



SPA599 –(01W)

“Bibliography and Methods of Research”

Course Syllabus: Spring 2025

INSTRUCTOR INFORMATION

Instructor: Flavia Belpoliti, PhD

Office location: DTH, 311 (Commerce, TX)

Virtual office hours: Thursdays, 4:30pm – 6:30 pm (via Zoom), or by appointment.

Email: flavia.belpoliti@ETAMU.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

- Santos Gargallo, I & Pastor Cesteros, S. (2022). *Metodología de la investigación en la enseñanza- aprendizaje del español como L2 / LE*. Madrid: ArcoLibros. ISBN 978-84-7135-864-8.
- Compilation of articles and videos, available at MyLeoOnline.
- Access to [CITI Program](#) (online trainings).

COURSE DESCRIPTION

This graduate course provides a strong foundation on approaches, methods and techniques to conduct scholarly research in the field of Spanish language teaching and learning. After exploring current research trends in L2/HL teaching and learning inquiry and revising main approaches in the field, the course will focus on the social and discursive practices in this area of research. Students will engage in the different stages of the inquiry process (finding a topic, formulating research questions, assessing literature, selecting research methods, etc.), before preparing and creating academic texts for diverse purposes /audiences (*annotated bibliography, research proposal, conference abstract, academic presentation*). In addition, participants will complete basic CITI trainings to advance their understanding of ethical principles and regulations guiding research with human subjects.

STUDENT LEARNING OUTCOMES:

1. Advance critical research skills considering current models in the field of Spanish language teaching and learning inquiry.
2. Implement sound research techniques to find, select, evaluate and analyze academic resources.
3. Analyze core features of academic genres and their functions for disseminating research.
4. Plan, organize, and write a research proposal on the field of Spanish language teaching and learning.
5. Effectively apply strategies for academic writing in Spanish, including proficient management of APA and MLA editing styles.
6. Prepare and deliver an effective academic presentation.

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.ETAMU.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

Presentation

This online course will be delivered through ETAMU's MyLeoOnline (MSL) platform. You will use your ETAMU *MyLeo* account to access the platform and be able to use the course content, which includes short video presentations, readings and materials, discussion threads, and chat/email communication.

Student Responsibilities

Students' participation is essential and required to succeed in this course. Students are expected to: 1) actively engage in all classroom activities, 2) read the materials by the assigned date, 3) complete and submit the assignments by the due date, and 4) interact with each other and the instructor on a regular basis.

Interaction with Instructor Statement

a. Course communication. Good communication in an online setting is a fundamental component of success. Please consider the different types of media available for communication with your instructor and classmates, in individual and group formats. Please follow [Netiquette rules](#) to keep our conversation professional, engaging, and polite.

During the semester, we will use three main means of communication:

- *Announcements:* General tool for course communication; I will post short messages or reminders related to due dates or changes in the assignments.

- *Email:* Please only use the official ETAMU Leo Email to communicate with me and your classmates. I will send general emails with information related to the course, date changes, assignments modifications, etc. or with information that relate to our content. I will send individual emails as needed. I will respond to emails in 24 hs. during the work week and by the next business day on weekends and holidays. To setup the ETAMU email contact **HelpDesk** helpdesk@ETAMU.edu or call 903-468-6000; you may also access information at <https://leo.ETAMU.edu>.
- *General Discussion Board:* Located in the “General Resources” folder, this board is open to all participants; anyone can post a comment, question or suggestion related or unrelated to the course. All students are encouraged to participate and post responses; I will visit this board regularly.

b. Feedback and assessment: You will receive detailed feedback on HW, discussion posts and other tasks 72 hours after the activity is due (see the ‘Tentative Course Schedule’ for details). Participation in the discussion boards will be assessed through a comprehensive rubric (see the “Course Resources” folder for details).

Minimal Technical Skills

Students in this course are expected to:

- a. access, navigate and use the diverse tools included in the course shell (MyLeoOnline -D2L). This includes how to turn-in assignments, how to upload video and audio recordings, how to participate and respond in the discussion boards, and how to access and use the quiz tool. See the *Introduction* folder for more details.
- b. manage ETAMU Library resources for academic research. See the *Resources* folder for more details;
- c. competently management of MSFT Office tools (Word, Excel, PPoint).

GRADING

Activities & assessments

CITI Trainings: (15 % of the final grade): Participants will complete two online mandatory trainings on Responsible Conduct of Research-Humanities, including the sub-module on *Human Subjects Research*. These online courses have been designed by the Collaborative Institutional Training Initiative (CITI), which serves colleges, research organizations and government agencies to sustain integrity and ethics in the research process. Once completed, participants will upload the certificate of completion in the folder “Entregas” > “CITI”. See the folder “Recursos” for instructions to access the trainings.

Online Participation (25 % of final grade): Interaction and discussion of topics will be conducted by participating in bi-weekly discussion forums. The forums will include short analytical activities, complementary examples or cases, or sets of questions related to the readings and complementary materials. Students will participate by posting their answers to these activities/ questions, and offering their critical interpretations, counterexamples or discussion of particular cases. Students are expected to complete a minimum of 3 postings per forum (initial response + interaction with 2 or more classmates; about 300-350 words each, in academic Spanish). Postings will be evaluated for

content understanding, reasoning, interaction with peers, and language conventions usage. Please see Online Discussion Rubric in the 'Recursos' folder for details.

Annotated bibliography (20 % of final grade): Students will prepare an annotated bibliography with a minimum of twelve academic sources (mandatory and supplementary readings for the course cannot be included). For each source, you will write a brief paragraph summarizing main concepts, objectives, methods and conclusions, and a brief evaluation considering your topic of interest. See details in the *Annotated Bibliography Instructions* in the "Recursos" folder for details.

Research study proposal (30 % of final grade): Students will design and write a research study proposal integrating different aspects of the course content. The research proposal will include: abstract, brief introduction to the topic, justification, research question/s, literature review, methods, and approximated timeline. The proposal will be written in academic Spanish; the final version will be about 6-8 pages (Times New Roman / Lato 12, double-spaced, APA or MLA styles for references and bibliography). This proposal will serve as an initial step to advance individual research agendas; if working with human subjects, it will fulfill the "Research description" section of the ETAMU-IRB research protocol.

Proposal presentation (10 % of final grade): Participants will participate in a Zoom meeting the last day of classes to present their research proposal. The audience will have time to ask questions and provide feedback in order to support improvements. The presentation will last about 15 minutes, explaining objectives, research questions, literature review, timeframe, and initial research design. See *Presentation instructions and rubric* in the "Recursos" folder for details.

Grade distribution

CITI training	15 %
Online participation	25 %
Annotated bibliog.	20 %
Research proposal	30 % (abstract 10%, final version 20%)
Proposal presentation	10 %
<i>Total</i>	<i>100 %</i>

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

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

Withdraws & Incomplete grade.

A student may drop a course by logging into their 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 conduct according to the [Student Guidebook](#).

Incomplete grades (grade of "X") are granted *only under rare and extraordinary circumstances* which are fully documented. Students requesting an incomplete grade should contact the instructor as soon as possible, provide all pertinent documentation, and sign the 'X' grade contract which details the coursework they need to complete to pass the class.

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 Program, Dr. Flavia Belpoliti (flavia.belpoliti@ETAMU.edu). If there are still unresolved issues, students need to contact the Interim Department Head, Dr. Christian Hempelmann (C.Hempelmann@ETAMU.edu; Department Main Office, Talbot Hall 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").

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](#)

ETAMU Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

Academic Integrity

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 work constitutes a violation of the ETAMU 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. Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[13.99.99.R0.03 Undergraduate Academic Dishonesty](#).

[13.99.99.R0.10 Graduate Student Academic Dishonesty](#).

Students with Disabilities - ADA Statement

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 reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

East Texas A&M University

Gee Library- Room 162

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

Fax (903) 468-8148

Email: studentdisabilityservices@ETAMU.edu

Website: [Office of Student Disability Resources and Services](#)

East Texas A&M Supports Students' Mental Health

The Counseling Center at East Texas A&M, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.ETAMU.edu/counsel

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to [Telus Health](#), a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



Nondiscrimination Notice

Texas A&M University 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 Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University 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 Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

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

Artificial Intelligence (AI) in courses

Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course. **Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).** Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed. In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources. See also:

[13.99.99.R0.03 Undergraduate Academic Dishonesty.](#)

[13.99.99.R0.10 Graduate Student Academic Dishonesty.](#)

COURSE OUTLINE / CALENDAR

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

MIEAE = *Metodología de la investigación en la enseñanza-aprendizaje del español L2/LE.*

Week	Topics	Readings, Videos & Assignments
Week 1 1/13-1/19	Course introduction. Why research?	Complete Student Survey Introduce yourself and respond initial questions in “Foro Inicial” Sign-up for individual meeting with the instructor Resources: Week presentation; video.
1/20	<i>M. L. King</i>	
Week 2 1/20-1/26	Research process(es)	Complete readings/ watching Participate in Foro I (due on Sunday 1/26 by 11:59 pm). Create an account and login into CITI: Research, Ethics, and Compliance Training CITI Program Resources: Week presentation; <i>Metodología general de la investigación científica</i> [video]; MIEAE, Cap. 2 (49-67).
Week 4 2/3-2/9	Documentation and bibliographic research	Complete readings/ watching Resources: Week presentation; MIEAE, Cap. 3 (69-88). <i>Creating an annotated bibliography</i> [website]; <i>APA Style</i> [website]. <i>Citing with APA Guide</i> [website].
Week 5 2/10-2/16	Documentation and bibliographic research	Complete readings/ watching Participate in Foro II (due on Sunday 2/16 by 11:59 pm). Select thematic area and topic for the research proposal (due on Sunday 2/16 by 11:59 pm). Resources: Week presentation; Norton 2020; <i>Finding Articles Using One Search</i> [video]; <i>Finding Academic Research in Semantic Scholar</i> [video]; <i>Using Interlibrary Loan</i> [video]

Week 6 2/17-2/23	Research design	Complete readings/ watching Resources: Week presentation; <i>MIEAE</i> , Cap. 4 (89-114); <i>Investigación en Ling. Aplicada</i> [video]
Week 7 2/24-3/2	Classroom- and Action-research	Complete readings/ watching. CITI training certificates are due on Sunday 3/2 by 11:59 pm. Resources: Week presentation; <i>MIEAE</i> , Caps. 8 -9 (171-210);
Week 8 3/3-3/9	Qualitative studies	Complete readings Participate in Foro III (due on Sunday 3/9 by 11:59 pm.) Resources: Week presentation; <i>MIEAE</i> , Cap. 6 (135-153).
Week 9 3/10 – 3/16	<i>Spring Break</i>	
Week 10 3/17-3/23	Quantitative studies	Complete readings/ video. Annotated bibliography is due on Sunday 10/22 by 11:59 pm. Resources: Week presentation; <i>MIEAE</i> , Cap. 5 (117-134).
Week 11 3/24-3/30	Research instruments and resources	Complete readings/ video. Participate in Foro IV (due on Sunday 3/30 by 11:59 pm.) Resources: Week presentation; <i>MIEAE</i> , Cap. 10 (211-228). <i>IRIS Database</i> [website].
Week 12 3/31-4/6	Academic genres	Complete readings/ video. Prepare and share research question/s for the proposal. Resources: Week presentation; <i>Guía de escritura académica, 2020</i> . <i>MIEAE</i> , Cap. 17 (343-322)
Week 13 4/7-4/13	Academic genres Writing a research proposal	Complete readings Participate in Foro V (due on Sunday 4/13). Turn-in Research proposal draft (due on Sunday 4/13). Resources: Week presentation; <i>MIEAE</i> , Cap. 15 (309-322)
Week 14 4/14-4/20	Writing a research proposal Academic writing	Complete readings Resources: Week presentation; Cisneros Estupiñán et al. 2014, Cap. 2.
Week 15 4/21-4/27	Academic writing	Complete readings/ video Participate in Foro VI (due Sunday 4/27) Resources: <i>Manual del Escritor</i> (website)
Week 16 4/28-5/4	Academic writing	Research proposal is due on Sunday 5/4 Resources: Cisneros Estupiñán et al. 2014, Cap. 3.
Week 17 5/5-5/11 (Finals week)	<i>Finals Week</i> Proposal presentation (Zoom meeting, date TBA). Participate in Foro VI (Friday 5/9, 11:59 pm).	

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

- LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

- LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

- YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the *Center for IT Excellence* (CITE) at 903.468.6000 or helpdesk@ETAMU.edu.

Note: Personal computer and internet connection 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, Starbucks, a ETAMU campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Technical Support

If you are having technical difficulty with any part of D2L-Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

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.
- Webcam and microphone

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)

<http://www.java.com/en/download/manual.jsp>

Current anti-virus software must be installed and kept up to date.

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:

[Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>

[Adobe Flash Player](https://get.adobe.com/flashplayer/) (*version 17 or later*) <https://get.adobe.com/flashplayer/>

[Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>

[Apple Quick Time](http://www.apple.com/quicktime/download/) <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.

