news clip, photo, song, etc. from the Hispanic world and related to our topic. Your written caption for your cultural artifact must be simple, short (at least 50 words), and in Spanish. You may comment on any aspect of your cultural artifact using vocabulary and grammar from the current lesson. You must write the total number of words of your caption at the end of the entry (e.g., "Word count: 52"). **Make your main submission by Friday at 11:59 PM.**

After reviewing your classmates' main submissions, you will reply to as many or as few classmates as you wish, for a total of at least 25 words. You must write the total number of words of each reply to a classmate at the end of that entry (e.g., "Word count: 25"), AND you must write the total number of words for all entries (your main submission and your replies to classmates) at the end of your final reply to a classmate (e.g., "Total word count for the discussion: 77"). **Make your replies to classmates by Sunday at 11:59 PM.**

After the close of the lesson discussion, your instructor will provide individual feedback in response to your entries and also share a conclusion for the discussion.

#### Experiences Forum (*Foro de experiencias*) (2 entries per week, 75 words; 60 minutes)

Twice a week, you will enter the *Foro de experiencias* in Canvas, where you will write in Spanish to discuss a topic related to the lesson's target content. At the start of the week, you are required to reply to the



discussion and write an entry that is simple, short (at least 50 words), and in Spanish. You must write the total number of words at the end of the entry (e.g., "Word count: 52"). **Make your main submission by Friday at 11:59 PM.**

After reviewing your classmates' main submissions, you will reply to as many or as few classmates as you wish, for a total of at least 25 words. You must write the total number of words of each reply to a classmate at the end of that entry (e.g., "Word count: 25"), AND you must write the total number of words for all entries (your main submission and your replies to classmates) at the end of your final reply to a classmate (e.g., "Total word count for the discussion: 77"). **Make your replies to classmates by Sunday at 11:59 PM.**

After the close of the lesson discussion, your instructor will provide individual feedback in response to your entries and also share a conclusion for the discussion.

### Grading Criteria for Cultural Zones (*Zonas culturales*) and Experiences Forums (*Foros de experiencias*)

Please see the [Online Discussion Participation Grading Criteria](https://sblp.la.psu.edu/courses/grading-criteria) at the SBLP website: <https://sblp.la.psu.edu/courses/grading-criteria>. To earn full credit, you need to write **TWO entries (a main submission and a reply to a classmate)** by the due dates. Participation is mandatory, and on-time participation is crucial to establishing a conversational exchange. **Late main submissions will receive partial credit (10% deduction).** No partial credit is given for just one entry, even if it is on time.

Each week you will practice the grammar and vocabulary content of the week. Use your own words and do not use online translators to write your entries. The use of translators becomes obvious for two reasons. First, they DO NOT work; they may create odd sentences or generate more advanced grammar constructions than those covered in your Spanish course. Your instructor will easily recognize that those words cannot be written by a Spanish 3 student just with the help of a dictionary. Second, the use of online translators is not allowed in language courses since its use is considered academic dishonesty. If you find yourself tempted to translate a complex sentence, instead create two or more smaller, simpler sentences. Your instructor understands that you are in the process of learning a foreign language and will be sympathetic to honest attempts to express yourself in Spanish. By focusing only on the structures and terms learned in this course, you will avoid making mistakes in complex structures beyond your current level and you will perfect the material from the lessons.

### Speaking Assignments (*Tertulias*)

For each *Tertulia*, you will work in a team of 3-5 students to record a 5-minute conversation about a topic corresponding to the lesson. At the start of the semester, you should begin looking for teammates in the Teammates Wanted discussion forum under the Communication Activity Resources module in Canvas. Once teams have been formed, the team rosters will be posted in that module.

The *Tertulias* must be recorded in Bongo, a web conferencing platform that enables students to meet in real time and communicate via voice and text chat. Bongo is an application that runs inside your web browser, so there is no software to download, install, or update. You all do not have to be physically together when you complete a *Tertulia*. You just need to be "virtually" present in the assigned Bongo room. Your team room will not be available until the time and day of the scheduled meeting. However, you can practice recording by yourself at any time.

As you prepare for completing each *Tertulia*, follow these guidelines:

- If your team has fewer than 5 members, each person needs to speak for at least 1 minute. Otherwise, teams with 5 students need to record a 5-minute conversation. **Do NOT record by yourself because this is a conversation activity.**
- Right before beginning each *Tertulia*, you must say your full name in a clear voice. The time spent in these introductions does not count for the minimum time conversing to be graded.
- Be sure to focus only on the verb tenses and vocabulary learned during the lesson. You may use your textbook, a paper dictionary, and your notes to prepare, but you will not be allowed to have anything with you during the recording. **Do NOT read.**
- You must have both audio and video enabled in order to receive credit. Find a well-lit, quiet room so that everyone can clearly see your face and clearly hear your voice. Use a headset with a microphone so that you do not generate echo feedback. For information about how to use Bongo, refer to the related tutorials in the Technology Tutorials module.
- Be sure your recording has only the conversation to be graded. The recorded conversation must continue from beginning to end without having any cuts.
- Only one team member needs to **submit the recording in Bongo by Sunday, 11:59 PM**. Be sure to give your recording the name “[YOUR TEAM NAME], LX.X Speaking Assignment.” For example, in Lesson 11.1 the team *Los leones de Penn State* would write “*Los leones de Penn State*, L11.1 Speaking Assignment.”

### Grading Criteria for Speaking Assignments (*Tertulias*)

The *Tertulias* will not be graded as a group, but each member will receive an individual grade based on their own performance. Please see the [Evaluation Criteria for Speaking Assignments](https://sblp.la.psu.edu/courses/grading-criteria) at the SBLP website: <https://sblp.la.psu.edu/courses/grading-criteria>. No online dictionaries or translators are permitted, and the conversation must be original (your own words) and spontaneous. If you read from a script, your score in the Communicative Success and Fluency categories will be zero.

It is a difficult task to speak in any foreign language – but trying, speaking as much as possible, and practicing class vocabulary and grammar are essential for learning Spanish. Making mistakes is natural and to be expected; keep your sentences simple and centered around what we have learned in class. Don't be so afraid of not being perfect that you don't give yourself a chance to speak up.

### Exams

There will be **three closed-book exams** in this course, and you will have 75 minutes to complete them. Exams are **not** cumulative and will include listening comprehension, grammar, vocabulary, reading comprehension, and an essay of minimum 75 words. They will take place on the dates specified in the [Course Summary](#) below. You must connect to Honorlock to take all your exams. You will complete them in Canvas and will have only one attempt. You will be able to review your answers only once upon submission. If you want to look over your exam afterwards, you will need to do so with your instructor within two weeks from the day your instructor posted the exam grades in Canvas. Please be aware that Canvas will never show the correct answers. Exam and course grades are **not curved or rounded**.

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.).

## Proctored Exams with Honorlock

### Introduction

You need to connect with the Honorlock system to take your exams. Honorlock is an online proctoring tool that gives you the ability to take secure proctored exams without visiting a testing center or locating an in-person proctor. You will take your exams on a computer at home or another quiet location. No other people may be in the room. The proctoring system will remotely observe and record you and your computer activity. You need a valid photo ID in English to take your exams. Honorlock accepts school issued ID cards, government issued ID cards, or passports. If you do not have a photo ID in English, you can [obtain a Penn State id+ card](https://idcard.psu.edu/world-campus) at <https://idcard.psu.edu/world-campus>. Apply for your id+ card as quickly as possible. Delivery can take 2-3 weeks.

### Using Honorlock

The Honorlock system is built into the Canvas course and can be accessed by entering the exam page. You do not need to go to a different website, create an Honorlock profile, or schedule a proctoring session ahead of time.

For system requirements and comprehensive instructions on how to use Honorlock, review the *Proctored Exams with Honorlock* page in the Orientation module in Canvas and the *Honorlock User Information* page in the Technology Tutorials module in Canvas.

You will not be able to access your exams until you have completed these prerequisites in Canvas: The Orientation module, the Google Chrome Browser Check Form, and the Honorlock Practice Audio Test. The Honorlock Practice Audio Test will be taken through Honorlock as practice, and it will ensure that audio files can be played on the computer that you will be using to take the exam. You only have to complete these prerequisites once.

### Permitted Materials

**Exams are closed-book, and utilization of any external aid is strictly prohibited.** You may **not** use your textbook, dictionaries, notes, online translators, or any other materials. You must complete your exam at a desk or table, and **your workspace must be clear of all other items**, except your photo ID. Turn off and put away all mobile devices, including smartwatches and any other smart computing-devices. You are not allowed to eat during your exam.

**It is your responsibility to ensure that your computer equipment is fully functional and properly set up for an exam.** Computer equipment includes your desktop or laptop computer (not a tablet or smartphone), built-in or external speakers (not headphones), microphone, and webcam. You are only allowed to use one monitor/screen. Before an exam, you may need to adjust your computer settings. Be sure to test your speakers, microphone, and webcam. In addition, spell-check, text-predicting, autocorrect features, and grammar-checking applications must be disabled for all languages. Please also see the general system requirements listed below. **During an exam, you may not turn off or disable any of your computer equipment.**

### Honorlock System Requirements

To use Honorlock, your computer and related components must meet the following requirements:

- Desktop computer, laptop, or Chromebook only (no tablets or smartphones).
- You are allowed to use only one monitor/screen. If you have a dual monitor, make sure it is off before starting your exam.
- Built-in or external speakers (not headphones), microphone, and webcam.
- Operating system: Windows 10, MacOSX 10.13 and higher, ChromeOS.
- Browser: Google Chrome (minimum version 84). Chrome is the **only** browser compatible with Honorlock. If you are running Chrome but do not have installed the [Honorlock browser extension](https://honorlock.kb.help/install-the-honorlock-extension), <https://honorlock.kb.help/install-the-honorlock-extension>, you will be prompted with a link to download and install it.
- Internet: Connection to network with Internet speed of at least 1.5 Mbps download and 750 Kbps upload.

You can perform a System Check in Honorlock, available on their [Support page](https://honorlock.com/support), <https://honorlock.com/support>. It is halfway down the page under the “Simple Single-Click Test” banner.

### Help

If you have any questions or concerns, contact Honorlock’s technical support team 24/7 via email at [honorlock@psu.edu](mailto:honorlock@psu.edu) or phone at (844) 243-2500, or by visiting [Honorlock’s website](https://honorlock.com/support/) at <https://honorlock.com/support/> and clicking the “Begin Live Chat” button.

## COURSE TEMPLATE

Here is the template for this course. Every week you will watch grammar and vocabulary presentations, complete quizzes, and complete an *Actividad de comunicación*. Note that for each lesson you will complete a *Zona cultural* OR a *Foro de experiencias* OR a *Tertulia*. See the Course Summary that follows or the one under the Syllabus tab in Canvas for each lesson’s communication activity; these assignments rotate every lesson.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Presentations and Quizzes (in Canvas and MyLab)						
<i>Zona cultural</i> : Main Submission (in Canvas)					<i>Zona cultural</i> : Replies to Classmates (in Canvas)	
<i>Foro de experiencias</i> : Main Submission (in Canvas)					<i>Foro de experiencias</i> : Replies to Classmates (in Canvas)	
<i>Tertulia</i> (in Canvas and Bongo)						

## COURSE SUMMARY (SCHEDULE)

For a list of the exact due dates of all assignments, see the Course Summary under the Syllabus tab in Canvas.

<b><i>Semana 1 (1/9-1/15)</i></b>	<b>Orientation</b>
<b>Notes</b>	<p><b>Week 1 has irregular due dates.</b> Check the Course Summary under the Syllabus tab in Canvas. Work on these assignments this week in order to prepare for the graded assignments that begin next week. To <b>unlock the first lesson, you must complete the following ungraded assignments in the Orientation module in this order:</b></p> <ol style="list-style-type: none"> <li>1. Complete the Diagnostic Questionnaire.</li> <li>2. Score 100% on the Orientation Quiz about Syllabus and Policies.</li> <li>3. Sign the Academic Integrity Form.</li> <li>4. Record a video in Bongo introducing yourself to others.</li> </ol>
<b>Orientation Assignments</b>	<p><b>This assignment is due by Thursday, Jan 12:</b></p> <ul style="list-style-type: none"> <li>• <b>Diagnostic Questionnaire:</b> You must complete this questionnaire to unlock the Orientation Quiz about Syllabus and Policies.</li> </ul> <p><b>These assignments are due by Sunday, Jan 15:</b></p> <ul style="list-style-type: none"> <li>• <b>Syllabus and Course Summary:</b> Read the Syllabus thoroughly and get familiar with the Course Summary under the Syllabus tab.</li> <li>• <b>Course Orientation Video:</b> Watch the video.</li> <li>• <b>Orientation Quiz about Syllabus and Policies:</b> You will need to earn a 100% on this quiz to unlock the Academic Integrity Form.</li> <li>• <b>Academic Integrity Form:</b> You must read and sign this statement to unlock the Introduction Video.</li> <li>• <b>Grading Criteria for Communication Activities (<i>Actividades de comunicación</i>):</b> Familiarize yourself with the evaluation criteria for these activities. See the links under the Communication Activity Resources module.</li> <li>• <b>Introduction Video:</b> Record a video in Bongo introducing yourself in English to unlock the first lesson. Include some information such as: your major, current geographical location, your interests, etc.</li> </ul> <p><b>These assignments are due in Week 2:</b></p> <ul style="list-style-type: none"> <li>• <b>MyLab Registration:</b> Register for MyLab using the <b>MyLab Student Access Code</b>. See the pamphlet included with your textbook package.</li> <li>• <b>Technology Tutorials:</b> Review the tutorials in the Technology Tutorials module.</li> </ul>
<b><i>Actividad de comunicación</i></b>	<b>None.</b> There is no communication activity this week.

<b>Semana 2 (1/16-1/22)</b>	<b>Lección 9.3 (SPAN 1 Review)</b>
<b>Notes</b>	<p><b>Starting this week, all quizzes and activities are graded assignments.</b></p> <p>This week and next week's assignments (L9.3 and L9.4) must be completed in Canvas. You don't need an access code, but they are initially locked. To unlock them, you must complete and submit the following, in this order:</p> <ol style="list-style-type: none"> <li>1. Complete the diagnostic questionnaire.</li> <li>2. Score 100% on the orientation quiz about syllabus and policies.</li> <li>3. Sign the academic integrity form.</li> <li>4. Record a video in Bongo introducing yourself to others.</li> </ol> <p>Remember, there are not extensions or grace period for L9.3. and L9.4. quizzes. Start them promptly.</p>
<b>Presentations</b>	<b>L9.3 Presentations (in Canvas)</b>
<b>Canvas Quizzes</b>	<p><b>L9.3 Canvas Quizzes</b></p> <p>L9.3.0 Spanish accents</p> <p>L9.3.1 Grammar: Present tense of regular verbs</p> <p>L9.3.2 Grammar: Present tense of stem-changing verbs and <i>hacer, traer, poner, salir, y oír</i></p> <p>L9.3.3 Grammar: Noun-adjective agreement</p> <p>L9.3.4 Grammar: Reflexive verbs and pronouns</p> <p>L9.3.5 Grammar: <i>Saber vs. Conocer</i></p> <p>L9.3.6 Grammar: <i>Ir + a + infinitive</i></p>
<b>Actividad de comunicación</b>	<p><b>None.</b> There is no communication activity this week.</p> <p><b>Teammates Wanted:</b> Use this forum to form your team for speaking assignments (<i>tertulias</i>). This forum is located in the Communication Activity Resources module.</p>

<b>Semana 3 (1/23-1/29)</b>	<b>Lección 9.4 (SPAN 2 Review)</b>
<b>Presentations</b>	<b>L9.4 Presentations (in Canvas)</b>
<b>Canvas Quizzes</b>	<p><b>L9.4 Canvas Quizzes</b></p> <p>L9.4.1 Grammar: <i>Gustar</i> and similar verbs</p> <p>L9.4.2 Grammar: Present tense and reflexive verbs</p> <p>L9.4.3 Grammar: <i>Ir + a + infinitive</i></p> <p>L9.4.4 Grammar: Preterit</p> <p>L9.4.5 Grammar: Imperfect</p> <p>L9.4.6 Grammar: Preterit vs. Imperfect</p> <p>L9.4.7 Grammar: Formal commands</p>
<b>Actividad de comunicación</b>	<p><b>L9.4 Zona cultural</b></p> <ul style="list-style-type: none"> <li>• <b>Main submission:</b> Due by Friday, 11:59 PM.</li> <li>• <b>Replies to classmates:</b> Due by Sunday, 11:59 PM.</li> </ul> <p><b>Preparation for Speaking Assignments (<i>Tertulias</i>)</b></p> <ul style="list-style-type: none"> <li>• <b>Teammates Wanted:</b> Use this forum to form your team for <i>Tertulias</i>. This forum is located in the Communication Activity Resources module. You must complete this task by the end of this week.</li> <li>• <b>Technology Tutorials:</b> Review the tutorials about <i>Tertulias</i> in the Technology Tutorials module.</li> </ul>

<b>Semana 4 (1/30-2/5)</b>	<b>Lección 10.1 (Lección 10. Parte 1)</b>
Notes	<b>Starting this week, all quizzes are completed in MyLab. Be aware that some folders may contain several activities.</b>
Reminders	Exam 1 will take place next week. You will not be able to access your exams until you have completed these prerequisites in Canvas: The Orientation module, the Google Chrome Browser Check Form, and the Honorlock Practice Audio Test.
MyLab Presentations	<b>L10.1 MyLab Presentations</b>
MyLab Quizzes	<b>L10.1 MyLab Quizzes</b> L10.1.1 Vocabulary: <i>Los productos y las recetas</i> and <i>En el supermercado</i> L10.1.2 Vocabulary: <i>La mesa</i> L10.1.3 Grammar: Informal commands L10.1.4 Grammar: Se + verb L10.1.5 Pronunciation L10.1.6 Listening L10.1.7 Reading
Actividad de comunicación	<b>L10.1 Foro de experiencias</b> <ul style="list-style-type: none"> <li>• <b>Main submission:</b> Due by Friday, 11:59 PM.</li> <li>• <b>Replies to classmates:</b> Due by Sunday, 11:59 PM.</li> </ul>

<b>Semana 5 (2/6-2/12)</b>	<b>Examen 1 (Lessons 9.3, 9.4, and Chapter 10; 75 minutes)</b>
Reminders	<b>Take your Exam 1.</b> You need to connect to the Honorlock System to take your exam. Before starting your exam, the Honorlock site will ask to use your webcam to take a picture of your face, take a picture of your photo ID, and record a 360-degree pan of your workspace, as well as choose a screen to share with the system during the exam. During your exam, <b>you are allowed to have your photo ID only. Your workspace must be clear of any other items</b> and all spell-check, text-predicting, autocorrect features, and grammar-checking applications must be disabled for all languages.
Assignments (Review)	Study guide for you to review. Jeopardy game and additional practice for you to review.
Actividad de comunicación	None

<b>Semana 6 (2/13-2/19)</b>	<b>Lección 11.1 (Lección 11. Parte 1)</b>
MyLab Presentations	<b>L11.1 MyLab Presentations</b>
MyLab Quizzes	<b>L11.1 MyLab Quizzes</b> L11.1.1 Vocabulary: <i>Las partes del cuerpo</i> L11.1.2 Vocabulary: <i>Médicos, farmacias, y hospitales</i> and <i>La salud</i> L11.1.3 Grammar: Introduction to the present subjunctive L11.1.4 Listening L11.1.5 Reading
Actividad de comunicación	<b>L11.1 Tertulia</b> <ul style="list-style-type: none"> <li>• <b>Team submission:</b> Arrange a day and time to meet for the recording. One team member should submit the recording in Bongo. Complete by Sunday, 11:59 PM.</li> <li>• <b>Naming:</b> Be sure to give your recording the name “[YOUR TEAM NAME], L11.1 Speaking Assignment”. For example, the team <i>Los leones de Penn State</i> would write “<i>Los leones de Penn State, L11.1 Speaking Assignment</i>”.</li> </ul>

<b>Semana 7 (2/20-2/26)</b>	<b>Lección 11.2 (Lección 11. Parte 2)</b>
<b>MyLab Presentations</b>	<b>L11.2 MyLab Presentations</b>
<b>MyLab Quizzes</b>	<b>L11.2 MyLab Quizzes</b> L11.2.1 Grammar: The subjunctive with expressions of emotion L11.2.2 Grammar: Uses of <i>por</i> and <i>para</i> L11.2.3 Pronunciation L11.2.4 Listening L11.2.5 Reading
<b>Actividad de comunicación</b>	<b>L11.2 Zona cultural</b> <ul style="list-style-type: none"> <li>• <b>Main submission:</b> Due by Friday, 11:59 PM.</li> <li>• <b>Replies to classmates:</b> Due by Sunday, 11:59 PM.</li> </ul>

<b>Semana 8 (2/27-3/5)</b>	<b>Lección 12.1 (Lección 12. Parte 1)</b>
<b>MyLab Presentations</b>	<b>L12.1 MyLab Presentations</b>
<b>MyLab Quizzes</b>	<b>L12.1 MyLab Quizzes</b> L12.1.1 Vocabulary: <i>Los viajes y los medios de transporte</i> L12.1.2 Vocabulary: <i>El alojamiento y las reservaciones</i> L12.1.3 Grammar: Affirmative and negative expressions L12.1.4 Listening L12.1.5 Reading
<b>Actividad de comunicación</b>	<b>L12.1 Foro de experiencias</b> <ul style="list-style-type: none"> <li>• <b>Main submission:</b> Due by Friday, 11:59 PM.</li> <li>• <b>Replies to classmates:</b> Due by Sunday, 11:59 PM.</li> </ul>

**SPRING BREAK: 3/6 –3/12**  
**ENJOY!**

<b>Semana 9 (3/13-3/19)</b>	<b>Lección 12.2 (Lección 12. Parte 2)</b>
<b>Reminders</b>	Exam 2 will take place next week. You will not be able to access your exams until you have completed these prerequisites in Canvas: The Orientation module, the Google Chrome Browser Check Form, and the Honorlock Practice Audio Test.
<b>MyLab Presentations</b>	<b>L12.2 MyLab Presentations</b>
<b>MyLab Quizzes</b>	<b>L12.2 MyLab Quizzes</b> L12.2.1 Grammar: Present perfect and past participles used as adjectives L12.2.2 Grammar: The future tense L12.2.3 Pronunciation L12.2.4 Listening L12.2.5 Reading
<b>Actividad de comunicación</b>	<b>L12.2 Tertulia</b> <ul style="list-style-type: none"> <li>• <b>Team submission:</b> Arrange a day and time to meet for the recording. One team member should submit the recording in Bongo. Complete by Sunday, 11:59 PM.</li> <li>• <b>Naming:</b> Be sure to give your recording the name “[YOUR TEAM NAME], L12.2 Speaking Assignment”. For example, the team <i>Los leones de Penn State</i> would write “<i>Los leones de Penn State, L12.2 Speaking Assignment</i>”.</li> </ul>



<b>Semana 10 (3/20-3/26)</b>	<b>Examen 2 (Chapter 11 and Chapter 12; 75 minutes)</b>
Reminders	Take your Exam 2. You need to connect to the Honorlock System to take your exam. Before starting your exam, the Honorlock site will ask to use your webcam to take a picture of your face, take a picture of your photo ID, and record a 360-degree pan of your workspace, as well as choose a screen to share with the system during the exam. During your exam, <b>you are allowed to have your photo ID only. Your workspace must be clear of any other items</b> and all spell-check, text-predicting, autocorrect features, and grammar-checking applications must be disabled for all languages.
Assignments (Review)	Study guide for you to review.
Actividad de comunicación	None

<b>Semana 11 (3/27-4/2)</b>	<b>Lección 13.1 (Lección 13. Parte 1)</b>
MyLab Presentations	L13.1 MyLab Presentations
MyLab Quizzes	L13.1 MyLab Quizzes L13.1.1 Vocabulary: <i>Las artes y las letras: La literatura y el cine. La pintura y el arte. La música y la cultura popular</i> L13.1.2 Grammar: The subjunctive with expressions of doubt and uncertainty L13.1.3 Grammar: The conditional L13.1.4 Listening L13.1.5 Reading
Actividad de comunicación	L13.1 Zona cultural <ul style="list-style-type: none"> <li>• Main submission: Due by Friday, 11:59 PM.</li> <li>• Replies to classmates: Due by Sunday, 11:59 PM.</li> </ul>

<b>Semana 12 (4/3-4/9)</b>	<b>Lección 13.2 (Lección 13. Parte 2)</b>
MyLab Presentations	L13.2 MyLab Presentations
MyLab Quizzes	L13.2 MyLab Quizzes L13.2.1 Vocabulary review: <i>Las artes y las letras: La literatura y el cine. La pintura y el arte. La música y la cultura popular</i> L13.2.2 Grammar: Reciprocal verbs and pronouns L13.2.3 Grammar: The past perfect L13.2.4 Pronunciation L13.2.5 Listening L13.2.6 Reading
Actividad de comunicación	L13.2 Foro de experiencias <ul style="list-style-type: none"> <li>• Main submission: Due by Friday, 11:59 PM.</li> <li>• Replies to classmates: Due by Sunday, 11:59 PM.</li> </ul>

<b>Semana 13 (4/10-4/16)</b>	<b>Lección 14.1 (Lección 14. Parte 1)</b>
Reminders	Exam 3 will take place next week. You will not be able to access your exams until you have completed these prerequisites in Canvas: The Orientation module, the Google Chrome Browser Check Form, and the Honorlock Practice Audio Test.
MyLab Presentations	L14.1 MyLab Presentations

<b>MyLab Quizzes</b>	<b>L14.1 MyLab Quizzes</b> L14.1.1 Vocabulary: <i>La ciencia y la tecnología en el mundo de hoy</i> and <i>La conservación del medio ambiente</i> L14.1.2 Vocabulary: <i>Otros retos del futuro</i> L14.1.3 Grammar: Imperfect subjunctive L14.1.4 Grammar: If-clauses L14.1.5 Listening L14.1.6 Reading
<b>Actividad de comunicación</b>	<b>L14.1 Tertulia</b> <ul style="list-style-type: none"> <li>• <b>Team submission:</b> Arrange a day and time to meet for the recording. One team member should submit the recording in Bongo. Complete by Sunday, 11:59 PM.</li> <li>• <b>Naming:</b> Be sure to give your recording the name “[YOUR TEAM NAME], L14.1 Speaking Assignment”. For example, the team <i>Los leones de Penn State</i> would write “<i>Los leones de Penn State, L14.1 Speaking Assignment</i>”.</li> </ul>

<b>Semana 14 (4/17-4/23)</b>	<b>Examen 3 (Chapter 13 and Lesson 14.1; 75 minutes)</b>
<b>Reminders</b>	<b>Take your Exam 3.</b> You need to connect to the Honorlock System to take your exam. Before starting your exam, the Honorlock site will ask to use your webcam to take a picture of your face, take a picture of your photo ID, and record a 360-degree pan of your workspace, as well as choose a screen to share with the system during the exam. During your exam, <b>you are allowed to have your photo ID only. Your workspace must be clear of any other items</b> and all spell-check, text-predicting, autocorrect features, and grammar-checking applications must be disabled for all languages.
<b>Assignments (Review)</b>	Study guide for you to review.
<b>Actividad de comunicación</b>	None

<b>Semana 15 (4/24-4/28)</b>	<b>Lección 14.2 (Lección 14. Parte 2)</b>
<b>Reminders</b>	There are not extensions or grace period for this week’s assignments. They need to be completed by Friday in accordance with Penn State policies regarding deadlines for regular coursework.
<b>MyLab Presentations</b>	<b>L14.2 MyLab Presentations</b>
<b>MyLab Quizzes</b>	<b>L14.2 MyLab Quizzes</b> L14.2.1 Grammar review: The present, future, and conditional tenses L14.2.2 Pronunciation L14.2.3 Listening L14.2.4 Reading
<b>Actividad de comunicación</b>	None

## MAKE-UP EXAMS AND ASSIGNMENTS

Active and consistent participation is vital in learning a second language. Regular participation is critical for building on the skills and knowledge developed throughout the class. Students who participate have a more complete understanding of the material presented and are more likely to succeed in the class. This is true whether your attendance is in person or online (Senate Policy 42-27).

## Approved Excuses

**APPROVED EXCUSES** include one of the following situations:

- **Officially documented university-approved curricular or extracurricular activities, religious observances, and military service.** If you miss 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), [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 must miss assignments due to an emergency, such as the death of a direct family member, an accident, or other circumstance beyond your control, you must contact your instructor as soon as possible 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 to 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 are required to provide 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. A significant, prolonged illness is a serious illness or injury lasting at least a week, and medical documentation is required to make up assignments. If you miss an evaluative assignment due to a routine illness, you need to contact your instructor as soon as the unavoidable absence is known to discuss ways to make up the assignment within the following week. If you do not make contact **before the assignment is due**, your instructor might not consider the absence legitimate. Also, if you do not make up the missed assignment within the following week, your illness is considered prolonged and you will have to provide medical documentation for you to be allowed to make up the evaluative assignment. Please note that the verification of illness should not reveal any private health information and need not contain the signature of a clinician.

You are responsible for using only legitimate, unavoidable reasons for requesting a make-up. Requests for missing an evaluative event due to reasons that are based on false claims may be considered violations of the University's policy on academic integrity (Policy 49-20).

---

## TUTORING

---

Tutor.com is a 24/7 tutoring service that provides students with assistance in coursework, test preparation, research, writing, and more for various subjects. The tutors are Spanish-language experts, and each student will have personalized one-on-one sessions with them. Students can schedule their own tutoring appointments to engage in interactive sessions that include a whiteboard and chat feature. The

service can be utilized on any device that has Internet access. Students are encouraged to use the service throughout the semester. To learn more about Tutor.com, see the Tutor.com page in the Technology Tutorials module in Canvas.

---

## GENERAL ADMINISTRATIVE ISSUES

---

### SBLP Policies

#### Final Grades and Extra Credit

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

#### Disagreements and Grade Disputes

You may contact your instructor during 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 your instructor immediately and try to resolve the disagreement together. If it cannot be resolved, contact the Online Course Supervisor of the Spanish Basic Language Program, Lucía Pérez de Zabalza at [lvp5281@psu.edu](mailto:lvp5281@psu.edu). She will ask you for written documentation of your version of the dispute before meeting with you. 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

#### 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” (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, communication activity 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 submitted 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).

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, or lesson. 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.

### 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/index.cfm) for the semester at <https://www.registrar.psu.edu/academic-calendars/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) at <https://www.registrar.psu.edu/registration>.

### Deferred Grades

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.

### Disability Access

Penn State welcomes students with disabilities into the University's educational programs. For contact information please visit [the World Campus Student Disability Resources website](https://www.worldcampus.psu.edu/students-with-disabilities) at <https://www.worldcampus.psu.edu/students-with-disabilities>.

In order to receive consideration for reasonable accommodations, first you need to complete the [Students with Disabilities Contact Form](https://student.worldcampus.psu.edu/student-services/disability-services/contact-form) at <https://student.worldcampus.psu.edu/student-services/disability-services/contact-form>. Once contacted by the Disabilities Services Team, you will need to [provide](#)

[documentation](http://equity.psu.edu/student-disability-resources/applying-for-services/documentation-guidelines) described at <http://equity.psu.edu/student-disability-resources/applying-for-services/documentation-guidelines>. If the documentation supports your request for academic adjustments, a disability specialist will provide you with an accommodation letter. Please share this letter with your instructor and discuss the accommodations with them as early in the course 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) at <https://equity.psu.edu/reportbias>.

### Counseling and Psychological Services

Penn State's Counseling and Psychological Services (CAPS) office offers residential and distance-based Penn State students 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 (Skype, FaceTime, etc.), 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.*