

TEXAS A&M UNIVERSITY-COMMERCE
DEPARTMENT OF LITERATURE AND LANGUAGES
SPA 353-FALL 2017
ESPAÑA: SU CULTURA Y CIVILIZACIÓN

SPA 353.01S (82998) and Spa 353.51R (82999) 3 SH

Class Schedule: Tuesdays 2:00-4:20 p.m.

This course is offered face-to-face in Commerce, and televised to the CHEC; the course is also web-enhanced

Locations: Commerce – EDS 101; CHEC TBA

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

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

Office Hours: Tuesdays 9:00-12:00 and 1:30-3:30 p.m. (or by appointment)

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”; es decir, 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 en McKinney CHEC. (Por favor lean con atención los requisitos tecnológicos en el Apéndice B de este plan).

Este es un curso de sondeo que incluye el estudio de la cohesión socio-política de España y de su producción estética. Ofrecemos 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, estudiaremos la conexión España/Latinoamérica en los campos culturales, sociales y políticos, y 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, así como el período de transición y la construcción de la democracia española. Estudiaremos 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 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 Outcome(s)

- Students will be able to analyze a variety of Spanish artistic and cultural products identifying perspectives and practices of the Spanish Speaking world.
Assessment: This outcome will be assessed by evaluation of a final course paper, or oral presentation/poster, in which students will demonstrate their comprehension of the dynamics of cultural productions, as a result of geopolitical and social phenomena.

Libros y materiales

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

Otros documentos, videos, etc., serán repartidos en clase.

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 orales; 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, no podrá obtener la máxima nota en 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. Si está ausente el día de su presentación de noticia, o presentación oral final, no podrá recuperar esta nota, a no ser que la ausencia sea justificada por la administración universitaria.

No se aceptan trabajos entregados después de la fecha estipulada.

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

Proyecto final:	Borrador	5%	→	35%
	Ensayo	13%		
	Presentación Oral	17%		
Fichas (5)				20%
Ensayo de medio semestre				25%
Presentación de noticia				10%
Participación				10%

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

Explicación de las actividades

Fichas

Durante ciertas semanas, los estudiantes entregarán una ficha en el Dropbox correspondiente. Las preguntas e investigación para la ficha provienen del libro de texto. Vea las instrucciones para las fichas en doc. sharing bajo "Instrucciones y guías".

Ensayo de medio semestre

Todos los estudiantes entregarán un ensayo de medio semestre. El tema del ensayo será dado por la profesora. Instrucciones para el ensayo están en doc. sharing bajo "Instrucciones y guías".

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. Vea las instrucciones para esta presentación en doc.sharing bajo la categoría "Instrucciones y guías".

Proyecto final

El proyecto final es un trabajo en grupo que combina la escritura con la presentación oral. Este trabajo está dividido en tres etapas

- Borrador – 5%
- Ensayo escrito – 13%
- Presentación oral – 17%

En este proyecto trabajaremos en ser expertos en varias regiones autónomas españolas: Cataluña, Galicia, el País Vasco y Andalucía. Se trata de investigar la dinámica geopolítica, geohistórica y social de estas regiones que han dado como resultado la infraestructura cultural del presente.

El proyecto entero tiene un peso del 35% en su nota final.

Las instrucciones para cada etapa se encuentran en eCollege, doc. sharing bajo la categoría "Instrucciones y guías".

Crédito extra

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 or other work following each film showing. Your instructor will provide the dates/times for the showings.

SPA 353

ACTIVIDADES Y TAREAS

Texto principal: *España y su civilización* (6th ed.) by Ugarte, Ugarte y McNerney 978007338520-4

Intentaremos seguir este horario lo más fielmente posible, pero, a veces, por cuestiones ajenas a nuestra voluntad, quizás sea necesario efectuar cambios menores.

29 agosto	Introducción al curso. Tema: "España y las Españas: Diversidad geográfica y cultural". Forma de gobierno. Orígenes de la lengua española	Comenzad la lectura de <i>Lazarillo de Tormes</i> . Leed el capítulo 1 de EC (España y su civilización)
5 sept.	Parte I: De la Prehistoria al Renacimiento Capítulo 1: La prehistoria y su arte. -Los pueblos invasores y colonizadores Noticia 1 – la profesora modela	<i>Lazarillo</i> tratados 1 y 2 Continuad la lectura del cap. 1 EC
12 sept.	Capítulo 1, cont. -La Reconquista: La dinámica política social y religiosa. Los Reyes Católicos. La Reconquista y el arte: Las Jarchas, <i>Poema de Mío Cid</i> Noticia 2	Leed <i>Lazarillo</i> tratados 3, 4 y 5 Entrega Ficha 1. pág. 31 Puedes elegir entre el 1 o el 2. Dropbox Ficha 1 antes del domingo. Leed los caps. 2 y 3 de EC
19 sept.	Capítulo 2 y 3: Cont. Literatura y arte medieval y renacentista: figuras principales. <i>El conde Lucanor - La Celestina</i> Arquitectura árabe y romana Noticia 3	Leed el cap. 4 de EC y <i>Lazarillo</i> tratados 6 y 7
26 sept.	Parte II: Siglo de Oro Capítulo 4: La España imperial de los siglos XVI y XVII. Carlos V y Felipe II. -La Inquisición y expulsión de los judíos. -Los moriscos. -España en América. Noticia 4	Entrega Ficha 2 sobre la Giralda- pág. 54 número 3. Dropbox ficha 2 antes del domingo. Leed los caps 5 y 6 de EC
3 oct.	Capítulo 5 y 6: La literatura del Siglo de Oro Figuras principales: Lope y Cervantes Noticia 5	Entrega Ensayo sobre <i>Lazarillo de Tormes</i> . Dropbox – <i>Lazarillo</i> – antes del domingo. Leed el cap. 7 de EC
10 oct.	Capítulo 7: Artistas y músicos del siglo de Oro. El Museo del Prado de Madrid. -El Greco. - Diego Velázquez – Las Meninas - Francisco Zurbarán. - Francisco Ribera.	Entrega Ficha 3 sobre Cervantes – pág. 93 números 2 y 3. Dropbox ficha 3 antes del domingo Leed el cap. 8 de EC

	Noticia 6	
17 oct.	Parte III: Siglos de luces y reformas: XVIII y XIX. Capítulo 8: La España de los Borbones, s. XVIII y XIX. Francesismo y despotismo ilustrado – Napoleón – Independencia de las colonias americanas. Noticias 7	Leed el cap 9 de EC
24 oct.	Capítulo 9 La literatura española del XVIII y XIX. Moratín, Bécquer y Galdós. Noticia 8	Leed el cap. 10 de EC
31 oct.	Capítulo 10 La pintura del siglo 18 Película: <i>Los fantasmas de Goya</i> Noticia 9	Entrega Ficha 4 sobre Goya Pág. 140, número 1 Dropbox ficha 4 antes del domingo Leed el cap. 11 de EC
7 nov.	Parte IV: Siglo XX. Capítulo 11: De Alfonso XIII a Franco. La Segunda República y la Guerra Civil La dictadura franquista Noticia 10	Entrega del borrador escrito del proyecto de investigación final
14 nov.	Cont. El siglo XX y XXI – La transición y la consolidación de la democracia Película: <i>La lengua de las mariposas</i>	Leed los cap. 12 y 13 de EC
21 nov.	Capítulos 12 y 13: Arte y literatura del siglo XX Unamuno, Machado: la Gen. del 98 Noticia 12 Comenzamos: Lorca	Entrega Ficha 5 sobre Unamuno Pág. 169 número 2 Dropbox ficha 5 antes del domingo
28 nov.	Cont. Arte y Literatura y arte del siglo XX/XXI Miguel Hernández Federico García Lorca: la Gen. del 27 – Romancero gitano Antoni Gaudí Noticia 13	Entrega de la parte escrita del proyecto final 28 de noviembre Dropbox – Ensayo Proyecto final -
5 dic.	Presentaciones orales del proyecto final	
12 dic.	Cont. Presentaciones orales del proyecto final	

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.lshone>

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

Course Specific Procedures

1. 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.

2. 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").

TEACHING CERTIFICATION, PLACEMENT EXAM AND STUDY ABROAD
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- **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.

**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 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

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.

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