SPANISH 2, WORLD CAMPUS (WC)

SYLLABUS – SPRING 2025

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

Credits: 4

Prerequisites: SPAN 1

Delivery: Web (Canvas, https://psu.instructure.com, and LingroHub, https://hub.lingrolearning.com).

Dates: See the Course Summary in this document or under the Syllabus tab in Canvas.

Instructor: See the Meet the Instructor page in the Orientation module in Canvas.

Online Course Supervisor: 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, Daniel Sanguino Rodríguez at dps6044@psu.edu.

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COURSE DESCRIPTION AND GOALS

Welcome to **SPANISH 2 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.

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 meaningful and 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 2 is designed and recommended for students who have successfully completed Spanish 1 at Penn State or the equivalent level at another university, or who have taken and successfully completed two or

three years of high-school Spanish within four years immediately preceding admission to the university. Native Spanish speakers and students with life-long contact with Spanish **may not** enroll in Spanish 2. There are no exceptions to this policy. Alternate online courses for these students are SPAN 100A and SPAN 200A, 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](#) site, https://sip.la.psu.edu/undergraduate/spanish/heritage-spanish.

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, for more information and recommended language placement.

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

Your main course component has been created especially for Penn State University and is fully digital. **To access your content material and online homework**, you need to register in the course management system called [LingroHub](#) (https://hub.lingrolearning.com) and purchase access through a link in your Spanish Canvas course. Note that you have 14 days of complimentary access before payment is required.

Main Course Program

- ***Contraseña: Your Password to Foundational Spanish,*** 1st Custom Edition for Penn State University. Published by LingroLearning. A virtual language learning platform that contains presentations and weekly assignments.

- ***LinguaMeeting: Online Spanish Coaching Sessions*** (access via *Contraseña*). It offers real-life group conversation practice guided by a professionally trained native Spanish speaker who acts as the language coach.

Other Required Materials

- Built-in or external webcam, speakers, and microphone (or headset with microphone) for speaking and listening assignments.
- Built-in or external webcam, speakers (not headphones), and microphone for tests.
- A good bilingual paper dictionary.
- An active Penn State email account.
- Internet connection with speed of at least 2 Mbps.
- A valid photo ID in English.

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 assignment or a personal matter that may affect your academic performance (e.g., 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**.

It is recommended that you set up Canvas to automatically forward your email to your Outlook Penn State email, so that you will only need to check your email in one place. Here is a guide on setting up your notification preferences on Canvas, https://www.e-education.psu.edu/library/book/export/html/736.

Your instructor will be available to meet with you via Zoom during their office hours (https://sblp.la.psu.edu/people) or by appointment. If your instructor asks you to virtually 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 using Canvas (e.g., while completing the administrative quizzes), 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) in the Course Support module in Canvas.

General Questions Discussion Forum (*Foro de dudas*)

In the Course Support and Resources 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 and Resources 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 2 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 when graded by the system. Assignments assessed by your instructor will receive prompt grading and comprehensive feedback.
- **Opportunity for improvement:** You can submit most of your online activities more than once and therefore 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:F

- To complete your administrative quizzes (see the Administrative Assessments section below for more information).
- To take your tests.
- To submit your Final Oral Project.

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 the tests or the Final Oral Project.**

Using *Contraseña*

Starting on week 2, you will need to use the course management platform *[Contraseña](https://lingrolearning.com/courses/contrasena)*, https://lingrolearning.com/courses/contrasena, to watch the grammar and vocabulary presentations and to complete your weekly activities.

Registration to *Contraseña*

In order to access your content material and online homework, you need to register in the course management system called *Contraseña*. From your Canvas Spanish course, click the LingroHub access link. This will take you to the LingroHub Registration Page, where your information will be pre-populated. Then, you will have to complete the registration using your Penn State email (do not use a Gmail or personal account). **Important: You will always access your LingroHub course using the same link in your Canvas course, not by logging into the LingroHub website.** Note that you have 14 days of complimentary access before payment is required. This course does not use any student code.

For more information, read and follow **the step-by-step instructions** given in the file ***LingroHub Registration*** guide located in the Technology Tutorials module in your Canvas course.

Tech support: If you have any technical difficulties (e.g., while registering on *Contraseña*, accessing your online activities and/or presentations, etc.), contact LingroLearning for support: click on **Help** from within the course for Live Chat Monday through Friday 8:00 a.m. – 11:00 p.m. or email LingroLearning Tech Support at hubsupport@lingrolearning.com. Self-service videos are also available within the course from the Help button in the left menu bar. Your instructor will not address questions related to technical problems with online assignments.

Browser Tune-Up

Prior to completing any *Contraseña* activities, make sure to begin with a fresh browser session (log out and log back in) and clear your cache. For more information, refer to the Getting Started Module in *Contraseña* (Part 1, Module 2).

Due Dates

To receive full credit, all *Contraseña* activities must be completed by the due dates. You are responsible for checking your course syllabus for weekly assignments and submitting on time all assignments indicated for that week. **Late *Contraseña* activities may be submitted up to 10 days after the due date (unless otherwise specified), but this will result in a 10-percent deduction for each day that they are late**. Activities submitted after the 10-day grace period will not receive any credit. Plan accordingly. It is highly recommended that you do the assignments ahead of time to allow sufficient time in case any questions arise and you need to contact your instructor. 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.**

Administrative Assessments

To have access to all modules in Canvas (including the unit tests), 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 Zoom.
5. Complete the quiz **Typing Spanish Accents**.

If you do not complete all these graded and mandatory assignments, you will not be able to begin your graded coursework in Canvas. No access code will be needed to access this course content. Check your

course syllabus for assignments and due dates. **These Canvas Administrative Assessments may be submitted up to 10 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.

Expected Time Required (Approximate)

A general guideline for the amount of time you should plan to dedicate to a 4-credit course is 8-12 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 activities with a 10-day grace period.

Academic Integrity Notice

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 tests. 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, 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, Microsoft's Copilot, Bing, Baidu's Ernie Bot, Google Gemini, 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 auto-correcting features, along with grammar-checking applications, and speech recognition tools for any language are not permitted for any of your assignments and tests. 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 test may result in a zero.

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.

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:

Administrative Assessments:	1%
Activities in *Contraseña*:	33%
Four Speaking Assignments in LinguaMeeting (6% each):	24%
Four Unit Tests (9% each):	36%
Final Oral Project:	5%
Review Units (5-8):	1%

PRESENTATIONS AND ASSIGNMENTS

Activities in *Contraseña*

All activities in *Contraseña* are graded assignments. Allow a **minimum of 6 hours** to watch and study all instructional presentations and complete the activities in each unit. Your activities in *Contraseña* include grammar, vocabulary, reading, writing, listening comprehension and pronunciation activities, preparation for your *Tertulias* in LinguaMeeting, and a project for each unit. These activities open weekly on Monday at 12:00 a.m. and are **due the following Sunday at 11:59 p.m.**

Make sure that you review your answers carefully before you submit your activities. 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 each activity will be based on the **highest score** you receive. It is strongly recommended that before you log off, you check to see that your work has been properly recorded and submitted.

Speaking Assignments in LinguaMeeting (*Tertulias*)

For your speaking assignments, *Tertulias* in LinguaMeeting, you will converse with a native Spanish speaker who lives in a Hispanic country. Your coach's goal is to support you in building your confidence and skills in speaking Spanish, and your goal is to prepare for and participate actively in each conversation. You will sign up for **four (4) 30-minute conversation sessions** with a LinguaMeeting coach and up to three other classmates.

As an integral and mandatory part of the class, these sessions are an opportunity to put into practice what you have been learning when completing your weekly course activities. These conversations are not intended to be a test or tutorial on grammatical aspects of class, but rather a time to practice your listening and speaking skills. In order to virtually meet your group and coach in LinguaMeeting, you will need headphones, a microphone, and a webcam.

During the sessions, you will talk to your group members and coach using the topics and questions listed on each of the Conversation Guides in LinguaMeeting. As you prepare for completing each *Tertulia* in LinguaMeeting, follow these guidelines:

- Be sure to focus on the verb tenses and vocabulary learned during the lesson. You may use your textbook, a paper dictionary, and your notes to prepare beforehand, but **you cannot read** during the conversation.
- You must have both audio and video enabled in order to receive full credit. Find a well-lit, quiet room so that everyone can clearly see your face and hear your voice. Use a headset with a microphone so that you do not generate echo feedback.
- Sessions are available from Monday to Sunday. They **must be completed by Sunday, 11:59 p.m.**

After the LinguaMeeting sessions, you need to take notes and keep them until the end of the semester, as your Final Oral Project will be based on the information you gather about your coach(es) and their country during the sessions.

Using LinguaMeeting

You will register for and access LinguaMeeting through LingroHub. The information is autofilled, but you may need to edit some of your details. Please make sure to use your Penn State email address when registering. Then, you will select your coach and book your four group sessions by selecting a day and time that best fit your schedule during weeks 4, 7, 10, and 13 of the semester. You may book a session up to 12 hours prior to a session start time, and you can cancel and reschedule your session up to 5 hours prior to your session start time. If you miss a scheduled session and are unable to reschedule another one during the same week, you may be granted up to **one** make up session in the semester that should be completed during the same week, during the weeks that other *Tertulias* are held, or during week 14 of the semester. This session can be purchased on the LinguaMeeting website. You can schedule your sessions with the same coach throughout the semester, or you can have a different coach each time. However, it is recommended to book all your sessions with the same coach well in advance of the due date.

Make sure to watch the instructional presentations and complete all the *Contraseña* online activities for the week **before** completing your *Tertulia* in LinguaMeeting. You are strongly advised to complete your

sessions during the weekdays and not leave the sessions until Sunday as the availability of coaches on weekends may be limited.

For system requirements and comprehensive instructions on how to register in LinguaMeeting, review the LinguaMeeting Registration page in the Technology Tutorials module in Canvas.

Note: These LinguaMeeting scheduled sessions will not show up on your Canvas calendar since each student has different sessions.

Technical Help

If you have any questions or concerns, contact LinguaMeeting's technical support team via email at support@linguameeting.com, via live chat from 9:00 a.m. to 9:00 p.m. (EST), or by visiting their technical support page at https://www.linguameeting.com/support.

Grading Criteria for Speaking Assignments (*Tertulias* in LinguaMeeting)

Grades for *Tertulias* in LinguaMeeting are assigned according to a rubric (available in the Course Support and Resources module in Canvas) based on punctuality, preparation for the activity, and degree of participation during the session. *Tertulias* will be recorded and evaluated by the language coach. These videos will be available only for your instructor, who may review them, and provide feedback on your performance. Your instructor may modify your grade afterwards according to your performance.

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.

Unit Tests

There will be **four non-cumulative, closed-book written tests** in this course, and you will have 50 minutes to complete them. They are representative of the type of instruction, content, and practice offered during this course. They will include listening, vocabulary, grammar, and reading. Test dates are specified in the syllabus. **Tests grades are not curved or rounded**.

You must connect to Honorlock to take all your tests. Before taking the tests, you must read and sign the test policies. 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 test afterwards, you will need to do so with your instructor within two weeks from the day your instructor posted the test grades in Canvas. Please be aware that Canvas will never show the correct answers.

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

Proctored Tests with Honorlock

Introduction

You need to connect with the Honorlock system to take your tests. Honorlock is an online proctoring tool that gives you the ability to take secure proctored tests without visiting a testing center or locating an in-person proctor. You will take your tests 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 tests. 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 at https://student.worldcampus.psu.edu/enrollment-and-registration/student-id-card. 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 test 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 Tests 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 tests 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 test. You only have to complete these prerequisites once.

Permitted Materials

Tests are closed-book, and utilization of any external aid is strictly prohibited. You may **not** use your textbook, dictionaries, notes, online translators, generative AI tools, or any other materials. You must complete your test 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 test.

It is your responsibility to ensure that your computer equipment is fully functional and properly set up for a test. 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 a test, you may need to adjust your computer settings. **Be sure to test your speakers, microphone, and webcam**. In addition, spell-check, text-predicting, auto-correcting features, grammar-checking applications, and speech recognition tools must be disabled for all languages. Please also see the general system requirements listed below. **During a test, 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 and covered before starting your test.
- 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, 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. It is halfway down the page under the "Simple Single-Click Test" banner.

Technical Help

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

Final Oral Project

In week 14, you will create a 3- to 5-minute Zoom presentation summarizing your experience with your LinguaMeeting language coach(es) drawing upon the notes you have taken throughout your sessions (*Durante la sesión*). You will use multimedia (photos, videos, etc.) to enhance and personalize the presentation. This project will assess your ability to spontaneously talk about a familiar topic and to discuss different cultural contexts. For more detailed information about this project and its grading criteria, visit the Final Oral Project module in Canvas.

COURSE TEMPLATE

Here is a template for each unit that needs to be completed in three weeks. During the first week, you will watch grammar and vocabulary presentations and will complete different activities in *Contraseña*. During the second week, you will complete additional activities and a unit project in *Contraseña*. Finally, during the third week, you will participate in the *Tertulia* in LinguaMeeting and you will take your unit test in Canvas.

It is strongly recommended that you complete all your assignments in the order shown in the table below before taking the unit test.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
First week of each unit fully completed in *Contraseña*						
Estrategia de comprensión activities						
Texto activities						
Vocabulary. Presentations and activities						
Grammar I. Presentation and activities						
Grammar II. Presentation and activities						
Second week of each unit fully completed in *Contraseña*						
Estrategia de producción activities						
Unit project						
Tertulia activities						
Objetivos de la unidad						
Third week of each unit						
Speaking assignment (in LinguaMeeting)						
Unit test (in Canvas)						

COURSE SUMMARY (SCHEDULE)

All assignments are due by 11:59 p.m. on the date indicated in the Course Summary and under the Syllabus tab in Canvas. Please be aware that Canvas, *Contraseña,* and LinguaMeeting follow the **Eastern Time (ET)** 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 accounts to sync to it. For Canvas, refer to the Set a Time Zone article in the Canvas Guide: https://community.canvaslms.com/docs/DOC-10622.

Semana 1 (1/13-1/19)	Orientation
Notes	**Week 1 has irregular due dates**. Check the Course Summary under the Syllabus tab in Canvas. Work on these assignments this week to be ready for the course.
	To unlock future activities and your unit tests, you must complete the following graded assignments in the Orientation module in this order:
	1. Complete the Diagnostic Questionnaire.
	2. Score 100% on the Orientation Quiz about Syllabus and Policies.
	3. Sign the Academic Integrity Form.
	4. Record a video in Zoom introducing yourself to others.
	5. Complete the quiz Typing Spanish accents.

Orientation Assignments	This assignment is due by Thursday, Jan 16:
	• **Diagnostic Questionnaire:** You must complete this questionnaire to unlock the Orientation Quiz about Syllabus and Policies. **These assignments are due by Sunday, Jan 19:** • **Syllabus and Course Summary:** Read the Syllabus thoroughly and get familiar with the Course Summary under the Syllabus tab. • **Course Orientation Video:** Watch the video. • **Orientation Quiz about Syllabus and Policies:** You will need to earn a 100% on this quiz to unlock the Academic Integrity Form. • **Academic Integrity Form:** You must read and sign this statement to unlock the Introduction Video. • **Introduction Video:** Record a video in Zoom introducing yourself in English to unlock the first lesson. Include some information such as: your major, current geographical location, your interests, etc. • **Canvas quiz**. Complete the quiz Typing Spanish Accents. **These tasks are due in Week 2:** • *Contraseña* **Registration and "Getting Started" quizzes:** Register for *Contraseña* following the step-by-step instructions given in the *LingroHub Registration* quick guide, located in the Technology Tutorials module in your Canvas Course. • **Technology Tutorials:** Review the tutorials in the Technology Tutorials module.

Semana 2 (1/20-1/26)	Getting Started and *Unidad 5: ¿A quién admiro? (Parte 1)*
Notes	Starting this week, all activities are completed in *Contraseña*. Be aware that some sections may contain several activities. Complete all your assignments in the given order.
Contraseña **Activities**	*Contraseña* **"Getting Started" quizzes** **U5.1** *Contraseña* **Activities** U5.1 *Estrategia de comprensión: Leer. Inferir y comprender lo esencial.* U5.1 *Texto: Una nominación.* U5.1 *Vocabulario:* • *Vocabulario I. Las cualidades personales* • *Vocabulario II. ¿Qué hacen las personas admiradas?* U5.1 *Gramática I.* Present tense of *-er* and *-ir* verbs. U5.1 *Gramática II. Saber* and *conocer.*

Semana 3 (1/27-2/2)	*Unidad 5: ¿A quién admiro? (Parte 2)*
Contraseña **Activities**	**U5.2** *Contraseña* **Activities** U5.2 *Estrategia de producción: Escribir.* • *Preparar: Ortografía. Las letras 'x' y 'j'* • *Destreza: Escribir mensajes formales e informales* U5.2 *Proyecto. Mi carta de nominación.* U5.2 LinguaMeeting Activities: • *Antes de la sesión* • *Durante la sesión* U5.2 *Objetivos de la unidad*

Speaking Assignment	Preparation for Speaking Assignments (*Tertulias*):
	• Remember to schedule your sessions in LinguaMeeting that start next week. Review the tutorials about LinguaMeeting in the Technology Tutorials module in Canvas.
	• Familiarize yourself with the Grading Criteria for Speaking Assignments in LinguaMeeting (*Tertulias*).

Semana 4 (2/3-2/9)	*Unidad 5: ¿A quién admiro? (Parte 3)*
Reminders	Unit 5 Test will take place this week. You will not be able to access your tests until you have completed these prerequisites in Canvas: The Orientation module, the Google Chrome Browser Check Form, and the Honorlock Practice Audio Test.
Speaking Assignment	U5 *Tertulia* in LinguaMeeting
	• Prepare for your *Tertulia* in LinguaMeeting reviewing the conversation questions listed in the LinguaMeeting Activities Module (*Durante la sesión*) in *Contraseña.*
	• You may book a *Tertulia* in LinguaMeeting up to 12 hours prior to a session start time and you can cancel and reschedule your session up to 5 hours prior to your session start time. Due by Sunday, 11:59 p.m.
Test	**U5 Test** **Take your Unit 5 Test.** You need to connect to the Honorlock System to take your test. Before starting your test, 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 test. During your test, **you are allowed to have your photo ID only and your workspace must be clear of any other items.** All spell-check, text-predicting, auto-correcting features, grammar-checking applications, and speech-recognition tools must be disabled for all languages.

Semana 5 (2/10-2/16)	*Unidad 6: ¿Quién es mi familia? (Parte 1)*

Contraseña Activities	**U6.1 *Contraseña* Activities**
	U6.1 *Estrategia de comprensión: Escuchar.*
	U6.1 *Texto: La familia de Teresa.*
	U6.1 *Vocabulario:*
	    • *Vocabulario I. La familia*
	    • *Vocabulario II. Las características físicas*
	U6.1 *Gramática I.* Possessive adjectives.
	U6.1 *Gramática II.* Stem-Changing Present Tense Verbs.

Semana 6 (2/17-2/23)	*Unidad 6: ¿Quién es mi familia? (Parte 2)*
Contraseña Activities	**U6.2 *Contraseña* Activities** U6.2 *Estrategia de producción: Pronunciación. Las vocales i, u y los diptongos.* U6.2 *Proyecto. Mi familia.*

	U6.2 LinguaMeeting Activities:
	• *Antes de la sesión*
	• *Durante la sesión*
	U6.2 *Objetivos de la unidad*

Semana 7 (2/24-3/2)	*Unidad 6: ¿Quién es mi familia? (Parte 3)*
Reminders	Unit 6 Test will take place this week. You will not be able to access your tests until you have completed these prerequisites in Canvas: The Orientation module, the Google Chrome Browser Check Form, and the Honorlock Practice Audio Test.
Speaking Assignment	**U6 *Tertulia* in LinguaMeeting** • Prepare for your *Tertulia* in LinguaMeeting reviewing the conversation questions listed in the LinguaMeeting Activities Module (*Durante la sesión*) in *Contraseña.* • You may book a *Tertulia* in LinguaMeeting up to 12 hours prior to a session start time and you can cancel and reschedule your session up to 5 hours prior to your session start time. Due by Sunday, 11:59 p.m.
Test	**U6 Test** **Take your Unit 6 Test.** You need to connect to the Honorlock System to take your test. Before starting your test, 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 test. During your test, **you are allowed to have your photo ID only and your workspace must be clear of any other items.** All spell-check, text-predicting, auto-correcting features, grammar-checking applications, and speech-recognition tools must be disabled for all languages.

Semana 8 (3/3-3/9)	*Unidad 7: ¿Cómo mantener la buena salud? (Parte 1)*
Contraseña **Activities**	**U7.1 *Contraseña* Activities** U7.1 *Estrategia de comprensión: Leer. Buscar información específica* U7.1 *Texto: La LASO juega* U7.1 *Vocabulario:* • *Vocabulario I. Los deportes y las actividades* • *Vocabulario II. ¿Por qué participar en los deportes?* U7.1 *Gramática I:* Irregular verbs in the present tense U7.1 *Gramática II:* Affirmative Informal Commands

SPRING BREAK: 3/10 – 3/16 **ENJOY!**

Semana 9 (3/17-3/23)	*Unidad 7: ¿Cómo mantener la buena salud? (Parte 2)*
Contraseña **Activities**	**U7.2** *Contraseña* **Activities** U7.2 *Estrategia de producción: Escribir* • *Preparar: Ortografía. La puntuación en español* • *Destreza: El uso efectivo de los traductores en línea* U7.2 *Proyecto. Un club deportivo estudiantil* U7 LinguaMeeting Activities: • *Antes de la sesión* • *Durante la sesión* U7 *Objetivos de la unidad*

Semana 10 (3/24-3/30)	*Unidad 7: ¿Cómo mantener la buena salud? (Parte 3)*
Reminders	Unit 7 Test will take place this week. You will not be able to access your tests until you have completed these prerequisites in Canvas: The Orientation module, the Google Chrome Browser Check Form, and the Honorlock Practice Audio Test.
Speaking Assignment	**U7** *Tertulia* **in LinguaMeeting** • Prepare for your *Tertulia* in LinguaMeeting reviewing the conversation questions listed in the LinguaMeeting Activities Module (*Durante la sesión*) in *Contraseña.* • You may book a *Tertulia* in LinguaMeeting up to 12 hours prior to a session start time and you can cancel and reschedule your session up to 5 hours prior to your session start time. Due by Sunday, 11:59 p.m.
Test	**U7 Test** **Take your Unit 7 Test.** You need to connect to the Honorlock System to take your test. Before starting your test, 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 test. During your test, **you are allowed to have your photo ID only and your workspace must be clear of any other items.** All spell-check, text-predicting, auto-correcting features, grammar-checking applications, and speech-recognition tools must be disabled for all languages.

Semana 11 (3/31-4/6)	*Unidad 8: ¿Qué comiste ayer? (Parte 1)*
Contraseña **Activities**	**U8.1** *Contraseña* **Activities** U8.1 *Estrategia de comprensión: Escuchar. Predecir información* U8.1 *Texto: Un servicio de comida a domicilio* U8.1 *Vocabulario:* • *Vocabulario I. Los alimentos* • *Vocabulario II. Las comidas* U8.1 *Gramática I. Gustar* and similar verbs U8.1 *Gramática II.* Preterite of Regular Verbs

Semana 12 (4/7-4/13)	Unidad 8: ¿Qué comiste ayer? (Parte 2)
Contraseña Activities	**U8.2** *Contraseña* **Activities** U8.2 *Estrategia de producción: Hablar* • *Preparar: Pronunciación: Las letras b,d,g y v* • *Destreza: Las muletillas* U8.2 *Proyecto. #AyerComí* U8 LinguaMeeting Activities: • *Antes de la sesión* • *Durante la sesión* U8 *Objetivos de la unidad*

Semana 13 (4/14-4/20)	Unidad 8: ¿Qué comiste ayer? (Parte 3)
Reminders	Unit 8 Test will take place this week. You will not be able to access your tests until you have completed these prerequisites in Canvas: The Orientation module, the Google Chrome Browser Check Form, and the Honorlock Practice Audio Test.
Speaking Assignment	**U8** *Tertulia* **in LinguaMeeting** • Prepare for your *Tertulia* in LinguaMeeting reviewing the conversation questions listed in the LinguaMeeting Activities Module (*Durante la sesión*) in *Contraseña.* • You may book a *Tertulia* in LinguaMeeting up to 12 hours prior to a session start time and you can cancel and reschedule your session up to 5 hours prior to your session start time. Due by Sunday, 11:59 p.m.
Test	**U8 Test** **Take your Unit 8 Test.** You need to connect to the Honorlock System to take your test. Before starting your test, 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 test. During your test, **you are allowed to have your photo ID only and your workspace must be clear of any other items.** All spell-check, text-predicting, auto-correcting features, grammar-checking applications, and speech-recognition tools must be disabled for all languages.

Semana 14 (4/21-4/27)	Final Oral Project
Reminders	If you need to **make up a *tertulia* in LinguaMeeting**, you need to schedule a session this week from Monday to Friday. If you encounter any technical issues, contact LinguaMeeting customer service immediately.
Canvas and Zoom	You will create a 3- to 5-minute Zoom presentation summarizing your experience with your LinguaMeeting language coach(es) drawing upon the notes you have taken throughout your sessions (*Durante la sesión*). You will use multimedia (photos, videos, etc.) to enhance and personalize the presentation. Make sure to read the instructions and requirements for completing and submitting this assignment in the Final Oral Project Module in Canvas.

Semana 15 (4/28-5/2)	*Revisión Unidades 5-8*
Reminders	There are no extensions or grace period for this week's assignments. They need to be completed **by Friday (11:59 p.m.)** following Penn State policies regarding deadlines for regular coursework.
Contraseña Activities	**Unidad de repaso** Revisión Unidad 5. *Vocabulario*, *Gramática I*, *Gramática II*. Revisión Unidad 6. *Vocabulario*, *Gramática I*, *Gramática II*. Revisión Unidad 7. *Vocabulario*, *Gramática I*, *Gramática II*. Revisión Unidad 8. *Vocabulario*, *Gramática I*, *Gramática II*.

MAKE-UP TESTS 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://aappm.psu.edu/files/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. Office hours are held Monday to Friday, 8:00 a.m. to 5:00 p.m. EST.
- **A documented, significant, prolonged illness:** Email your instructor about your situation **as soon as possible**. You must present original medical documents to your instructor. See the Policy for Verification of Illness section below.

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.

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).

For more information, read the E-11 Class Attendance policy, https://aappm.psu.edu/policy/e-11-class-attendance.

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 Tests 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, Daniel Sanguino Rodríguez at dps6044@psu.edu. He 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" (Faculty Senate Policy 49-20). According to Penn State policy G-9: Academic Integrity (https://aappm.psu.edu/policy/g-9-academic-integrity), an academic integrity violation is "an intentional, unintentional, or attempted violation of course or assessment policies to gain an academic advantage or to advantage or disadvantage another student academically." Students with questions about academic integrity should ask their instructor before submitting work.

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, using ideas or word phrases created by another person (e.g., a peer or family member or from Course Hero or Chegg) or by a generative AI tool, fabricating information, or facilitating acts of academic dishonesty by others, sharing or having unauthorized possession of examinations or other kinds of evaluative assignments (e.g., online quizzes, topics for communication activities, etc.), submitting work produced by another person or work previously used without informing the instructor, or tampering with the academic work of other students. Students who are found to be dishonest will receive academic sanctions and an Academic Integrity Form will be reported to the College of Liberal Arts. Once an allegation of academic dishonesty has been made, a student may not drop/withdraw from the course unless they are cleared of wrongdoing. 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 may be subjected to disciplinary sanctions assigned by the University's Office of Student Conduct (see Senate Policy G-9), including ineligibility for Dean's List, pass/fail elections, grade forgiveness. Students may also face consequences from their home/major and/or The Schreyer Honors College.

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 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 a test, 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.

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 Accountability and Conflict Response at https://studentaffairs.psu.edu/student-accountability. Academic dishonesty includes the use of electronic or online translators and generative AI tools. 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 for the semester at https://www.registrar.psu.edu/academic-calendars/index.cfm.

For further information on Penn State's policies and procedures on adding and dropping courses, withdrawal, and leave of absence, visit the University Registrar's Registration webpage 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 at https://www.worldcampus.psu.edu/students-with-disabilities.

In order to receive consideration for reasonable accommodations, first you need to complete the Disability Services Registration Form at https://student.worldcampus.psu.edu/inclusion-and-wellness/disabilities-and-accommodations/disability-services-registration. Once contacted by the Disabilities Services Team, you will need to provide documentation 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 [Office of Equal Opportunity and Access website](https://equalopportunity.psu.edu) at https://equalopportunity.psu.edu.

Reporting a Bias Incident

Penn State takes great pride in fostering 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](http://equity.psu.edu/reportbias) at http://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 a.m. – 5:00 p.m. 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.*