



*Grammar and Composition*  
**SPA 332 – Fall 2017**  
**Department of Literature & Languages**  
**Texas A&M University-Commerce**

**Course:** SPA 332.001 - W 4:30p-7:10p Location: EDS101

**Instructor:** Dr. Maria F. Lamarque

**Office:** HL 313 in Commerce and Main Suite at UCD

**Office hours:** W 2-4pm pm , S at UCD 3-4pm and Virtual Office for online course.

**Phone:** 903-886-5270

**E-mail:** maria.lamarque@tamuc.edu

**Books required:** King, Larry. *Gramática Española* (Second edition)  
Friedman, Edward. *El cuento, arte y análisis*.

**Description of course content:** Practice individual skills for composition in Spanish as well as review of grammar through the study of selected original literary texts. This course is of special interest to students who wish to improve their reading comprehension and their writing skills. The course will contain grammar review, and the main method to improve grammar skills is based on Bill Van Patten's theory of Structured Input Approach. This primarily means "input that is manipulated in particular ways to push learners to become dependent on form and structure to get meaning" (142). At the same time, students will be exercising their analytical skills through the careful reading of literature in Spanish. Students will read original literary works as a base to review and practice all their acquired knowledge in the previous lower level classes.

Class routines will consist of previous work to reading, as reviewing of vocabulary to be found in the story; in-class and out-of-class reading; review of unknown vocabulary, verbal forms or grammar constructions; and explanation on story topic and development. there will be a quiz on the story's content. Following, there will be a group work to answer comprehension questions, reflections to initiate the debate, and grammar explanations in a variety of topics for each chapter. The final work for each chapter will consist on an individual first draft in-class composition response essay assignment and/or a skit that students will prepare in groups of 2 or 3 and present it in class. Theme for this assignment will be provided by the instructor.

**Student learning outcomes:**

Students will be able to 1) satisfactorily analyze sentences and their following grammatical categories and subcategories: Pronouns, adverbs, adjectives, verbs,

conjunctions, prepositions. 2) Satisfactorily use the preterit and imperfect. This outcome will be assessed by evaluation of the final oral presentation and final essay.

**Requirements:** Students are required to have completed the Spanish language courses 131,132,231,232 and 331.

**Assignments and grading scale:**

Ensayos respuesta	20%	A = 100-90
Presentación final	15%	
Ensayo final	15%	B= 89-80
Presentación individual	15%	C = 79-70
Quizzes	20%	
Class preparation/participation	15%	
		D = 69-60
		F = 59-

**Ensayo respuesta 20%:** The *ensayo respuesta* assignment is a response paper to some of the readings for each assigned chapter. Characteristics: First draft and final version work required. First draft is to be written in class period in a sheet provided by the Instructor. The book and dictionaries may be used by students. First draft is corrected using a series of codes, and returned to the students. Students will correct their essays and turn in the final typed version along with the draft all stapled. Points will be deducted if student fails to follow the instructions. Final version characteristics: Letter font and size: Times New Roman, 12, with an appropriate heading in the top left hand corner that includes name, course number and section, instructor's name, date, and original story title. The essay title is to be centered on the page. The essay's topic is provided by the Instructor and can be found in the section *IV Compartiendo ideas* in each chapter of the book. Guidelines are offered. Evaluation of *ensayo respuesta* is based on two registers: a) Grammatical features, and b) Analytical content. **Important:** Late homework is not accepted. Only in exceptional cases, the instructor will accept late homework. However a 20% will be discounted. All essays should have the draft included. If draft is not present it is considered incomplete and 20 points are deducted from the final grade.

**Ensayo final 15%:** The *ensayo final* is a longer composition than the *ensayo respuesta*. There is only one, to be turned in the date marked in the University schedule as "final exam date". It is not an in-class assignment. Characteristics: Length of no less than 500 and no more than 550 typed words. Letter font and size: Times New Roman, 12, double space, with an appropriate heading in the top left hand corner that includes name, course number and section, instructor's name, date. The title is to be centered on the page. This essay is a comparison of two or more stories read through the semester. It is an open topic composition where you may evaluate stories that may share similar themes, story lines, or

characters. You may compare characters' personalities, or may compare the narrative structures of different stories. You also may explain what stories you liked the most and why, in opposition to other stories that you did not like. When the moment comes, you are welcome to consult with your Instructor to discuss your ideas. Evaluation of *ensayo final* is based on two registers:

a) Grammatical features, and b) Analytical content. Important: final essay turned in after specified in the Programa de Clases will be discounted a 20%.

**Quiz 20%**: There will be a quiz on each reading from EC. They are to be taken the day you have been assigned the readings as indicated in the syllabus.

**Individual Presentation 15%**: Each student will make one or two presentations on one reading in the semester. The presentation will be made after the quiz. The presentation is not to be read. Read presentations will receive an automatic F or a 30 point deduction depending on the amount of reading. Its content will consist on an answer to the following questions: a) what is the story about (or what the theme is); b) what happened in this story; c) who are the characters and how they are; d) what you found the most difficult: the vocabulary or the grammar and why (elaborate on verbal forms, style, words...); and e) your analysis of the story f) Show one of the grammar structures studied in the chapter using the story. Length of the presentation: 6 minutes.

**Final Presentation 15%**: Your final presentation is based on a grammatical analysis of one of the short films listed. *Temas Cap3-6: Preposiciones, Adverbios, Verbos, Conjunciones, Adjetivos, Pronombres, Sustantivo, Modos. Cortometrajes: Los elefantes no olvidan, Juanito bajo el naranjo, Un juego absurdo, Medalla al empeño, Ana y Manuel.* All the short films are available in Youtube. See rubric in E-college.

**Participation 15%**: Students are expected to come to class prepared to actively participate in all class activities and discussions. Your participation will be evaluated weekly with 100 points possible for the participation grade for the semester. (See rubric in E-college)

**Attendance**: Your presence in class is imperative. We meet face-to-face one day a week. In order to be able to participate in class, you must be present. Roll will be taken every day we meet, and attendance is mandatory. If you are absent more than one time during the semester, **for each absence beyond the one allowed your final grade will be lowered by 1%**. After the sixth absence, you may be dropped from the course. Absences due to illness or unexpected situations count as absences. The only absences that do not count beyond the one allowed are those resulting from required participation in university events, hospitalization, or family emergencies of which your instructor has been notified by university officials. Student will need to provide the necessary documentation in these cases. A tardy or leaving class early equals 1/2 of an absence. Late work is not accepted. Make-up quizzes or exams must be arranged **before** the date of the absence and they are done at the discretion of the instructor.

**E-Culture Policy:** When dealing with faculty over e-mail, it is important that students keep the following in mind:

1. Always use the Tamu-c e-mail account to communicate with your instructor. Messages from any other e-mail accounts will not be considered.
2. Always use salutations and signatures. Be courteous. Address your instructor properly (Professor or Doctor). Your email will not be responded if it lacks any of these minimum characteristics.
3. For serious matters use e-mails to facilitate a mutually agreeable time to meet. E-mail should not be used to avoid personal interaction.
4. Never use e-mail to vent or to respond immediately to an emotional situation.
5. Emails should be short in length and direct to the point; otherwise make an appointment to meet your instructor in person.

**Class Policy:** **You are responsible** for your performance and success in this class. Manage your time and personal activities/obligations accordingly.

<b>PROGRAMA DE CLASES</b>	
<b>FECHA</b>	<b>ACTIVIDADES EN CLASE Y TAREAS</b>
<b>Agosto 30</b>	Introducción y presentación del curso. Leer el cuento EC “En manos de la cocinera” Cap 1. GE
Septiembre 6	EC “La consciencia” GE Cap 2 Pg. 17-25 Presentation 1
Septiembre 13	EC “El cock-tail” GE Cap 2. Pg. 25-43 Presentation 2
Septiembre 20	EC – “El pez único” GE Cap 2. Pg. 44-58 Presentation 3
Septiembre 27	EC “Con los ojos cerrados” GE Cap 3. 59-73 Presentation 4
<b>Octubre 4</b>	EC “Bufandita” GE Cap 3 Pgs. 74-97 Presentation 5 Ensayo respuesta
Octubre 11	EC “Gregorio” GE Cap 3 Pgs. 98-116 Presentation 6
Octubre 18	<u>EC “Zoo Island” GE Cap 3. Pg. 116—130 Presentation 7</u>
Octubre 25	<i>EC “Los hermanos” GE Cap 4. Pg. 132-138 Presentation 8</i>
Noviembre 1	EC “María, Public Relations” GE Cap 4. Pg. 138-152 Ensayo respuesta

Noviembre 8	EC “Corazonada” GE Cap 4. 152-165
Noviembre 15	EC “El piano viejo” GE Cap 5 Pgs. 166-195
Noviembre 22	Thanksgiving
Noviembre 29	EC “En el viaje de novios” GE Cap 4. Pgs. 196-213
<b>Diciembre 6</b>	Presentaciones <i> finales</i>
Diciembre 13	Entrega de análisis de cortometraje. Temas <i> Cap3-6: Preposiciones, Adverbios, Verbos, Conjunciones, Adjetivos, Pronombres, Sustantivo, Modos. Cortometrajes: Los elefantes no olvidan, Juanito bajo el naranjo, Un juego absurdo, Medalla al empeño, Ana y Manuel.</i>

Note: This syllabus may be modified by the instructor to accommodate unforeseen circumstances.

## General University Policies

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### 1. Late work

This is an intense course with no extended deadlines. No late work will be accepted in this course, without exceptions. Work should be submitted the day it was assigned and in class 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. Do not email your work.

### 2. Academic Dishonesty

*Plagiarism* is borrowing (stealing) the work of others and not giving credit where credit is due. It is unethical and reflects very poorly on a person’s character. Copying someone else's work, or asking a friend or tutor to write your work constitutes a violation of the TAMUC Academic Honesty Policy. Likewise, the use of electronic media to translate your work to Spanish is also unacceptable.

## STATEMENT OF PLAGIARISM AND ACADEMIC CHEATING

### *Plagiarism and Academic Cheating*

Plagiarism and academic cheating will not be tolerated in the Department of Literature and Languages. Plagiarism is the unacknowledged use of work that is not original or work in which unauthorized assistance has been given by another person.<sup>1</sup> Academic cheating is any dishonest practice by students in meeting the academic requirement of courses.

The Literature and Languages faculty want to heighten your awareness of the more common forms of plagiarism. The following categories of plagiarism, often

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<sup>1</sup> Discovery of popular historian Stephen Ambrose’s plagiarism sparked numerous essays which suggest that plagiarism is still not acceptable. See, for example, Richard A. Posner, “On Plagiarism,” *Atlantic Monthly*, April 2002, 23; and Roger Rosenblatt, “When the Hero Takes a Fall,” *Time*, 21 January 2002, 130.

committed unintentionally by students, represent selected forms of unacknowledged borrowing.

a. Padded Bibliographies. A bibliography is padded if it includes entries which are not cited in the paper and which are not otherwise identified as “Works Consulted.”

b. Improper Use of Indirect Sources. If you want to quote information that someone else has quoted, you must show that you found the material cited in a source other than the original.

c. Inaccurate Paraphrasing. *Paraphrasing* is expressing someone else’s ideas in other words. Some of the key words of the original may appear in the paraphrase; but if exact phrases or sentences are used from the original, then paraphrasing has stopped and quoting has begun.

d. Improperly Documented Précis and Synopsis. A *précis* is a concise summary of main points; a *synopsis* is a condensed statement or outline of the considered material. Both are shorter than a paraphrase. Both use the student’s own words. Like paraphrasing, both require documentation.

e. Omitted Quotation Marks. Verbatim materials (that is, paragraphs, sentences, phrases, key words) require proper notation in addition to identification of the source.

Accurate methods of documentation and quoting indicate more than writing skill; they indicate the honesty and fidelity with which students have treated primary and secondary sources. Texas A&M University-Commerce describes the possible consequences of plagiarism in university policy and in the guidebook for students.

**Confirmed cases of plagiarism or of academic cheating discovered by instructors will be reported to the head of this department and for referral to the disciplinary committee and/or to the Dean of Student Life will be at the discretion of the instructor.** Plagiarism is a serious offense, as serious as cheating on an examination. If you have any doubts about what constitutes plagiarism, you should consult your instructor, who is willing to answer questions about proper acknowledgment of borrowed material and documentation. 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])

Undergraduate students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. Faculty and staff are expected to uphold and support student integrity and honesty by maintaining conditions that encourage and enforce academic honesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty ([see definitions](#)). In addition, F-1 and J-1 international students must comply with the Student Exchange Visitor Program regulation related to their visa status. Penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion (Texas A&M University-Commerce Regulation 13.99.99.R0.03 ‘Undergraduate Academic Dishonesty’). For further information please see the *Academic Honesty* statement of the Department of Literature and Languages below.

### **3. Students with Disabilities**

The *Americans with Disabilities Act* (ADA) is a federal antidiscrimination 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 / (903) 886-5835

[StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

[www.tamuc.edu/CampusLife/CampusServices/studentDisabilityResourcesAndServices/default.aspx](http://www.tamuc.edu/CampusLife/CampusServices/studentDisabilityResourcesAndServices/default.aspx)

#### **1. Student Conduct and Discriminatory Behavior**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook*). Students also should consult the Rules of etiquette for more information regarding how to interact with students in an online environment: <http://www.albion.com/netiquette/corerules.html>

A&M-Commerce will comply in the classroom, in the campus, 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.

#### **6. 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.

#### **7. 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](mailto: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”).

### ***8. 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](mailto:flavia.belpoliti@tamuc.edu)).

### **9. Technology Requirements for Web-Enhanced / Online courses**

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To fully take advantage of the LearningStudio platform tools, 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
- Sound card, which is usually integrated into your desktop or laptop computer
- Speakers or headphones.
- Microphone
- Internet connection is necessary to participate in discussions and assignments, access readings, transfer course work, and receive feedback from your professor.
- 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.

For courses where interactive tools are used, like *VoiceThread* or *ClassLive Pro*, headphones are suggested for use with recording and playback. We recommend a webcam with an integrated microphone, such as the Microsoft LifeCam Cinema. All devices should be installed and configured before class begins.



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:

<https://secure.ecollege.com/tamuc/index.learn?action=technical>

### **Pearson LearningStudio (e-College) Access and Navigation**

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#### *1) Pearson LearningStudio (eCollege) 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](mailto: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.

#### *2) 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 Learning Studio 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](mailto:helpdesk@online.tamuc.org) to initiate a support request with Pearson LearningStudio Technical Support Representative.

- 3) *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.

## Academic Dishonesty Appendix

Department of Literature and Languages  
Texas A&M University-Commerce  
Policy #12  
April 28, 2003  
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 and reinforcing this and other policies.**

Dr. Hunter Hayes, Head, Department of Literature and Languages  
April 28, 2003

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

- 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,**

**email: [StudentDisabilityServices@tamu-commerce.edu](mailto:StudentDisabilityServices@tamu-commerce.edu)**

- **Academic Honesty:** *Plagiarism* is borrowing the work of others and not giving credit where credit is due. It is unethical and reflects very poorly on a person's character. Copying someone else's work, or asking a friend or tutor to write your compositions constitutes a violation of academic honesty policy. Likewise, the use of electronic media to translate your work to Spanish is also unacceptable. 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]). Students who engage in plagiarism and copying acts that deserve official disciplinary actions are subject to academic sanctions.