SPA 595 – 20875 (01W)
Research Literature and Techniques
COURSE SYLLABUS: Spring 2026

INSTRUCTOR INFORMATION

Instructor: Flavia Belpoliti, PhD.

Office: David Talbot Hall, 311 (Commerce campus)

Office hours: Tuesdays, 9:30 am -2:30 pm, or by appointment.

Online office hours: Thursdays, 5:00 pm – 6:30 pm (D2L 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

- Centro de Escritura y Oratoria (2023). *Manual de escritura académica*. Universidad Adolfo Ibañez.
- Compilation of articles, available at MyLeoOnline (see course schedule for details).

Course description

This graduate course fulfills the research requirement for those students in the Spanish MA non-thesis option (36 hours) track. In this class, students will complete their comprehensive exam—a critical annotated bibliography essay—, and develop, write, and publish their final project, an individual research work on a topic agreed upon with their advisor..

Student Learning Outcomes: Students who successfully complete the course will:
1. Find, evaluate, and critically analyze appropriate secondary sources. Appropriate sources will include: *peer-reviewed journal articles, monographs, and book chapters*

The syllabus & schedule are subject to change.

published by academic presses. Attention should be paid to dates of publication in order to balance current and foundational research.

2. Develop a bibliographic research project demonstrating critical understanding of frameworks, core topics and research processes in the selected area (language pedagogy, cultural studies or linguistics).

3. Plan, develop and write an academic report in Spanish, in ways that reflect the conventions and tools associated with academic researched writing. This includes deep understanding of ethical use of sources, and the ability to integrate summaries, paraphrasing, and quotations with adequate references.

4. Deliver an academic lecture in Spanish, presenting the research project to a specialized audience.

These learning outcomes will be measured through three main activities: *an annotated bibliographic examination, a final research report, and an academic oral presentation of the project*.

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," www.tamuc.edu/aboutus/institutionalEffectiveness/default.aspx). This is solely an assessment of program effectiveness and in no way affects students' course grades or GPAs.

COURSE REQUIREMENTS

Minimal Technical Skills

Students on 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 details;

c. competent management of MSFT Office tools (Word, Excel, PowerPoint, etc.). To create a free student account to access Office 365, follow these instructions. **Important note**: I will not accept assignments through Google Docs links or similar.

GRADING

Activities & assessments

1. ***Comprehensive exam (annotated bibliography report)****.* The comprehensive examination consists of three open questions regarding the main subject area and specific topic the student has selected for the final project. The questions are designed to measure student's general knowledge of the study area, ability to conduct scholarship research, and ability to write in Spanish at the academic level. The general questions will deal with 1) theoretical framework of the project and its connections to the fields of Peninsular/Latin-American Literature, Spanish Pedagogy, Spanish Linguistics or related areas; 2) presentation of relevant annotated bibliography; and 3) the project's relevance, main objectives, and methodology. The exam will be taken over the weekend, on the indicated dates, at any location convenient to the student. The student will receive a PDF document with the questions on Friday 8:00am, and will return the completed exam the following Monday at 8:00am via email (with copy to the Advisor and Program Director). See "Spanish MA Examination Policies" for more information.

2. ***Research paper:*** During this course, you will elaborate a research project focusing on a topic of interest agreed upon with your advisor. You need to elaborate a specific research question related to a particular subject in the general areas of Spanish literature, Hispanic Cultural Studies, or Hispanic Linguistics & Pedagogy. Then you need to critically review and integrate pertinent literature (which has been selected and annotated for the Comprehensive Exam), analyze corresponding data, and summarize and discuss your findings in a standardized style (MLA, APA or Chicago) formatted paper. You will present an initial draft for discussion with your advisor and present the final version at the end of the semester. See Schedule for details.

3. ***Academic Presentation:*** You will present the results of your research project following the conventional structure of a conference presentation; the presentation will last about 20 minutes and should not be read; the presenter can use card notes or a PPoint to support the delivery, but the reading should be kept at minimum. The presentation will consist of a brief introduction to the topic, a description of methodology, previous literature, results obtained in your research, and a critical discussion of the conclusions.

*Please note that all assignments will be graded 'S' (Satisfactory) or 'U' (Unsatisfactory).

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures

1. Interaction with Instructor Statement

Good communication 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, in addition to our conversations in class, 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 TAMUC 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 TAMUC email contact **HelpDesk** helpdesk@tamuc.edu or call 903-468-6000; you may also access information at https://leo.tamuc.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.

2. Feedback and assessment

You will be received detailed feedback on the "fichas" and the two multimodal projects (draft and final version) 72 hours after the assignment due date (see the 'Tentative Course Schedule' for details).

3. 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.

4. 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.

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I reserve the right to drop a student from the course administratively for excessive absences or violations of the [Student Code of Conduct](#).

Incomplete grades (a 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.

5. 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@etamu.edu).   If there are still unresolved issues, students need to schedule an appointment with the Department Head, Dr. Charles Woods, by completing a Student Grievance Form (available in the Main Office, DTH 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, Dr. Joseph Romero, 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").

6. Statement on the use of AI

At East Texas A&M University we recognize that there are potentially legitimate uses of Artificial Intelligence (such as ChatGPT, Claude, Gemini, Co-Pilot, etc.), or other software that can generate human-like discourse. AI is a powerful tool for searching and consolidating information; as with any other tool, it requires that faculty and students carefully evaluate *when* and *how* its ethical use supports our teaching and learning goals.

For achieving the core goals of our course, using AI offers little or no help. Therefore, the use of AI to complete any graded assignment is not allowed; undisclosed use of AI constitutes a case of Academic Dishonesty.

NOTE: Please consult with your instructor before using AI for idea generation, revising and editing own writing, and/or completing translation tasks. See more details in the "Recursos" folder.

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](#).

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http://www.ETAMU.edu/admissions/registrar/documents/studentGuidebook.pdf

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette
http://www.albion.com/netiquette/corerules.html

ETAMU Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.
http://www.ETAMU.edu/admissions/registrar/generalInformation/attendance.aspx

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 Artificial Intelligence engines to complete or 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.

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 Services

East Texas A&M University
Waters 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

Nondiscrimination Notice

Texas A&M University-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.

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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 East 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-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 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-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

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**

TENTATIVE COURSE SCHEDULE

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.
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Dates	Activities
January 26 - 30	First general meeting via Zoom, *date TBA*.
February 2-13	Individual meetings to organize research process
March 6-8	Comprehensive exam: annotated bibliography report
March 23	Research project: first draft
April 13	Research project: second draft
April 24	Oral presentation of research project
May 4	Research project: final version (*please use correct template*) After final feedback, <u>print and turn two bound copies</u> of your final work to the Lit&Lang Department Main Office by May 8, 2025
May 8t	SpringGraduate Ceremony at ETAMU 😊

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M University have a corresponding course shell in the MyLeoOnline 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

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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, an ETAMU campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of 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.

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- 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, D2Lsupports 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

To participate in this course, **you must have**:
- Sound card, which is usually integrated into your desktop or laptop computer

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- 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   www.java.com/en/ 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/
Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
Adobe Shockwave Player   https://get.adobe.com/shockwave/
Apple Quick Time   http://www.apple.com/quicktime/download/

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