
SPANISH 3, WORLD CAMPUS (WC)

SYLLABUS – SPRING 2024

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

Credits:	4
Prerequisites:	SPAN 2
Delivery:	Web (Canvas https://psu.instructure.com and MyLab Spanish https://mlm.pearson.com/northamerica).
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, Lucía Pérez de Zabalza at lp5281@psu.edu . If you cannot reach the supervisor, please contact the Assistant Director of the Spanish Basic Language Program: Damián Solano Escolano, dvs6223@psu.edu .

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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>.

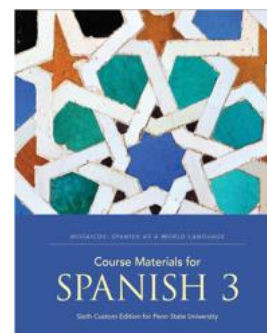
Also, if you have taken the AP exam and have received a score of 3 or above, or if you have taken the IB exam and have received a score of 5 or higher on the Higher-Level exam, you will receive the 12 credits required to fulfill the foreign language proficiency requirement and will therefore not be able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

REQUIRED COURSE MATERIALS

Custom Textbook (either printed or digital)

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

The textbook has been created especially for Penn State and is available in digital and printed version. It is your decision to choose which version is more convenient for you. The digital version can be purchased when registering in MyLab through your Canvas course ("Pearson Access"). The printed edition is available **only** at the World Campus bookstore, [Barnes & Noble College](https://bncvirtual.com/psude), <https://bncvirtual.com/psude>. **TEXTBOOKS PURCHASED ELSEWHERE WILL NOT MEET THE REQUIREMENTS FOR THE COURSE.**



Make sure to buy a **new textbook** 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.

LinguaMeeting: Online Spanish Coaching Sessions



LinguaMeeting

[LinguaMeeting](https://www.linguameeting.com), <https://www.linguameeting.com>, offers real-life group conversation practice guided by a professionally trained native Spanish speaker who acts as the language "coach". As part of an ongoing innovation pilot for online Spanish courses, this learning component is **free of charge for SPAN 3 WC students**.

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>) in 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 with the **printed version** of the textbook, 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 *MyLab Spanish Registration* page, located in the Technology Tutorials module in your Canvas course.

You also have the option of buying **digital access to MyLab**, which includes access to a digital copy of the textbook for one semester. To buy digital access, you will need to enter the Pearson website through Canvas and follow the step-by-step instructions given in the *MyLab Spanish Registration* page, located in the Technology Tutorials module in Canvas.

If you have not secured access to the course in MyLab by the time you begin to complete your online work, 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 own access **before** the temporary access lapses, or else you may fall behind the classwork.

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.

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 Zoom.

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 8-12 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 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

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

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

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

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

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

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: 19%
 - Canvas Quizzes: 2%
 - MyLab Quizzes: 17%
2. Communication Activities: 27%
 - Cultural Zones (*Zonas culturales*): 6%
 - Experiences Forums (*Foros de experiencias*): 6%
 - Speaking Assignments (*Tertulias*): 15%
3. Exams: 54%
 - Exam 1: 18%
 - Exam 2: 18%
 - Exam 3: 18%

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 LinguaMeeting. 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 (LinguaMeeting *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 or generative AI tools to write your entries. The use of translators or generative AI becomes obvious for two reasons. First, they DO NOT work to put your knowledge into practice; they may create odd sentences or generate more advanced grammar constructions that 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 or generative AI tools is not allowed in this language course since their 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 early 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* in LinguaMeeting)

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 **THREE (3) 30-minute small group conversation sessions** with a LinguaMeeting coach. 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 Speaking Assignments pages in Canvas. 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 credit. In other words, if your camera and sound are not turned on, you will receive a grade of zero for your assignment. 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 Wednesday to Sunday. They **must be completed by Sunday, 11:59 PM**.

Using LinguaMeeting

To access LinguaMeeting, you need to enter your Class ID specified in your Canvas course and create an account in [LinguaMeeting](https://www.linguameeting.com) website, <https://www.linguameeting.com>. Please use your PSU email address when registering. Then, you will select your coach and book your three group sessions by selecting a day and time that best fit your schedule during weeks 6, 9, 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 the last week of the semester. 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 presentations and take all the MyLab online quizzes for the week before completing your *Tertulia* assignment. 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 User Information* page in the Technology Tutorials module in Canvas.

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

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 AM to 9:00 PM (EST), or by visiting their [technical support page](https://www.linguameeting.com/support) 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 Speaking Assignments modules 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.

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://student.worldcampus.psu.edu/enrollment-and-registration/student-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 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, generative AI tools 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 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)						
Zona cultural: Main Submission (in Canvas)					Zona cultural: Replies to Classmates (in Canvas)	
Foro de experiencias: Main Submission (in Canvas)					Foro de experiencias: Replies to Classmates (in Canvas)	
		Tertulia (in LinguaMeeting)				

COURSE SUMMARY (SCHEDULE)

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

Semana 1 (1/8-1/14)	Orientation
Notes	<p>Week 1 has irregular due dates. 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.</p> <p>To unlock the first lesson (L9.3), you must complete the following ungraded assignments in the Orientation module in this order:</p> <ol style="list-style-type: none"> 1. Complete the Diagnostic Questionnaire. 2. Score 100% on the Orientation Quiz about Syllabus and Policies. 3. Read and sign the Academic Integrity Form. 4. Record a video in Zoom introducing yourself to others.
Orientation Assignments	<p>This assignment is due by Thursday, Jan 11:</p> <ul style="list-style-type: none"> • Diagnostic Questionnaire: You must complete this questionnaire to unlock the Orientation Quiz about Syllabus and Policies. <p>These assignments are due by Sunday, Jan 14:</p> <ul style="list-style-type: none"> • 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. • Grading Criteria for Communication Activities (<i>Actividades de comunicación</i>): Familiarize yourself with the evaluation criteria for these activities. See the links under the Communication Activity Resources module. • 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. <p>These assignments are due in Week 2:</p> <ul style="list-style-type: none"> • MyLab Registration: Register for MyLab following the step-by-step instructions given in the <i>MyLab Spanish Registration</i> page, located in the Technology Tutorials module in your Canvas Course.

	<ul style="list-style-type: none"> • Technology Tutorials: Review the tutorials in the Technology Tutorials module.
Actividad de comunicación	None. There is no communication activity this week.

Semana 2 (1/15-1/21)	Lección 9.3 (SPAN 1 Review)
Notes	<p>Starting this week, all quizzes and activities are graded assignments.</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"> 1. Complete the diagnostic questionnaire. 2. Score 100% on the orientation quiz about syllabus and policies. 3. Read and sign the academic integrity form. 4. Record a video in Zoom introducing yourself to others. <p>Remember, there are not extensions or grace period for L9.3. and L9.4. quizzes. Start them promptly.</p>
Presentations	L9.3 Presentations (in Canvas)
Canvas Quizzes	<p>L9.3 Canvas Quizzes</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</i> vs. <i>Conocer</i></p> <p>L9.3.6 Grammar: <i>Ir + a + infinitive</i></p>
Actividad de comunicación	None. There is no communication activity this week.

Semana 3 (1/22-1/28)	Lección 9.4 (SPAN 2 Review)
Presentations	L9.4 Presentations (in Canvas)
Canvas Quizzes	<p>L9.4 Canvas Quizzes</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>
Actividad de comunicación	<p>L9.4 Zona cultural</p> <ul style="list-style-type: none"> • Main submission: Due by Friday, 11:59 PM. • Replies to classmates: Due by Sunday, 11:59 PM. <p>Preparation for Speaking Assignments (Tertulias). Review the tutorials about LinguaMeeting in the Technology Tutorials module.</p>

Semana 4 (1/29-2/4)	Lección 10.1 (Lección 10. Parte 1)
Notes	Starting this week, all quizzes are completed in MyLab. Be aware that some folders may contain several activities.
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	L10.1 MyLab Presentations
MyLab Quizzes	L10.1 MyLab Quizzes 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	L10.1 Foro de experiencias <ul style="list-style-type: none"> • Main submission: Due by Friday, 11:59 PM. • Replies to classmates: Due by Sunday, 11:59 PM.

Semana 5 (2/5-2/11)	Examen 1 (Lessons 9.3, 9.4, and Chapter 10; 75 minutes)
Reminders	Take your Exam 1. 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, you are allowed to have your photo ID only. Your workspace must be clear of any other items 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

Semana 6 (2/12-2/18)	Lección 11.1 (Lección 11. Parte 1)
MyLab Presentations	L11.1 MyLab Presentations
MyLab Quizzes	L11.1 MyLab Quizzes 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	L11.1 Tertulia in LinguaMeeting <ul style="list-style-type: none"> • Prepare for your <i>Tertulia</i> in LinguaMeeting reviewing the conversation questions listed on the L11.1 Speaking Assignment page in Canvas. • You may book a <i>Tertulia</i> 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 PM.

Semana 7 (2/19-2/25)	Lección 11.2 (Lección 11. Parte 2)
MyLab Presentations	L11.2 MyLab Presentations
MyLab Quizzes	L11.2 MyLab Quizzes 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
Actividad de comunicación	L11.2 Zona cultural <ul style="list-style-type: none"> • Main submission: Due by Friday, 11:59 PM. • Replies to classmates: Due by Sunday, 11:59 PM.

Semana 8 (2/26-3/3)	Lección 12.1 (Lección 12. Parte 1)
MyLab Presentations	L12.1 MyLab Presentations
MyLab Quizzes	L12.1 MyLab Quizzes 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
Actividad de comunicación	L12.1 Foro de experiencias <ul style="list-style-type: none"> • Main submission: Due by Friday, 11:59 PM. • Replies to classmates: Due by Sunday, 11:59 PM.

SPRING BREAK: 3/4 –3/10
ENJOY!

Semana 9 (3/11-3/17)	Lección 12.2 (Lección 12. Parte 2)
Reminders	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.
MyLab Presentations	L12.2 MyLab Presentations
MyLab Quizzes	L12.2 MyLab Quizzes 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
Actividad de comunicación	L12.2 Tertulia in LinguaMeeting <ul style="list-style-type: none"> • Prepare for your <i>Tertulia</i> in LinguaMeeting reviewing the conversation questions listed on the L12.2 Speaking Assignment page in Canvas. • You may book a <i>Tertulia</i> 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 PM.

Semana 10 (3/18-3/24)	Examen 2 (Chapter 11 and Chapter 12; 75 minutes)
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, you are allowed to have your photo ID only. Your workspace must be clear of any other items 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

Semana 11 (3/25-3/31)	Lección 13.1 (Lección 13. Parte 1)
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"> • Main submission: Due by Friday, 11:59 PM. • Replies to classmates: Due by Sunday, 11:59 PM.

Semana 12 (4/1-4/7)	Lección 13.2 (Lección 13. Parte 2)
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"> • Main submission: Due by Friday, 11:59 PM. • Replies to classmates: Due by Sunday, 11:59 PM.

Semana 13 (4/8-4/14)	Lección 14.1 (Lección 14. Parte 1)
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
MyLab Quizzes	L14.1 MyLab Quizzes 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
Actividad de comunicación	L14.1 Tertulia in LinguaMeeting <ul style="list-style-type: none"> • Prepare for your <i>Tertulia</i> in LinguaMeeting reviewing the conversation questions listed on the L14.1 Speaking Assignment page in Canvas. • You may book a <i>Tertulia</i> 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 PM.

Semana 14 (4/15-4/21)	Examen 3 (Chapter 13 and Lesson 14.1; 75 minutes)
Reminders	Take your Exam 3. 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, you are allowed to have your photo ID only. Your workspace must be clear of any other items 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

Semana 15 (4/22-4/26)	Lección 14.2 (Lección 14. Parte 2)
Reminders	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.
MyLab Presentations	L14.2 MyLab Presentations
MyLab Quizzes	L14.2 MyLab Quizzes L14.2.1 Grammar review: The present, future, and conditional tenses L14.2.2 Pronunciation L14.2.3 Listening L14.2.4 Reading
Actividad de comunicación	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, 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 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 lv5281@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” (Faculty Senate Policy 49-20). According to Penn State policy [G-9: Academic Integrity](https://undergrad.psu.edu/aappm/G-9-academic-integrity.html) (<https://undergrad.psu.edu/aappm/G-9-academic-integrity.html>), 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](https://la.psu.edu/current-students/academics/academic-integrity/#~:text=Students%20are%20responsible%20for%20understanding,prohibited%20in%20Penn%20State%20courses) at: <https://la.psu.edu/current-students/academics/academic-integrity/#~:text=Students%20are%20responsible%20for%20understanding,prohibited%20in%20Penn%20State%20courses>.

All course materials you receive or access are protected by copyright laws and are limited to class members for the duration of the course only. You may use the course materials for your own use, but unauthorized distribution and/or uploading of materials without the instructor's express permission is strictly prohibited. You are not allowed to take pictures or screenshots of any part of an exam, graded activity, lesson, or course presentation. 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 Accountability and Conflict Response](https://studentaffairs.psu.edu/student-accountability) 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](https://www.registrar.psu.edu/academic-calendars/index.cfm) 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/inclusion-and-wellness/disabilities-and-accommodations/disability-services-registration-form) at <https://student.worldcampus.psu.edu/inclusion-and-wellness/disabilities-and-accommodations/disability-services-registration-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 [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 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](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 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.*