Instructor: Sendy Monarrez, M.A.
Office Location: David Talbot Hall 119 (HL119)
Office Hours: M, W, F 8:00 a.m. – 9:45 a.m.
University Email Address: sendy.monarrez@tamuc.edu

(Important note: I will respond to emails within 24 hours during the work week and by the next business day on weekends and holidays.)

COURSE INFORMATION

Textbook and materials:

Course Description
Spanish 132 serves as a continuation of elementary Spanish (SPA 131) emphasizing the four linguistical skills of listening, speaking, reading and writing with a goal of reaching Novice-High proficiency level as stated by the ACTFL (American Council on the Teaching of Foreign Languages). In the language classroom, students gain an understanding of the nature of communication and the complexity of culture. The cultural component of language is of equal value to the linguistical one in learning to communicate effectively; therefore, students will also be introduced to the diverse cultures of the Spanish-speaking world. As per guidelines recommended by ACTFL, classes will be conducted using the target language as exclusively as possible (90% plus) at all levels of instruction during instructional time.

Prerequisite: SPA 131 or approved placement of CLEP or consent of department head.
Student Learning Outcomes (SLO)

Students who successfully complete the course:

1. can communicate in spoken and written Spanish on everyday topics, using practiced words, phrases and simple expressions. Level target is Novice-High (ACTFL Proficiency Guidelines).
2. can understand simple spoken and written Spanish discourse related to general daily life topics. Level target is Novice-High (ACTFL Proficiency Guidelines).
3. can present basic information on everyday topics and cultural content, using practiced phrases and simple expressions. Level target is Novice-High (ACTFL Proficiency Guidelines).
4. can demonstrate growing cultural awareness by identifying and describing products and practices related to daily life from diverse Spanish-speaking communities around the world. By completing this objective, students will demonstrate knowledge of the interconnectedness of global dynamics (issues, processes, trends and systems) (QEP SLO #1).

Collection of Data for Measuring Institutional Effectiveness:

In order to measure the level of compliance with the university’s Institutional Effectiveness guidelines, I will collect some of the ungraded materials you will produce for the class. These materials will be part of a portfolio created on your behalf and will be measured to ensure that our program “promotes practices that result in higher student academic achievement; an enhanced student experience; aligned and transparent decisions; and readily available information for improvement, accountability, and accreditation” (see “Department of Institutional Effectiveness,” http://www.tamuc.edu/aboutus/institutionalEffectiveness/default.aspx). This is solely an assessment of program effectiveness and in no way affects students’ course grades or GPAs.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

In this day in age, technology continues to play an integral role in the classroom. Therefore, it is imperative that students be familiar with the following: Microsoft Word and Microsoft PowerPoint, managing the online Language Lab that accompanies the text book, accessing information via the TAMUC website including e-College, email, etc. Please see “Technological Requirements” for additional information.

**Important**: Netiquette

All e-mail correspondence to your instructor must originate from your TAMUC email account.

Do not use email for the following:
1) Do not email your instructor asking him/her to tell you what you missed in class.
2) Do not email your instructor asking him/her to email you class notes as an attachment.
3) Do not email your instructor asking him/her to email you course handouts.
4) Do not use email as a way to solve issues that should be resolved professionally during the instructor's scheduled hours.
At all times, when writing an e-mail to your instructor, you must greet him/her properly and kindly request or inform your particular situation.

**Instructional Methods**
The learning processes implemented in this course will focus on listening, speaking, reading and writing with the objective of attaining a Novice-High level of proficiency. This will be achieved using a variety of interactive, dynamic classroom activities in order to promote the three modes of communication as outlined by the ACTFL: interpersonal (written/spoken), interpretive (reading/listening), and presentation (written/spoken). Examples include but are not limited to: large and small group activities, two-way communication, listening comprehension, digital texts, audiovisual materials, presentations, writing practice and various games to reinforce/introduce concepts.

**Student Responsibilities**

1. **Academic Dishonesty**
   *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 TAMUC 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]). For further information please see the *Academic Honesty* statement of the Department of Literature and Languages below.

2. **Student Responsibilities**
   In the classroom, students are expected to communicate in the target language at all times to the best of their ability, participate as much as possible and bring their books and all other materials to class each day. Outside of the classroom, students should check their TAMUC email daily, regularly log into the course e-college and work on homework. Note that for every credit hour earned, a student should spend 3 hours per week working outside of class. This includes online work, writing assignments, homework, etc. Please see “Attendance & Participation” for important information on absences.

You are responsible for:
- familiarizing yourself with the syllabus and all course instructions found in the online course platform.
- reading/watching all print and online resources assigned to you each week.
- completing and submitting all assignments online.
- contacting the professor via the Virtual office or email regarding questions on assignments PRIOR to the due date. Inquiries made on the weekend may not be responded until the following Monday.
- completing all assignments on time. Make-up assignments are not available.

The syllabus/schedule are subject to change.
GRADING

Assessments
Listening, speaking, reading and writing will be incorporated in each class period with the goal of attaining a High-Novice level of proficiency. The primary objective of the course grading assessment is to monitor the aforementioned Student Learning Outcomes (SLOs). A summary of SLOs and their relationship to the course is as follows:

<table>
<thead>
<tr>
<th>What you will learn</th>
<th>How you will learn it</th>
<th>How you will demonstrate you have learned it.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLO1</td>
<td>Class discussions, activities and games.</td>
<td>Online Homework</td>
</tr>
<tr>
<td>SLO2</td>
<td>Note taking, reading and listening activities, classroom activities, and homework.</td>
<td>Quizzes</td>
</tr>
<tr>
<td>SLO3</td>
<td>Class projects, written compositions, presentations.</td>
<td>Projects</td>
</tr>
<tr>
<td>SLO4</td>
<td>Role-plays, group discussions, and interviews.</td>
<td>Interviews</td>
</tr>
</tbody>
</table>

Quizzes (6 x 5%) 30%
Online Homework (6 x 3%) 18%
2 Projects 32%

<table>
<thead>
<tr>
<th>Project I</th>
<th>Part A</th>
<th>Part B</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Outline/planning [1%]</td>
<td>Class presentation [8%]</td>
</tr>
<tr>
<td></td>
<td>Draft [3%]</td>
<td>[16%]</td>
</tr>
<tr>
<td></td>
<td>Composition [4%]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project II</th>
<th>Part A</th>
<th>Part B</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Outline/planning [1%]</td>
<td>Class presentation [8%]</td>
</tr>
<tr>
<td></td>
<td>Draft [3%]</td>
<td>[16%]</td>
</tr>
<tr>
<td></td>
<td>Composition [4%]</td>
<td></td>
</tr>
</tbody>
</table>

Midterm oral exam 10%
Final oral exam 10%
TOTAL 100%

Final grades in this course will be based on the following scale:
A = 90%-100%, B = 80%-89%, C = 70%-79%, D = 60%-69%, F = 59% or Below

1. PROJECTS (32% of the final grade)
Students will complete two individual projects that include writing and oral content utilizing all language topics practiced during the semester. The projects are creative tasks that allow the student to become more comfortable using Spanish in different communicative settings. Please see instructions and rubrics in e-College for more information.

The syllabus/schedule are subject to change.
2. QUIZZES (30% final grade)
There will be a quiz at the end of each chapter (six quizzes total); the quizzes will focus on the understanding of spoken and written Spanish. The quizzes serve as a means to verify understanding of chapter content and to increase Spanish comprehension.

3. ONLINE HOMEWORK (18% of the final grade)
Homework is assigned every session to provide students with additional practice and review of the material. The textbook and worksheet exercises are essential components to understanding and practicing the material presented in class. The online “Gente” LabManual will help students practice the four language skills and increase understanding of the language. The online activities need to be completed using the “Gente”- MySpanishLab system (see “MySpanishLab” instruction sheet in E-College). Students are responsible for completing the assignments by the due dates. The system will not accept late work for credit. However, a student may still complete the assignments for practice. See the ‘Registration in MySpanishLab’ for more information.

4. MID-TERM ORAL INTERVIEW (10% of the final grade)
An individual oral interview will be conducted at mid-semester to measure students’ oral skills development. The interview will consist of a number of questions related to the topics discussed in class. See the “Interview Rubric” for details.

5. FINAL ORAL EXAM (10% of the final grade)
An oral proficiency exam will be conducted at the end of the semester to measure students’ speaking level. The oral exam will consist of an interview on topics presented in class, including cultural information, as well as a role-play activity.

6. Extra-credit
The Spanish Program at TAMUC presents a variety of events each Spring and invites you to actively participate. 3 extra-points will be granted after attending the event/s and completing the assigned activities.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures

1. Attendance & Participation
   • Participation and attendance are fundamental to succeed in this course. Attendance is mandatory. After six absences, you may be dropped from the course, depending on circumstances. Absences due to illness or unexpected situations count as absences. The only justified absences are those resulting from mandatory participation in university events, hospitalization, or family emergencies of which the instructor has been notified. Please note
that there is no participation grade given in this course; however, after three unexcused absences, your final grade will be reduced by 2 points per absence.

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

• No late work will be accepted in this course, without exceptions. Work should be submitted 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 or participation in assessments (quizzes, interviews, etc.), please contact me immediately.

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

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

2. 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.

3. 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; 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.

4. 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, 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”).

**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. [http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf](http://www.tamuc.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](http://www.albion.com/netiquette/corerules.html)

**TAMUC Attendance**
For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01. [http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx](http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx)

**Academic Integrity**
Students at Texas A&M University-Commerce 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:

- **Undergraduate Academic Dishonesty 13.99.99.R0.03**

- **Graduate Student Academic Dishonesty 13.99.99.R0.10**
  [http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf](http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf)

**ADA Statement - 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

The syllabus/schedule are subject to change.
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: Rebecca.Tuerk@tamuc.edu
Website: Office of Student Disability Resources and Services
http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

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. 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-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 the Carrying Concealed Handguns On Campus document and/or consult your event organizer.
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

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.
# TENTATIVE COURSE OUTLINE / CALENDAR

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Activities</th>
<th>Readings &amp; Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WEEK 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/15</td>
<td><strong>MARTIN LUTHER KING, JR. / NO HAY CLASE</strong></td>
<td></td>
</tr>
<tr>
<td>1/17</td>
<td>Introducción al curso&lt;br&gt;Estrategias de aprendizaje&lt;br&gt;Actividades de inicio y repaso&lt;br&gt;La Cultura: La República Dominicana</td>
<td>Register in MySpanishLab&lt;br&gt;Complete Student Survey&lt;br&gt;Leer Vocabulario y Consultorio Gramatical 7</td>
</tr>
<tr>
<td>1/19</td>
<td><strong>CAPÍTULO 7: GENTE QUE VIAJA</strong>&lt;br&gt;Acercamientos y vocabulario</td>
<td></td>
</tr>
<tr>
<td><strong>WEEK 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/22</td>
<td>Cap. 7: Estructuras</td>
<td>Tarea en línea – C7 (due date: Sunday, midnight)</td>
</tr>
<tr>
<td>1/24</td>
<td>Cap. 7: Interacciones</td>
<td></td>
</tr>
<tr>
<td>1/26</td>
<td>Cap. 7: Tarea grupal</td>
<td></td>
</tr>
<tr>
<td><strong>WEEK 3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/29</td>
<td>Cap. 7: Nuestra Gente + Repaso</td>
<td>Tarea en línea – C7 (due date: Sunday, midnight)</td>
</tr>
<tr>
<td>1/31</td>
<td><strong>PRUEBA 1: C7</strong>&lt;br&gt;La Cultura: Cuba (C8)</td>
<td>Leer Vocabulario y Consultorio Gramatical 8</td>
</tr>
<tr>
<td>2/2</td>
<td><strong>CAPÍTULO 8: GENTE QUE COME BIEN</strong>&lt;br&gt;Acercamientos y vocabulario</td>
<td></td>
</tr>
<tr>
<td><strong>WEEK 4</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/5</td>
<td>Cap. 8: Estructuras</td>
<td>Tarea en línea – C8 (due date: Sunday, midnight)</td>
</tr>
<tr>
<td>2/7</td>
<td>Cap. 8: Interacciones</td>
<td></td>
</tr>
<tr>
<td>2/9</td>
<td>Cap. 8: Tarea grupal</td>
<td></td>
</tr>
<tr>
<td><strong>WEEK 5</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/12</td>
<td>Cap. 8: Nuestra Gente + Repaso</td>
<td>Tarea en línea – C8 (due date: Sunday, midnight)</td>
</tr>
<tr>
<td>2/14</td>
<td><strong>PRUEBA 2: C8</strong>&lt;br&gt;La Cultura: Perú (C9)</td>
<td>Leer Vocabulario y Consultorio Gramatical 9&lt;br&gt;Sign-up Sheets: Presentaciones Proyecto 1</td>
</tr>
<tr>
<td>2/16</td>
<td><strong>CAPÍTULO 9: GENTE DE CIUDAD</strong>&lt;br&gt;Acercamientos y vocabulario</td>
<td></td>
</tr>
<tr>
<td><strong>WEEK 6</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/19</td>
<td>Cap. 9: Estructuras</td>
<td>Tarea en línea – C9 (due date: Sunday, midnight)</td>
</tr>
<tr>
<td>2/21</td>
<td>Cap. 9: Interacciones + Tarea grupal</td>
<td></td>
</tr>
<tr>
<td>2/23</td>
<td><strong>NO HAY CLASE</strong></td>
<td>PROFESIONAL DEVELOPMENT DAY at TAMUC</td>
</tr>
<tr>
<td><strong>WEEK 7</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/26</td>
<td>Cap. 9: Nuestra Gente + Repaso</td>
<td>Tarea en línea – C9 (due date: Sunday, midnight)</td>
</tr>
<tr>
<td>2/28</td>
<td><strong>PRUEBA 3: C9</strong></td>
<td>Esquema/Plan: Proyecto 1</td>
</tr>
<tr>
<td>3/2</td>
<td>Borrador: Proyecto 1</td>
<td></td>
</tr>
<tr>
<td><strong>WEEK 8</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/5</td>
<td><strong>Composición final: Proyecto 1</strong></td>
<td></td>
</tr>
<tr>
<td>3/7</td>
<td>Presentaciones Proyecto 1</td>
<td>Entrevistas de medio semestre (horario de oficina)</td>
</tr>
<tr>
<td>3/9</td>
<td>Presentaciones Proyecto 1</td>
<td></td>
</tr>
</tbody>
</table>

The syllabus/schedule are subject to change.
<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/12</td>
<td></td>
</tr>
<tr>
<td>3/14</td>
<td>SPRING BREAK / NO HAY CLASE</td>
</tr>
<tr>
<td>3/16</td>
<td></td>
</tr>
<tr>
<td>3/19</td>
<td><strong>WEEK 10</strong>&lt;br&gt;3/19 <strong>CAPÍTULO 10: GENTE E HISTORIAS (I)</strong>&lt;br&gt;La Cultura: Chile (C10) Acercamientos y vocabulario&lt;br&gt;Tarea en línea – C10 (due date: Sunday, midnight)&lt;br&gt;Leer <em>Vocabulario y Consultorio Gramatical</em> 10</td>
</tr>
<tr>
<td>3/21</td>
<td>Cap. 10: Estructuras</td>
</tr>
<tr>
<td>3/23</td>
<td>Cap. 10: Interacciones + Tarea grupal</td>
</tr>
<tr>
<td>3/26</td>
<td><strong>WEEK 11</strong>&lt;br&gt;3/26 Cap. 10: Nuestra Gente + Repaso&lt;br&gt;Tarea en línea – C10 (due date: Sunday, midnight)</td>
</tr>
<tr>
<td>3/28</td>
<td><strong>PRUEBA 4: C10</strong>&lt;br&gt;La Cultura: Nicaragua (C11)&lt;br&gt;Leer <em>Vocabulario y Consultorio Gramatical</em> 11&lt;br&gt;Sign-up Sheets: Presentaciones Proyecto 2</td>
</tr>
<tr>
<td>3/30</td>
<td><strong>CAPÍTULO 11: GENTE E HISTORIAS (II)</strong>&lt;br&gt;Acercamientos y vocabulario</td>
</tr>
<tr>
<td>4/2</td>
<td><strong>WEEK 12</strong>&lt;br&gt;4/2 Cap. 11: Estructuras&lt;br&gt;Tarea en línea – C11 (due date: Sunday, midnight)</td>
</tr>
<tr>
<td>4/4</td>
<td>Cap. 11: Interacciones</td>
</tr>
<tr>
<td>4/6</td>
<td>Cap. 11: Tarea grupal</td>
</tr>
<tr>
<td>4/9</td>
<td><strong>WEEK 13</strong>&lt;br&gt;4/9 Cap. 11: Nuestra Gente + Repaso&lt;br&gt;Tarea en línea – C11 (due date: Sunday, midnight)</td>
</tr>
<tr>
<td>4/11</td>
<td><strong>PRUEBA 5: C11</strong>&lt;br&gt;Proyecto 2 (esquema/plan)</td>
</tr>
<tr>
<td>4/13</td>
<td><strong>Borrador: Proyecto 2</strong></td>
</tr>
<tr>
<td>4/16</td>
<td><strong>WEEK 14</strong>&lt;br&gt;4/16 Composición final: Proyecto 2</td>
</tr>
<tr>
<td>4/18</td>
<td>Presentaciones Proyecto 2</td>
</tr>
<tr>
<td>4/20</td>
<td>Presentaciones Proyecto 2</td>
</tr>
<tr>
<td>4/23</td>
<td><strong>WEEK 15</strong>&lt;br&gt;4/23 <strong>CAPÍTULO 12: GENTE SANA</strong>&lt;br&gt;La Cultura: Costa Rica (C12)&lt;br&gt;<em>Acercamientos y vocabulario</em>&lt;br&gt;Tarea en línea – C12 (due date: Sunday, midnight)&lt;br&gt;Leer <em>Vocabulario y Consultorio Gramatical</em> 12</td>
</tr>
<tr>
<td>4/25</td>
<td>Cap. 12: Estructuras</td>
</tr>
<tr>
<td>4/27</td>
<td>Cap. 12: Interacciones</td>
</tr>
<tr>
<td>4/30</td>
<td><strong>WEEK 16</strong>&lt;br&gt;4/30 Cap. 12: Tarea grupal&lt;br&gt;Tarea en línea – C12 (due date: Sunday, midnight)</td>
</tr>
<tr>
<td>5/2</td>
<td>Cap. 12: Nuestra Gente + Repaso&lt;br&gt;Entrevistas finales (horario de oficina)</td>
</tr>
<tr>
<td>5/4</td>
<td><strong>PRUEBA 6: C12</strong></td>
</tr>
<tr>
<td>5/7-11</td>
<td><strong>WEEK 17</strong>&lt;br&gt;5/7-11 Semana de exámenes finales</td>
</tr>
</tbody>
</table>

The syllabus/schedule are subject to change.
TECHNOLOGY REQUIREMENTS

• To fully participate in online courses you will need to use a current Flash enabled internet browser. For PC and Mac users the suggested browser is Mozilla Firefox.

• 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 required courses are heavily video intensive
  o Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

• 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.

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.

- 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 Learning Studio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to myLeo and from the top menu ribbon select eCollege. Then on the upper left side of the screen click on the My Courses tab.

http://www.tamuc.edu/myleo.aspx

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@tamuc.edu.

**Note:** 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 for the use of Pearson LearningStudio.

Technical assistance is available 24/7 (24 hours, 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 in the following ways:

- **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.

**Accessing Help from within Your Course:** Click on the ‘Tech Support’ icon on the upper left side of the screen inside the course. Then you will be able to get assistance via online chat or by phone.

**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

The syllabus/schedule are subject to change.
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 TAMUC campus open computer lab, 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 provide me with the helpdesk ticket number.
4. I will call the helpdesk to confirm your problem and follow up with you.

**PLEASE NOTE:** Your personal computer and internet access problems are not a legitimate excuses for filing a ticket with the Pearson LearningStudio Help Desk. Only Pearson LearningStudio based problems are legitimate reasons to contact the Help Desk.

You strongly are encouraged to check for your internet browser compatibility **BEFORE** the course begins and take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform.

**myLeo Support**

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at myLeo, [https://leo.tamuc.edu](https://leo.tamuc.edu)

**Learner Support**

The One Stop Shop was created to serve you by providing as many resources as possible in one location. [http://www.tamuc.edu/admissions/onestopshop/](http://www.tamuc.edu/admissions/onestopshop/)

The Academic Success Center provides academic resources to help you achieve academic success. [http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/](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.

The syllabus/schedule are subject to change.
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
- 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.

---

The syllabus/schedule are subject to change.