



SPA 333.1SE / 51R
(80229 & 81615)
Spanish for Heritage Speakers I
Course Syllabus: Fall 2017

Instructor: Inma Lyons

Class Meetings: R 4:30p-7:10 p.m, EDS 101 in Commerce, TBA at CHEC

Office Location: Hall of Languages HL 311

Office Hours: Thursdays 9:00 a.m. to 12:00 p.m. and 1:30 – 3:30 p.m. (or by appointment)

E-mail: Inma.Lyons@tamuc.edu (Important note: I will respond to emails within 24 hours during the work week and by the next business day on weekends and holidays.)

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

- Roca, Ana. 2013. *Nuevos Mundos* 3rd. ed. Wiley&Sons (ISBN:978-0-47058898-7).
- Roca, Ana. *Nuevos Mundos, Workbook*.

Supplementary readings will be distributed by the Professor as needed.

Course Description

Heritage language learners are those individuals who are proficient in English and who grew up speaking another language at home; they are able to communicate, at some extent, in more than one language. The main purpose of the Spanish for Heritage Speakers courses at TAMUC is to build upon the language knowledge that students bring to the classroom and advance their proficiency of Spanish for multiple contexts. Special attention is given to building vocabulary, acquiring and effectively using learning strategies, and strengthening composition skills in Spanish; cultural projects and readings reinforce learners understanding of the multiple issues related to the Hispanic cultures in the USA. Taught exclusively in Spanish, this course is designed for heritage or native speakers only. For students majoring or minoring in Spanish or bilingual education, this course replaces the SPA 331 requirement.

Student Learning Outcomes

Students will be responsible for designing, discussing and presenting two multimodal projects on topics that related to Hispanics in the US, immigration, identity, multiculturalism and trans-national experiences. Through these projects, students will:

- 1) Demonstrate advanced writing and oral skills in Spanish as presented in multimodal communication, including interpretative, presentational and interpersonal modes.
- 2) Demonstrate the ability to identify and analyze social and ethical current issues in the Hispanic communities, in the US and abroad, including possible resolutions.
- 3) Demonstrate a wider understanding of cultural differences from diverse perspectives by critically analyzing products and practices in the Hispanic communities.

Completion of these projects will give students a wider perspective on the Hispanic cultures and the contact with other communities, and will increase their understanding of global communities in an interconnected and diverse world. Moreover, these projects will allow students to put into practice the skills, contents, and strategies acquired and practiced during the semester. These outcomes will be assessed by the evaluation of the two projects.

Collection of Data for Measuring Institutional Effectiveness:

In order to measure the level of compliance with the university's Institutional Effectiveness guidelines, I will collect some of the ungraded materials you will produce for the class. These materials 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.

COURSE REQUIREMENTS

1. Attendance & Participation

Participation and attendance are fundamental to succeed in this course. Attendance is mandatory. After six absences, you may be dropped from the course, depending on circumstances. Absences due to illness or unexpected situations count as absences. The only justified absences are those resulting from mandatory participation in university events, hospitalization, or family emergencies of which the instructor has been notified. Please note that there is no participation grade given in this course; however, after two unexcused absences, your final grade will be reduced by 2 points per absence. Late work is not accepted. Exams and quizzes cannot be made up.

You should arrive on time. Two late arrivals or early departures by more than 10 minutes equal one absence. If a student arrives late, she/he needs to talk to the professor at the end of class to make sure that a tardy mark was registered in the class book instead of an absence. If a student misses 3 consecutive sessions and does not contact the instructor, she/he may be dropped from class. You should not make travel/family /employment plans that interfere with classes or exams since make up exams cannot be made in order to accommodate such plans.

Student athletes, band members and members of other university sanctions should bring a letter from their supervisor or specific department during the first week of class indicating the dates they will miss class.

Students who require special accommodations for religious holidays should make arrangements with their instructor during the first week of class.

2. CULTURAL PROJECTS (72 % of the final grade)

You will complete two individual projects integrating all course material.

Project I 35%. The first project you will complete is a “Family Scrapbook” that you will design, create, and present to the class. The Scrapbook will combine pictures and text, and will be created online (as a blog, for example). Please, refer to the Proyecto 1 Instructions and Rubric for more detailed information.

Project II 37%. The second project you will complete is an interview with two people of Hispanic origins (family members, neighbors, members of the community, etc.). You will be responsible for planning the interview, design the questions, record the interview, write a written report about the interview, and give a formal presentation about the content of the interview during the last day of class. Please, refer to the Proyecto 2 Instructions and Rubric for more detailed information.

3. FICHAS DE LECTURA (14% of the final grade).

For each text that we read during the semester, you will complete a ficha de lectura that will allow you to focus on and apply grammatical concepts learned in class, give your opinion about the readings, and learn new vocabulary. You will complete one ficha de lectura per week (12 fichas in total). The instructor will randomly select 2 fichas at the end of the semester and evaluate them (7% each). The fichas will be evaluated according to completeness (every section must be completed in order to receive full credit), language accuracy, and content. Each ficha must be completed and uploaded via e-College DropBox by the due date and in the assigned folder (see calendar for more information). No late assignments will be accepted (they will receive a score of zero).

4. FICHAS DE ESTRATEGIAS (14% of the final grade).

During this course we will learn many different strategies that will help you to become an autonomous and independent learner. You will complete four fichas de estrategias focusing on a strategy and task of your choice. The strategy and task will have to vary each week, no fichas de estrategias focusing on the same strategy or task will be accepted. Each ficha must be completed and uploaded via e-College DropBox by the due date and in the assigned folder. The instructor will randomly select 2 fichas at the end of the semester and evaluate them (7% each). The fichas will be evaluated according to completeness (every section must be completed in order to receive full credit), language accuracy, and content. No late assignments will be accepted (they will receive a score of zero).

5. Course assignments and HW.

Other tasks include ejercicios de edición y ejercicios de lengua. These are exercises from the workbook, and other materials.

You should complete all classroom assignments by the due date. Classroom assignments include any exercise assigned in class (work edition, grammar, or vocabulary) and the *fichas* (*fichas de lectura* and *fichas de estrategias*) that will not be formally evaluated. For each late or incomplete assignment, your final grade will be reduced by 1 point per assignment.

6. EXTRA-CREDIT

There may be extra credit assignments offered this semester. More information will be given during the semester.

GRADING

Proyecto I (35%)	
- Borrador (texto e imágenes, justificación)	10%
- Trabajo final y presentación	25%
Proyecto II (37%)	
-Temas, preguntas, justificación y entrevista	10%
-Reporte escrito	12%
-Presentación oral en poster	15%
Fichas de lectura	14% (2x7%)
Fichas de estrategias	14% (2x7%)
Total	100%

Grade Scale: A=100-90 B=89-80 C=79-70 D=69-60 F= 59>

Spa 333 / Fall 2017 / Course Calendar

This course schedule is subject to minor revisions and changes as the instructor deems necessary. Any changes to the course schedule will be announced in class in advance.

Date	Activities	Readings and Assignments
Week 1 Aug. 31	Presentación del curso: objetivos, contenidos, proyectos, evaluación, syllabus Cuestionario inicial Estrategias Previas Estrategias de Comprensión 1: Uso del conocimiento previo Ejemplo de fichas de estrategias	Complete the online survey. Ficha de lectura 1, Cap. 1 NM pp. 3-7 (entrega en dropbox week 1 – Ficha de lectura 1 para el domingo)
Week 2 Sept. 7	Lectura Cap. 1 – Debate Estrategias de comprensión 2: Uso del contexto Taller de edición: Ortografía - mayúsculas y homófonos. Trabajo en grupos. Proyecto 1: cómo, quién, qué (borrador en clase si hay tiempo, trabajo en grupos)	Ejercicios de edición 1, WB pp. 12-13 y 5-6 (entrega en Dropbox– edición, domingo 10 sept.) Ficha de lectura 2, NM pp. 9-12. (Dropbox– ficha de lectura 2 – para el domingo)
Week 3 Sept. 14	Debate: fichas de lecturas Taller de edición: corrección – prácticas de edición Estrategias de comprensión 3: Predicciones	Ficha de lectura 3, NM Cap. 2 pp. 55-58 (Dropbox– ficha de lectura 3 – para el domingo) Ficha de estrategias 1 (Dropbox– Ficha de estrategia – domingo)
Week 4 Sept. 21	Video en clase: Pardon my Spanglish Léxico: diccionario trilingüe: español monolingüe/Español de los US/Inglés monolingüe Estrategias metacognitivas: Evaluación del uso de estrategias	Ficha de lectura 4, NM 65-74 (Dropbox– ficha de lectura 4 –domingo) Entrega Borrador Proyecto 1 (Dropbox Semana 4, Borrador Proyecto 1, domingo)
Week 5 Sept. 28	Debate ficha de lectura Taller de lengua: La frase nominal (elementos, concordancia) Léxico: sinonimia Revisión diccionario trilingüe	Ficha de lectura 5, Cap. 3 NM pp. 97-100 (Dropbox – Ficha de lectura 5 –domingo) Ficha de estrategias 2 (Dropbox– Ficha de estrategias – domingo) Ejercicios de lengua 1 – frase nominal - traducción inglés – español (Dropbox– Lengua –domingo)
Week 6 Oct. 5	Debate ficha de lectura Estrategias: Organizar y planear – establecer metas) Taller de edición: tildes – trabajo en grupos	Ficha de lectura 6, Cap. 3 NM pp 111-113. (Dropbox – ficha de lectura 6 –domingo) Ejercicios de edición 2 pp. 24-26 (Dropbox – edición – domingo, october 8) Entrega Proyecto 1 (Dropbox week 7 – Proyecto 1 – domingo).
Week 7 Oct. 12	Presentación del Proyecto 1 en clase	Ficha de lectura 7, NM pp. 121-123 (Dropbox – Ficha de lectura 7- domingo) Ficha de estrategias 3 (Dropbox– Fichas de estrategias 3 – domingo).
Week 8 Oct. 19	Presentación del Proyecto 1 en clase Taller de lengua – Verbo en el presente, formas irregulares	Ficha de lectura 8, Cap. 4 NM pp. 133-136 (Dropbox– Ficha de lectura 8 –domingo)

Week 9 Oct. 26	Debate ficha de lectura Taller de lengua - La frase verbal Estrategias: Edición tildes 2 pp. 42-44	Ficha de lectura 9, Cap. 4 pp. 139-141 "Mi raza" (Dropbox– Ficha de lectura 9.–domingo) Ejercicios de edición 3 pp 45-47 (Dropbox– Edición – domingo, 29 octubre)
Week 10 Nov. 2	Debate de ficha de lectura. Estrategias: Inferencias Video: Los invisibles Léxico: Diccionario trilingüe Proyecto 2 – preguntas ideas	Ficha de lectura 10, Cap. 4 pp. 166-169 (Dropbox– Ficha de lectura 10 –domingo) Entrega proyecto 2: tema, justificación preguntas en Dropbox. Ficha de estrategia 4 en Dropbox – ficha de estrategia – estrategia 4 domingo.
Week 11 Nov. 9	Debate ficha de lectura. Taller de lengua: Los tiempos pasados pp. 63-65 Léxico: ampliación, sinonimia y falsos cognados	Ficha de lectura 11, Cap. 5 pp. 179-184 (Dropbox– Ficha de lectura 11 domingo) Ejercicios de lengua 2 pp. 65-69 (Dropbox– Lengua - domingo, 12 noviembre)
Week 12 Nov. 16	Debate ficha de lectura Taller de edición: Puntuación pp. 27-30 Corrección ejercicios en clase El discurso referido, parte 1	Ficha de lectura 12 Cap. 5 193-197 (Dropbox– Ficha de lectura 12 –domingo) Ejercicios de edición 4 pg. 30 (Dropbox– Edición- domingo, 19 noviembre)
Week 13 Nov. 23	Thanksgiving – No hay clase hoy.	
Week 14 Nov. 30	Debate ficha de lecturas Corrección ejercicios en clase- Taller de lengua: Secuencia temporal & discurso referido, parte 2 Práctica en clase	Trabaje en la presentación del proyecto 2.
Week 15 Dec. 7	Presentaciones Proyecto 2 en clase	
Final Week Dec. 15	Presentaciones Proyecto 2 en clase – 15 de diciembre	

TECHNOLOGY REQUIREMENTS

- To fully participate in online courses, you will need to use a current, Flash enabled browser. For PC users, the suggested browser is Internet Explorer 9.0 or 10. 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:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
 - sound card, which is usually integrated into your desktop or laptop computer
 - speakers or headphones.

- Depending on your course, you might also need a:
 - webcam
 - microphone

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. Java can be downloaded at: <http://www.java.com/en/download/manual.jsp>
- Current anti-virus software must be installed and kept up to date.
- You will need some additional free software for enhanced web browsing. Ensure that you download the free versions of the following software:
 - Adobe Reader
 - Adobe Flash Player

- 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.

- For additional information about system requirements, please see: <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: <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 that you perform a “Browser Test” prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the ‘myCourses’ 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 at any time you experience technical problems (e.g., you can't log in to the course, you can't see certain material, etc.) please contact the Pearson LearningStudio Help Desk, available 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.
- Email: helpdesk@online.tamuc.org to initiate a support request with Pearson LearningStudio Technical Support Representative.

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

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 helpdesk@online.tamuc.org or 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.

Internet Access

An Internet connection is necessary to participate in discussions and assignments, access readings, transfer course work, and receive feedback from your professor. View the requirements as outlined in Technology Requirements above for more information.

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 <https://leo.tamuc.edu>.

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.

Go to the following link [Academic Success Center](#)- focused on providing academic resources to help you achieve academic success.

COURSE AND UNIVERSITY PROCEDURES

Course Specific Procedures

1. **Late work.** This is an intense course with no extended deadlines. No late work will be accepted in this course, without exceptions. Online homework should be submitted by midnight (CT) on the due date provided in the class schedule. Failure to submit an assignment on time will result in a zero (F) grade. In the case of an emergency or other reasonable situation which may affect your submissions, please contact me immediately.

2. **Withdraws & Incomplete grade** A student may drop a course by logging into his/her myLEO account and clicking on the hyperlink labeled "Drop a class" from among the choices found under the myLeo section of the Web page.

I reserve the right to drop a student from the course administratively for excessive absences or violations of the Code of Student Conduct. Incomplete grades (grade of "X") are granted only under rare and extraordinary circumstances which are fully documented.

3. **Grievance procedures.** Students who have concerns regarding their courses should first address those concerns with the assigned instructor in order to reach a resolution. Students who are unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor, whether in-person, by email, by telephone, or by another communication medium, should then schedule an appointment with the Director of the Spanish Program, Dr. Flavia Belpoliti (flavia.belpoliti@tamuc.edu).

If there are still unresolved issues, students need to schedule an appointment with the Department Head, Dr. Hunter Hayes, or Assistant Department Head, Dr. Susan Stewart, by completing a Student Grievance Form (available in the Main Office, HL 141). In the event that the instructor is the Department Head, the student should schedule a meeting with the Dean of the College of Arts, Sciences, and Humanities after following the steps outlined above; if the instructor is the Assistant Department Head, students should schedule a meeting with the Department Head. Where applicable, students should also consult University Procedure 13.99.99.R0.05 ("Student Appeal of Instructor Evaluation").

4. Tutoring and Advising.

Your Instructor: I am your first resource and want to make your experience as positive as possible. Please talk to me if you are having any problems in the course and I will do my best to assist you.

Advising: Dr. Flavia Belpoliti is the Spanish Programs adviser. To declare a major, second major, or minor in Spanish, or to get further information on the Spanish program, please make an appointment with Dr. Belpoliti (flavia.belpoliti@tamuc.edu).

Academic Dishonesty – Appendix A

Department of Literature and Languages
Texas A&M University-Commerce
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

Teaching Certification – Appendix B

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, the LOTE (Languages Other Than English) exam must be taken. 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.

Information related to the Spanish Program – Appendix C

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 plan to complete credits 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 Jacques Fuqua in Ferguson Social Sciences 220, (903) 468-6034.

Attendance Policy:

It is of the utmost importance that students be present at all class meetings. You will not obtain the benefits needed if you don't attend class. An absence not excused in writing by an academic official is marked as unexcused. Three absences will not affect your grade, but after the third absence, your final grade will be reduced by two points per absence. If you are absent four times or more, you may be asked to drop the class.

Hispanic Film Showcase:

Attendance to the film showings is considered an extra-credit activity; however, Spanish faculty considers this a very important event, and worthy of your presence. Attending the showcase will expand your cultural experience and will provide you different perspectives of the diverse Hispanic cultures. In addition, attendance to this event will help your grade in this Spanish course, as you may earn 2 points per attendance to each of the films. These 2 points will be added to the exams' grades following each film showing. Your instructor will provide the dates/times for the showings.

Some rules of the class

- Cellular phones and other electronic devices are to be turned off and stored away.
- No food is allowed in class.
- If you have special learning needs, please contact your instructor.

Statements Required by the University – Appendix D

Student Conduct

- All students enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See current Student Guidebook).

Students with Disabilities

- Students with Disabilities information: 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, Gee Library, Room 132 (903) 886- 5150 or (903) 886-5835 phone (903) 468-8148 fax Email: Rebecca.Tuerk@tamuc.edu

Nondiscrimination

- Nondiscrimination notice: A&M – Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.
- **Campus Concealed Carry**
Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers

or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to

((<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer).

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.