

TEXAS A&M UNIVERSITY-COMMERCE
DEPARTMENT OF LITERATURE AND LANGUAGES
SPA 353-SPRING 2014
ESPAÑA: SU CULTURA Y CIVILIZACIÓN

SPA 353.01S (22922) and Spa 353.41R (22923) 3 SH / Undergraduate

Class Schedule: Tuesdays and Thursdays 2:00-4:40

This course is offered face-to-face from Commerce, televised to the Mesquite Metroplex Center, and is also web-enhanced

Locations: Commerce – BA 338; Mesquite, MPLX 120

Professor: Dr. Inma Cívico Lyons, Office: HL 311

Phone: 903-468-8744; E-mail: Inma.Lyons@tamuc.edu

Office Hours: Tuesdays 9:00 to 2:00 p.m.

Descripción y Objetivos

Spa 353 es un curso de nivel avanzado destinado a los estudiantes que han completado los niveles básicos de español. Este curso es “web-enhanced”, o sea que usaremos algunas funciones de eCollege, como “Dropbox”, “doc.sharing”, “gradebook”, etc. . Spa 353 también se transmite a través de circuitos de video. El curso es transmitido simultáneamente al centro del Metroplex (Mesquite). (Por favor lean con atención los requisitos tecnológicos en el Apéndice de este sílabo).

Este es un curso de sondeo que incluye el estudio de la cohesión étnica de España y de su producción estética, así como de la historia social, política, económica y de la nación-estado. Se trata de una visión global de la geografía, historia y cultura española desde tiempos prehistóricos hasta el presente. Se estudiarán detenidamente momentos históricos, artísticos y culturales en la historia de España que sobresalen por su importancia, así como las figuras y personalidades que corresponden a estos momentos. Con especial interés, por ser uno de los acontecimientos más importantes en la historia de España en el siglo XX, se tratará la Guerra Civil de 1936. También se analizará la época de la dictadura franquista, el período de transición y la construcción de la democracia. Se estudiará el desarrollo de una serie de identidades autónomas y sus conflictos como resultado de los acontecimientos sociales, políticos y religiosos ocurridos durante la historia de la Península Ibérica.

Spa 353 forma parte del “minor” en español y sirve como parte de la especialización mayor en español.

El curso conlleva varios objetivos:

- Familiarizar a los estudiantes con el contexto histórico y social de España.
- Familiarizar a los estudiantes con varios aspectos de la cultura española: las bellas artes – la pintura, escultura, arquitectura, música, baile; la literatura; y el cine.
- Sensibilizar a los estudiantes a la variedad cultural del mundo contemporáneo para que entiendan la dinámica global y su importancia para la formación de identidades nacionales.
- Continuar el estudio y práctica del español escrito, hablado, leído y escuchado.

Student Learning Outcomes

- Students will demonstrate an understanding of the influences of social, political and religious events in the production of art within a specific period of time. This knowledge will be demonstrated through a research paper that contains a clearly defined thesis, is supported by relevant details, and has a conclusion that synthesizes the information given.

Libros y materiales

Libro de texto: *España y su civilización*, de Ugarte, Ugarte y McNerney, 6th ed. Boston: McGraw Hill, 2009.

Documentos repartidos en clase, videos.

Se recomienda el uso de un buen diccionario bilingüe, pero no de bolsillo, sino un diccionario como el Oxford Spanish Dictionary, el Spanish American Heritage Dictionary, o el Gran Larousse.

Requisitos del curso

Además de completar con éxito los cuatro cursos básicos, este curso requiere que los estudiantes hagan lo siguiente: terminar las lecturas de los capítulos del libro de texto para la fecha estipulada en el horario de actividades; continuar el desarrollo gramatical en español y practicar la lengua fuera del ámbito de la clase; expresar las ideas claramente en todas las tareas escritas y en los exámenes; asistir a todas las clases; ser activos en clase participando en las discusiones; entregar su trabajo a tiempo.

Participación y Asistencia

Para sacar buena nota en esta clase tiene que participar, es decir llegar a la clase a tiempo, llegar preparado con las tareas y lecturas completas, así como estar dispuesto a dar su opinión y formar parte de la discusión en la clase. Si asiste a cada clase pero no participa en la discusión, sólo podrá sacar C en la nota de participación.

La participación activa en esta clase es obligatoria. Se pasará lista todos los días de clase. Si por alguna circunstancia no pudiera asistir, por favor siga el siguiente procedimiento: a) hable con algún compañero de clase para que le informe sobre lo que se ha perdido, b) documente su ausencia oficialmente en la universidad, c) póngase en contacto conmigo lo más pronto posible. No se permite ninguna ausencia no justificada. Las ausencias no justificadas contarán negativamente para su nota final. Después de tres ausencias no justificadas, su nota final será reducida en un 2% por cada ausencia, además no podrá participar en actividades de crédito extra. Las visitas rutinarias al médico y problemas con su automóvil son ausencias no justificadas. Actividades patrocinadas por la universidad cuentan como ausencias justificadas. Si está ausente en más de tres clases, necesita concertar cita conmigo para hablar sobre el problema.

Trabajos entregados después de la fecha estipulada recibirán una reducción en la nota de la manera siguiente: un día de retraso – 10 puntos menos; dos días de retraso – 20 puntos menos; tres días de retraso – 30 puntos menos. No se aceptarán trabajos entregados después de tres días de la fecha establecida.

Todos los estudiantes deberán apagar sus teléfonos móviles o silenciarlos. El uso del teléfono móvil en la clase está totalmente prohibido, además de distraer la atención de los estudiantes, interfiere con los aparatos electrónicos.

La puntualidad es muy importante. Las puertas de la clase se cerrarán cinco minutos después del comienzo.

Plagio

Copiar el trabajo de otra persona o pedirle a un amigo o tutor que le escriba sus ensayos y corrija sus composiciones, constituye una violación de la norma de honestidad académica. Para los trabajos de investigación, deben documentar sus fuentes en el formato MLA. Texas A&M University-Commerce considera el plagio como actos que merecen penalización oficial. Los estudiantes que practican plagio serán sometidos a sanciones académicas.

Evaluación

Ensayo 1	15%
Ensayo 2	20%
Presentación oral final - Regiones autónomas	20%
Trabajo de investigación	25%
Presentación de capítulo: dirigir discusión sobre el capítulo	10%
Participación	10%

Explicación de las actividades

Ensayos

Todos los estudiantes entregarán dos ensayos a través del semestre. El tema del ensayo será dado por la profesora. Se darán instrucciones detalladas durante el semestre.

Proyecto de presentación final – Regiones autónomas

Cada estudiante será experto en una región española. Las regiones autonómicas españolas son: Andalucía, Aragón, Asturias, Baleares, Canarias, Cantabria, Castilla-La Mancha, Castilla-León, Cataluña, Extremadura, Galicia, Madrid, Murcia, Navarra, La Rioja, Valencia, El País Vasco.

Cada estudiante presentará algunos aspectos esenciales e importantes de la región que ha elegido. Algunos aspectos pueden ser: la historia de la región, algún personaje famoso o histórico, el arte, o alguna combinación de estos aspectos para dar una impresión cultural.

Se urge el uso de materiales audiovisuales y materiales auténticos cuando sea posible. Se puede hacer una presentación en power point siempre que no se lea la presentación. Recuerde: esto es una presentación oral, no se debe leer en absoluto.

Presentación semanal de noticias

Los estudiantes serán responsables por presentar cada semana una noticia importante sobre España que ha encontrado o bien en el Internet, o bien en la prensa o la televisión. Se dará más información sobre esta tarea al principio del semestre.

Trabajo de investigación

Cada estudiante deberá entregar un trabajo de investigación original de 6 a 67 páginas (sin contar la página de bibliografía) que será entregado a la profesora al final del semestre. En este trabajo, el estudiante deberá demostrar que ha entendido cómo los eventos histórico, políticos, sociales, religiosos, que ocurrieron en la historia de España tiene repercusiones en la producción artística del país. La investigación deber ser original, tu propio trabajo. Los trabajos serán entregados en el dropbox de eCollege y filtrados por TURNITIN.

Todo el trabajo debe ser escrito en el formato de MLA. Las fuentes citadas en el trabajo deben ser de artículos académicos y libros, ninguna de páginas de la Web. Estas fuentes bibliográficas deben ser documentadas tanto dentro del texto como al final en una página titulada "Trabajos citados" al final del trabajo. Se debe usar el formato MLA para citar fuentes según el libro *MLA Handbook 7ª edición*. Debes tener un mínimo de cinco fuentes (el libro de texto no se puede usar como fuente) y no se puede utilizar páginas de la Web como fuente.

En la primera página del trabajo debes incluir la siguiente información a espacio simple y colocarla en la parte izquierda superior de la página:

Tu nombre

El número de la clase (Spa 353)

La fecha

El nombre de la profesora

El Título de la actividad (Trabajo de investigación)

Después debes centrar en la página el **título original** de tu trabajo.

A continuación, comienza el trabajo, a espacio doble y 12 pt. Debes sangrar la primera línea de cada párrafo. No pongas espacio extra entre diferentes párrafos.

Todas las páginas, con excepción de la primera, deben ser numeradas. Por favor coloca el número de página en la parte de abajo y central de cada página.

SPA 353
Primavera 2014
Horario tentativo de actividades

Fecha	Contenido	Actividad y trabajo
1/19	Introducción al curso: "España y las Españas: Diversidad geográfica y cultural". Geografía de España. Comunidades autónomas. Edades en la historia de España.	
1/21	Parte I: Prehistoria hasta la Edad Media Capítulo 1: "España desde sus orígenes hasta la Reconquista" – -Los iberos y los celtas. -Otros: fenicios, griegos y cartaginenses. -Los romanos los visigodos y los árabes Instrucción sobre la presentación de noticias.	Presentación de Noticia 1 – Modela la profesora
1/26	Capítulo 1, cont. -Los visigodos y los árabes. -Los Reyes Católicos y La Reconquista.	
1/28	Cont. La Reconquista – El espejo enterrado.	
2/2	Capítulo 2: La literatura española hasta el Siglo de Oro	Noticia 2
2/4	Capítulo 3: El arte prehistórico, la arquitectura y la escultura.	Noticia 3
2/9	Parte II: Siglo de Oro Capítulo 4: La España imperial de los siglos XVI y XVII. -La Inquisición y expulsión de los judíos. -Los moriscos. -España en América. -España en Italia. -Carlos V de Austria y I de España. -La conquista de México y Perú. -Fin del reinado de Carlos V	Noticia 4
2/11	Capítulo 4, cont. -Felipe II La batalla de Lepanto. La Armada Invencible. -El régimen político y social. -La agricultura, ganadería y la industria. -Decadencia del Imperio Español. El espejo enterrado.	
2/16	Capítulo 5: La literatura del Siglo de Oro -El Renacimiento Garcilaso de la Vega. La novela picaresca.	Noticia 5

	-El Barroco Los místicos	
2/18	Capítulo 5 cont. -El teatro del Siglo de Oro. -Poetas del Siglo de Oro.	
2/23	Capítulo 6 - Miguel de Cervantes y <i>Don Quijote</i>	Noticia 6
2/25	Videos de RTVE: <i>Don Quijote</i>	
2/25	Capítulo 7 – Artistas y músicos del siglo de Oro. El Museo del Prado de Madrid. -El Greco. - Diego Velázquez. - Francisco Zurbarán. - Francisco Ribera.	Noticia 7
3/1	Parte III: Siglos de luces y reformas: XVIII y XIX. Capítulo 8: La España de los Borbones, s. XVIII y XIX. -Felipe V y la guerra de sucesión. -El “despotismo ilustrado”. -Napoleón en España y la guerra de la Independencia.	Noticia 8
3/3	Capítulo 8 cont. -Independencia de la América española. -Las guerras carlistas. -Isabel II. -La primera república. -Alfonso XII. Instrucción sobre el ensayo de medio semestre	
3/8	Capítulo 9 La literatura española del XVIII y XIX. -El siglo XVIII. -Moratín. -Ramón de la Cruz.	
3/10	Ensayo de medio semestre Antes de las 11:59 p.m.	Ensayo de medio semestre
3/15 y 3/17	VACACIONES DE PRIMAVERA	Noticia 9
3/ 22	Capítulo 9 cont. -El Romanticismo en España -Espronceda, Zorrilla, Bécquer, Avellaneda, Castro. La Novela: Alarcón, Galdós, Pardo Bazán	
3 /24	Capítulo 10 Pintura y música de los siglos XVIII y XIX Film: <i>Los fantasmas de Goya</i>	Noticia 10

3/29	Cont. Film: <i>Los fantasmas de Goya</i> Discusión.	
3/31	Parte IV: Siglo XX. Capítulo 11: De Alfonso XIII a Franco. -Alfonso XIII. -La Segunda República. -El Frente popular y la Guerra Civil.	Noticia 11
4/5	El comienzo de la 2ª República: Película: <i>Belle Epoque</i> .	
4/7	Cont. Película: <i>Belle Epoque</i> y discusión La Guerra Civil y la dictadura franquista	
4/12	Cont. La Guerra civil y la dictadura franquista	
4/14		
4/19	Capítulo 12: Literatura y arte del siglo XX. -La Generación del 98. -Federico García Lorca. -Otros escritores y artistas.	Noticia 12
4/21	Capítulo 13: La pintura y música del siglo XX Entrega del ensayo 2 antes de las 11:59 p.m.	Noticia 13 Ensayo 2
4/26	Capítulos 14-16: Del franquismo a la democracia. -La transición. La España de hoy en día: -Las autonomías y la inmigración – La crisis del 2008.	Noticia 14
4/28	Comienzo de las presentaciones orales.	
5/3	Cont. presentaciones orales.	
5/5	Terminamos las presentaciones o trabajen hoy en su trabajo final	
5/10	Semana final Entrega del trabajo de investigación el 11 de mayo en el Dropbox de eCollege. Antes de las 11:59 p.m.	Entrega del trabajo de investigación

APÉNDICE A

Policy #12

ACADEMIC HONESTY

Preamble. Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all their scholastic work. Faculty members are expected to employ teaching practices that encourage academic honesty.

1. Academic Dishonesty Defined. Texas A&M University-Commerce defines “academic dishonesty” in the following way (Procedure A13.12 “Academic Honesty”): Academic dishonesty includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing

them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material.

2. "Plagiarism" Further Specified. The Department of Literature and Languages builds on the university definition of "plagiarism," given in 1, in the following manner (taken from "Defining and Avoiding Plagiarism: The Council of Writing Program Administrators' Statement on Best Practices" undated, pages 1-2, 12, 2003. <http://www.ilstu.edu/~ddhesse/wpa/positions/WPAplagiarism.pdf>)

Plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source. [. . .] Ethical writers make every effort to acknowledge sources fully and appropriately in accordance with the contexts and genres of their writing. A student who attempts (even if clumsily) to identify and credit his or her source, but who misuses a specific citation format or incorrectly uses quotation marks or other forms of identifying material taken from other sources, has not plagiarized. Instead, such a student should be considered to have failed to cite and document sources appropriately.

3. "Collusion" Further Specified. Collusion specifically includes selling academic products. According to the Texas Penal Code (*Title 7 Offenses Against Property*, Chapter 32 Fraud, § 32.50 Deceptive

Preparation and Marketing of Academic Product), an "'academic product' means a term paper, thesis, dissertation, essay, report, recording, work of art, or other written, recorded, pictorial, or artistic product or material submitted or intended to be submitted by a person to satisfy an academic requirement of the person."

The Texas Penal Code also specifies that person commits a Class C misdemeanor offense "if, with intent to make a profit, the person prepares, sells, offers or advertises for sale, or delivers to another person an academic product when the person knows, or should reasonably have known, that a person intends to submit or use the academic product to satisfy an academic requirement of a person other than the person who prepared the product."

4. Responsibility. Matters of academic dishonesty are handled initially by the instructor. If the instructor feels the problem warrants more attention, it should then be pursued through the department head. If the department head and instructor wish, it should be brought to the attention of the Dean of the college for study and review before being referred to the University Discipline Committee (adapted from Texas A&M University-Commerce Procedure A13.04, "Plagiarism").

Instructors may also Choose to refer cases directly to the University Discipline Committee (Texas A&M University-Commerce Code of Student Conduct 6.a[2]).

5. Statement for Course Outlines. Instructors of record in the Department of Literature and Languages are required to include an Academic Honesty statement in all course outlines. The following language is suggested for that statement:

Instructors in the Department of Literature and Languages do not tolerate plagiarism and other forms of academic dishonesty. Instructors uphold and support the highest academic standards, and students are expected to do likewise. Penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. (Texas A&M University-Commerce Code of Student Conduct

5.b[1,2,3])

6. This Policy supersedes Department of Literature and Languages Policy #12, "Plagiarism," dated October 10, 1990, and will be effective until further notice.

7. The Head of the Department of Literature and Languages is responsible for maintaining this policy current.

Dr. Hunter Hayes, Head, Department of Literature and Languages

April 28, 2003

APÉNDICE B - TECHNOLOGY REQUIREMENTS

- To fully participate in online or web-enhanced courses you will need to use a current Flash enabled browser. For PC users, the suggested browser is Google Chrome or Mozilla Firefox. For Mac users, the most current update of Firefox is suggested.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - o 512 MB of RAM, 1 GB or more preferred
 - o Broadband connection
 - o required courses are heavily video intensive
 - o Video display capable of high-color 16-bit display 1024 x 768 or higher resolution .

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- You must have a:
 - o Sound card, which is usually integrated into your desktop or laptop computer
 - o Speakers or headphones.
 - o *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site <http://www.java.com/en/download/manual.jsp>
- Current anti-virus software must be installed and kept up to date.

- Run a browser check through the Pearson LearningStudio Technical Requirements website. Browser Check

http://help.ecollege.com/LS_Tech_Req_WebHelp/enus/#LS_Technical_Requirements.htm#Browse

Running the browser check will ensure your internet browser is supported. Pop-ups are allowed. JavaScript is enabled. Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - o Adobe Reader <https://get.adobe.com/reader/>
 - o Adobe Flash Player (version 17 or later) <https://get.adobe.com/flashplayer/>
 - o Adobe Shockwave Player <https://get.adobe.com/shockwave/>
 - o Apple Quick Time <http://www.apple.com/quicktime/download/>

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

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- For additional information about system requirements, please see: System Requirements for LearningStudio <https://secure.ecollege.com/tamuc/index.learn?action=technical>

ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to myLeo.

<http://www.tamuc.edu/myleo.aspx>

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu.

It is strongly recommended you perform a “Browser Test” prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the “My Courses” tab, and then select the “Browser Test” link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of Pearson LearningStudio.

Technical assistance is available 24 hours a day/ 7 days a week.

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit Pearson 24/7 Customer Support Site

<http://247support.custhelp.com/>

The student help desk may be reached by the following means 24 hours a day, seven days a week.

☒ Chat Support: Click on 'Live Support' on the tool bar within your course to chat with a Pearson LearningStudio Representative.

☒ Phone: 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

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Accessing Help from within Your Course: Click on the 'Tech Support' icon on the upper left side of the screen inside the course. You then will be able to get assistance via online chat, email or by phone.

Note: Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure MUST be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students MUST file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and to provide me with the helpdesk ticket number
4. At that time, I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer/access problems are not a legitimate excuse for filing a ticket with the Pearson LearningStudio Help Desk. You are strongly encouraged to check for compatibility of your browser BEFORE the course begins and to take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform. ONLY Pearson LearningStudio based problems are legitimate.

myLeo Support Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-4686000 with any questions about setting up your myLeo email account. You may also access information at myLeo. <https://leo.tamuc.edu>

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Learner Support Go to the following link One Stop Shop- created to serve you by attempting to provide as many resources as possible in one location. <http://www.tamuc.edu/admissions/onestopshop/>

Go to the following link Academic Success Center- focused on providing academic resources to help you achieve academic success. <http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>
/ FREE MOBILE APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

App Title:

iPhone – Pearson LearningStudio Courses for iPhone Android – LearningStudio Courses - Phone

Operating System:

iPhone - OS 6 and above Android – Jelly Bean, Kitkat, and Lollipop OS

iPhone App URL:

<https://itunes.apple.com/us/app/pearson-learningstudiocourses/id977280011?mt=8>

Android App URL:

<https://play.google.com/store/apps/details?id=com.pearson.lsp.hone>

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses
- View Graded items, Grades and comments in individual Courses
- Grade to Date
- View Events (assignments) and Calendar in individual Courses
- View Activity Feed for all courses
- View course filters on activities

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- View link to Privacy Policy
- Ability to Sign out
- Send Feedback
- LEARNINGSTUDIO NOTIFICATIONS

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student's university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

Appendix C

TEACHING CERTIFICATION, PLACEMENT EXAM AND STUDY ABROAD

- **Notice to those seeking Teacher Certification:** Students who plan to teach English, Spanish, or English as a Second Language in Texas public schools must pass the appropriate state certification tests. The Department of Literature and Languages grants approval to take the content-area tests. Additional information about the examinations and the internship is available at the Educator Certification office in Ed North 204 (ext. 5182).

Internship and State Exam Requirements
Department of Literature and Languages
SPANISH

- Students who are seeking to earn certification to teach Spanish need to know that the Department of Literature and Languages is responsible for permitting students to enter internship and to take the required state exams. Approval to take state certification examinations is based on admission to do an internship. Without departmental and College of Education approval to do an internship, students will not be permitted to take the certification exams in Spanish.

To earn certification in Spanish, two exams must be taken: the Spanish TExES and the Test of Oral Proficiency (TOPT). Students must meet departmental requirements for internship before they will be able to sit for the certification examinations.

Department requirements for approval to internship are the following:

UNDERGRADUATE

1. Complete all required course work, including a minimum of 12 hours of upper-level (300 or 400) courses in Spanish while in residence at A & M-Commerce. Study abroad hours will NOT count toward the 12 hour residency requirement.
2. A GPA of 3.0 or above in Spanish courses at the 300- and 400-level.
3. A grade of "B" or above in the following courses: Spa 331 or 333, 332 or 334, 341, 353/354, 475, and 485. "C" grades in Spa 331, 332, 341, 353/354, or 485 will have to be replaced until a grade of "B" or better is earned.
4. An overall GPA of 3.0 in all Spanish and support course work (English 358, 457).
5. Students may have no more than two grades of "C" in all Spanish course work whether taken at A & M-Commerce or at another university or college.
6. A meeting with the Spanish Adviser prior to one's senior year and preferably at the beginning of the junior year.

Approval to enter internship is subject to positive recommendations from the students' instructors in Spanish and support courses, and to satisfying the above requirements.

For more information on certification in Spanish, contact the Department of Literature and Languages at 903-886-5260.

- **Placement Exam:** If you have taken *any* Spanish in the past, or if you speak Spanish, you should take the Spanish placement exam. It is offered every day at the Testing Center in the One Stop Shop. You may possibly place out of lower-division classes and receive up to 6 hours of credit!

This exam is to help you finish your language requirement sooner, or get you into upper-level classes without repeating work you have already done in the past.

- **Study Abroad:** We encourage students to pursue an immersion experience in Spanish by participating in our study abroad programs. Anytime you receive credit for courses taken abroad, you must have them approved by the Spanish faculty and advisor BEFORE you leave. Please speak to your professor if you are interested in taking Spanish in Spain or Mexico. As a bilingual student, you can benefit enormously from a study-abroad experience. Financial aid will apply to most destinations and the Office of International Studies offers travel stipends for almost all interested students to travel to a variety of countries. For more information contact Mr. Jacques Fucqua in Ferguson Social Sciences 220, (903) 468-6034.

Appendix D

Statements to students required by the University and the Department of Literature and Languages

- **Retention statement for 1st Year Students:** Grades for students in freshmen level classes will be reported to the Registrar's Office at the end of the fifth week of class during the fall and spring semesters. The Registrar's Office will report grades to students, Advising Services, Academic Departments (faculty advisors) and mentors. This procedure will allow students to be knowledgeable about their academic progress early in the semester. The university, through Advising Services, faculty advisors and mentors, will take steps to assist students who may be experiencing difficulty to focus on improvement and course completion. Early intervention for freshman students is designed to communicate to students the University's interest in their success and willingness to participate fully to help students accomplish their objectives.
- ☐ **Behavior:** All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Student's Guide Handbook, Policies and Procedures, Conduct).
- **Students with Disabilities:**
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library
Room 132
Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu

Appendix E

Collection of Data for Measuring Institutional Effectiveness: In order to measure the level of compliance with the university's Institutional Effectiveness guidelines, throughout the semester, I will collect some of the ungraded texts you produce. The texts will be part of a portfolio created on your behalf and will be measured to ensure that our program "promotes practices that result in higher student academic achievement; an enhanced student experience; aligned and transparent decisions; and readily available information for improvement, accountability, and accreditation" (see "Department of Institutional Effectiveness," <http://www.tamuc.edu/aboutus/institutionalEffectiveness/default.aspx>). This is solely an assessment of program effectiveness and in no way affects students' course grades or GPAs.