SPN 1131 Beginning Spanish II

5 credit hours

"Spanish. Bestow great attention on this and endeavor to acquire an accurate knowledge of it. Our future connection with Spain and Spanish America will render that language a valuable acquisition." -- Thomas Jefferson (1787)

This course expires 16 weeks from the date of your enrollment.

About the Course

Instructor: Cari Jimenez
- Telephone: 850-723-5636 (text message) or Whatsapp's
- Email: cjimenez2@ufl.edu or via Canvas (preferred)
- Office hours: Online by appointment

Course Website

elearning.ufl.edu

Course Communications

Students should post general questions to a discussion board "Muddiest Point…", and quick private questions be sent through the course management system Canvas, or text message.

Instructor will respond to students' inquiries (email or text) within 24 hours on workdays (between 9am-430pm). Instructor will respond to any messages sent on weekends, Mondays at 9am.

Required and/or Recommended Textbooks

- ¡Anda! Elemental 3rd Edition, e-text and MySpanishLab package. If you were student in SPN 1130 Fall or Spring term, and you bought a multi-semester access then you do not have to buy it again. If you are a new student, you can purchase access via mySpanishlab
- A reliable computer, either a PC running Windows 2000 or later, or a Mac running OS X or later. Check MySpanishLab tune-up for browser specifications.
- A sound card and headset with speakers and a good quality computer Headset (microphone and speaker), external is preferable to built-in to avoid the background noise when recording and attending virtual class).
- A hi-speed modem (Cable or DSL strongly recommended to download audio and video without delays).

- A dependable Internet Service Provider (ISP).
- A telephone to connect to the virtual conference if computer audio does not work efficiently.

Additional Resources
- A good quality Spanish-English dictionary, such as University of Chicago or you can use a free alternative online. For example, www.wordreference.com
- 601 Spanish Verbs book, available at most major booksellers or you can use a free alternative online www.verbix.com/languages/

Course Description

This is a fully online beginning Spanish course in the Department of Spanish and Portuguese Studies. These types of courses are becoming more common in higher education in the United States, and even in language classes. While we maintain that human interaction is essential in learning and using a language, we also believe that advances in technologies have enabled us to reach a point where students can accomplish a great deal working online under the guidance of an instructor, and the support of an active learning community.

These classes are 5-credit courses that will meet five times online using a synchronous videoconference mode in your Canvas group page "Conferences tab"

Much of the work will include online instruction and web-based activities. Although the course requires little synchronous class time, your success and learning require substantial commitment and study out of class. The level of proficiency and the final grade you attain will depend largely on what you put in to your learning. This requires self-discipline, time, and the ability to collaborate in teams. Please be sure to read the "Instructional Methods" section of this document for tips on succeeding in an online learning format.

Prerequisite Knowledge and Skills
Students must have successfully completed SPN 1130 or an equivalent course before enrolling in SPN 1131.

A note about online classes
The keys to success in this class are generally the same as those in any other class. However, given the nature of online classes, in which you will "meet" less frequently (required attendance to 5 online class meetings. You will be responsible for covering a good deal of material on your own, there are some things that you should keep in mind:

1. Access to and on-going use of a computer with Internet access is required for all students. Competency in the basic use of a computer is required. At times, computers crash and Internet connections fail. It is in your best interest NOT to wait until the last minute to complete assignments.
2. Technology: Perform the MySpanishLab browser tune-up immediately, and any time you

start to experience problems. Any other technological problems with MySpanishLab should be handled by contacting their tech support at the first sign of trouble. The 'chat' feature is the fastest way to get help. You can also go to [Pearson support](). For help with e-Learning, contact the Help Desk at http://helpdesk.ufl.edu or (352) 392-HELP - select option 2.

3. Be very careful in managing your time. Set aside specific times each week to complete class activities. It is your responsibility to cover all the required material before class, and if you do not it is likely that you will not get as much out of the class meeting as you should.

4. Some of the MySpanishLab activities assigned will not have any task to complete, but simply require you to go through a tutorial or practice on your own. While it may be impossible for your instructor to grade you on completing these tasks, it is in your best interest to complete them just as thoroughly and carefully as you would complete any other graded activity. These types of practice are just as important as any other activity.

5. It is especially important to be consistently prepared for and actively involved in the online class meetings, which will be primarily on communicative activities. However, your instructor will always make sure there are no vocabulary or grammar questions from the homework before moving on, so as you do your exercises be sure to take note of any confusion or questions you have so you can ask the instructor during online class meetings.

6. Don't be shy! The more willing to share, talk and interact with your instructor and your classmates you are, the more you will get out of your class time, and don't worry, everyone feels the same way, even if they don't show it!

Course Goals and/or Objectives

The primary goal of the Beginning Spanish courses is to offer students an introduction to basic communicative skills in Spanish while developing an awareness and appreciation of Hispanic/Latino cultures. The courses take their goals from the Standards for Foreign Language Learning in the 21st Century, also known as the 5 Cs, which focus on five general areas:

- Communicating in Spanish
- Gaining knowledge and understanding of cultures of the Hispanic world
- Connecting with other disciplines and acquiring new information
- Developing awareness of similarities and differences (comparisons) among language and culture systems around the world
- Using Spanish to participate in communities at home and around the world

Instructional Methods

This course stresses communication skills in Spanish. Every effort will be made to make this class student-centered. To help students succeed in this course, the class will engage in a variety of activities, and assignments, including but not limited to activities such as the following:

- Practice and communication using vocabulary and grammar learned in oral and written modes

- Sociolinguistic practice and functions through communicative activities
- Reading activities and exercises, such as pre- and post-reading, intensive and extensive reading
- Writing activities ranging from short paragraphs to developed compositions
- Integration of skills in projects and tasks
- Video/audio/computer exercises, presentations, and discussions

Course Policies

Performance Policy

This Flexible Learning course has been developed with the same rigorous standards of content as a campus course. Expectations for your performance as a Flexible Learning student are as high as they would be if you were taking this course in a classroom.

Attendance and Participation Policies

Students are required to participate in all course activities and submit all assignments posted on the course websites. You must be exposed to Spanish and use Spanish to learn Spanish, i.e., you must attend online class meetings. For that reason, class attendance is required to 5 online class meetings (one class meeting per chapter). Attendance will be strictly enforced. It is your responsibility to always be prepared to actively participate during the online class meeting.

During the first day of the course, I will add your name to a group in Canvas. This group will be your learning community, and the group page will be the virtual space where you will meet with the instructor for your online class meeting.

Online Class Meeting Attendance: During the meeting, you must show evidence of preparation. You must speak actively during the meeting when you are required to do so. Your silence may be disruptive to the class especially when the instructor asks you to respond to a certain activity. If you are unable to respond for any reason, you must answer "No comprendo" (I don't understand), "No sé" (I don't know) or "¿Puede repetir?" (can you repeat?) or "Tengo problemas con el audio"

Participation and preparedness for online class meetings

It is especially important to be consistently prepared for and actively involved in online class meetings. Your instructor will use these meetings to review important concepts and practice speaking in Spanish. Your instructor will grade your participation and preparedness using the Active Participation Mini-Quiz in Canvas that you will submit after attending the class. Class participation involves evidence of preparation, actively speaking during the meetings in Spanish, and observing proper communication practices during the meetings.

You will earn a total of 20 pts by completing the Active Participation Mini-Quiz, and your instructor will add [0-5pts] to that score by assessing your participation during the virtual class: (actively answering questions, collaborating with instructors, no disruptions or interruptions like cell phones, television, radios, dogs, etc. that interrupt the class flow). **You can only submit the Active Participation Mini-Quiz**

if you attend the online class meeting

Active Participation Mini-Quiz:

A computer graded Mini-Quiz (3 questions) checking your mastery, and understanding of the Chapter key points practiced during online class meeting. You will have two attempts.

Technology: Please keep in mind that you have chosen to pursue an online degree, which requires that you have regular access to a computer, to the internet, and to the appropriate tools (headset, microphone, etc.) To that end, technical problems cannot be considered an excuse for failing to participate in class sessions. At the first sign of trouble with Big Blue Button, notify your instructor as soon as you experience trouble and contact the UF Computing Help Desk.

Technical Help

If you have issues with **videos in Canvas**, go to the [Mediasite Helpdesk](). For **other technical difficulties**, please contact the UF Computing Help Desk:

- Location: HUB 132
- Email: helpdesk@ufl.edu
- Phone: (352) 392-HELP - select option 2
- Website: https://lss.at.ufl.edu/help.shtml

Students must use their Gatorlink email account for this course. Students are recommended to check their email account DAILY for the duration of the course. Competency in the basic use of a computer is required. At times, computers crash and Internet connections fail. It is in your best interest NOT to wait until the last minute to complete assignments.

*On-line communication***:** On-line courses require a high degree of interaction using email and, if necessary, other communication tools. We will have Canvas Inbox as the primary way to exchange information, and text messages for a quick and mobile response to "burning questions". You are expected to use these tools to communicate with your instructor and/or group members. The instructor is not responsible for any misinformation resulting from not consulting email. It is expected that you respond within the 24 hours to any individual email that the instructor directs to you. Delays or failure to respond to emails will affect your course performance.

Grading and Assignment Policies

The course expires 16 weeks after your enrollment. Complete all modules in the order they are presented on the course website; do not skip modules. **All assignments must be submitted at least 2 weeks prior to the course expiration date.**

All work that you turn in for a grade either in Canvas or MSL must be your own original work. **The use of computer – or internet based translation programs (Google, etc) is not allowed. NO ONE, STUDENT OR NOT, should look at your composition and/or assigned MSL/Canvas activities, suggest changes, or**

make corrections. <u>Any evidence of disallowed resources or work that is not a product of a student's own intellectual process will be handled according to the student honor code policy, and will earn a grade of zero.</u>

University Policy on Academic Integrity: Academic honesty and integrity are fundamental values of the University community. All students must abide by the Academic Honesty Guidelines which have been accepted by the University. The UF Honor code reads:

"We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."

On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have never given nor received unauthorized aid in doing this assignment." For more information on types of academic violations and the process should one be charged with committing an academic violation, please refer to https://www.dso.ufl.edu/students.php

Netiquette Communication Courtesy:
All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. virtual class, and text messages (please include your full name and course name when texting). Please read the Netiquette Guide for Online Courses.

Online Course Evaluation
Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations provided in the course modules (med-term and end-of-term evaluations).

Course Deadline and Extension Policy
Students are allowed 16 weeks, from their date of enrollment, to complete and submit their coursework. If the student has not submitted at least 50% of their coursework and have an extenuating circumstance preventing them from submitting the coursework, a failing grade of "E", "E0" or "E1" will be issued and recorded to the UF Registrar.

If the student has made sufficient academic progress, which is defined as completing and submitting at least 50% of the coursework and have an extenuating circumstance, the student may petition the instructor for a course extension before the course expires. Each course extension request will be administratively evaluated. Instructors are not required to allow extensions. If a student does receive an extension, an incomplete grade of an "I" will be assigned as an interim grade. When the course is completed, the instructor will initiate the change of grade. After that, the "I" grade will be changed to the student's final course grade on their transcript.

Tuition Refund Policy
A tuition refund will be granted after a Flexible Learning student submits a written request to cancel their course within 30 days of enrollment. Refund requests may be made by fax, e-mail, or U.S. mail. All requests will receive a written response in the form of a detailed receipt. No refunds are granted after 30 days. If a credit card was used to pay for tuition, the refund will be in the form of credit to that card.

Course Cancels and Course Drops

A Course Cancel:
A tuition refund may be granted after a student submits a written request within 30 days of enrollment to the Flexible Learning Office. This request must be in writing by learn@dce.ufl.edu or sent by fax, 352-392-6950. Refunds will be the amount of tuition, less $25.00 per course. If a credit card was used, the refund will be credited a back to the card. **No refunds are granted after 30 days.**

Course Drop:

Dropping a course: To drop a course, you need to email the Flexible Learning office at learn@dce.ufl.edu with a request to drop within 14 weeks of the date of enrollment. In addition to their own request by email, *UF* students must have advisor approval to drop a flexible learning course. An advisor can email learn@dce.ufl.edu with the student's name, the course that they want to drop, and confirmation of permission to do so. It is the student's responsibility to verify that all drop requests have been received by the Flexible Learning office within the allotted time. The course grade will appear as "W" on a UF transcript.

Students with disabilities who need to drop a course due to disability-related reasons are permitted to petition for additional drops. Find more information by contacting the [Disability Resource Center.](#)

Withdrawals

Full-Term Withdrawals

All full-term withdrawals must follow University of Florida policies/ procedures. An approved withdrawal form must be submitted to the [Dean of Students' Office](#) for review and final approval. Students must also notify the Flexible Learning of this request (learn@dce.ufl.edu).

Medical and Retroactive Withdrawals

It is the responsibility of the student to notify Flexible Learning of their approved medical or retroactive withdrawal so the students' record is updated. Email to our office a copy of the approval.

Medical Withdrawals:

[Information about the medical withdrawal process](#).

Retroactive Withdrawals

[Information about the retroactive withdrawal process](#).

How to Request a UF Transcript

The student can view their grades by logging into [MyUFL](#) with their Gatorlink login and by selecting Student Admin. To receive an official transcript, the student must complete [a transcript request form through the Registrar](#). The University of Florida assures the confidentiality of all your educational records in accordance with State University System Rules, State Statutes, and the Family Educational Rights and Privacy Act. Grades are not given over the telephone.

Grading Policies

The assessment categories below will be measured according to three major criteria of language performance: accuracy, fluency, and complexity. Testing procedures will be representative of the type of language instruction offered through online class meetings, and web-based course work. You will be evaluated based on your achievement of the [course goals](#), and the following criteria:

- Attendance and Active Participation Mini-Quiz -5% (5)
- MySpanishLab (see assigned activities in listed Course Materials in MSL) - 20%
- Chapter Quizzes in mySpanishlab (5 @ 2% each) - 20%
- Reading and Writing Portfolio:
    1. (2 writing mini-compositions) - 5%
    2. Composition with revision - 10%
- Midterm Exam (Proctored) and Final Exam (Proctored) - written, and oral sections – each 12.5%
- Oral Portfolio:
    1. Oral Practice activities in mySpanishlab - 5%
    2. 1 Live Chat activities in Canvas - 5%
    3. 2 Communicative task (presentation) activities in Canvas -5%

For more information about the current UF grading policies for assignments and grade points go to the [UF Grades and Grading Policies web page](#).

MySpanishLab Activities

You will be assigned a variety of homework assignments from the MySpanishLab site, consisting of tutorials, grammar exercises, listening and writing practice, etc. You are responsible for completing all the assigned activities (Computer graded and Instructor graded).

Computer-graded activities

You will receive immediate feedback regarding your answers. Note that it is in your best interest to

study the material in the book and view the assigned tutorials before you do the assigned exercises. You have a maximum of three attempts on the activities, and the highest grade of the three will be your final grade for each activity. If there are incorrect answers on your first submission a small blue bubble will appear beside the answer. Click on it for a hint, review the material again, and then click on "try again" to make the correction. If your second attempt is also incorrect a "need help?" button will appear in the upper right-hand corner of that window. Click on it to review the material you got wrong, and then click on the "try again" button to make the correction. If your answer is still incorrect after three tries, the correct answer will appear when you click on the small blue bubble next to the incorrect answer, but you will no longer be able to submit an additional attempt at that point.

Instructor-graded activities

You have one attempt. You will receive recorded, and/or recorded feedback. You will receive an alert in MSL's Today's view when an activity has instructor's comments. These activities will be graded by your instructor within 72 hours of submission.

The resulting grades of all activities assigned for each chapter will be averaged, and that score is what will be posted every two weeks (to help you know your current grade in the course), and it will be updated after you submit the Final Exam.

Chapter Quizzes in mySpanishlab

You will demonstrate how well you can communicate with the Spanish you are learning by submitting a timed chapter quiz. There will be a quiz at the end of each chapter (5 total), and you will have two attempts for each. The highest score will be added to the gradebook. While you will be allowed to use, your class notes to help you complete the quizzes, you will not be able to access any online materials or your e-book.

The quizzes are timed (50min) so that it is in your best interest to work on your own. The quizzes are designed to be able to be completed successfully if you have been diligent about doing your mySpanishlab assigned tutorials, activities and attending/participating in class, a well –prepared student will not need to use valuable time consulting additional resources. Practices Tests with a Study Plan are assigned for each chapter to help you study and prepare for the chapter quizzes.

Reading and Writing Portfolio
Emphasizing the importance of developing strong reading and writing skills in Spanish you will create a reading and writing portfolio in Canvas where you will use reading and writing strategies to practice and improved your reading comprehension and develop your written communication in Spanish using the Spanish you are learning.

You will read and write short passages (100-150 words) for chapters 7 and 9. Each activity will be assessed using a writing rubric posted in Canvas. You will receive a grade and feedback. To learn how to

see instructor's comments In Canvas watch the following [video](#) .

You will also complete a milestone composition of about 180-200 words to demonstrate your newly developed writing skills. The first draft of your composition will account for 70% of the composition grade. Your instructor will make comments and mark errors (with the symbols indicated in the "Correction Code") on the first draft. You will then revise the composition and turn in the second version, worth 30%. You must type and double-space the second draft. You must also highlight anything that is different from the first draft, and include a word count. Three points will be deducted from the revision grade for each of these requirements if unmet. The specific rubric used to grade your compositions is posted in Canvas.

Oral Portfolio
Because effective oral communication is one of the primary goals of the beginning Spanish sequence at UF, and is often the primary goal of most beginning language students, there will be a variety of speaking tasks.

- **Oral Practice activities** to practice and develop your fluency and proficiency assigned for every chapter in mySpanishlab.
- **One Live Chat activity** to assess your interpersonal communication skills. One time during the semester, you will record a conversation (topic given) with 1 or 2 up to 3 members of your class group in Canvas. To facilitate the recording of this interaction you will use your webcam as a video recording tool.
- **Two Communicative Task (Presentational) activities** to assess your presentational communicative skills.- Two times during the semester you will record yourself presenting on a variety of topics in Canvas. In order to facilitate the recording of these interactions you will use your webcam as a video recording tool.

Midterm and Final exam in Canvas
There will be a midterm exam and a final exam in the course, both will be administered via Canvas. These exams will include: (a) listening and oral components, and (b) a grammar, vocabulary, and culture component. The goal of these exams is to assess your listening and speaking ability in Spanish as well as to demonstrate what you have learned and how well you communicate in Spanish. These exams are cumulative. They are NOT curved and no make-ups will be given. Exams will be proctored by HonorLock

HonorLock
Midterm and Final Exam will be completed using the services of HonorLock.
(integrated into Canvas) to validate student identity. HonorLock is an online proctoring service that allows students to take assessment activities from the comfort of their home. It is available 24/7. Students do not need to create an account or schedule a time. HonorLock is simple! All students need to do is log into Canvas and click on the assignment you need to complete.
Students will be prompted to add the HonorLock Chrome Extension, which is required to complete the assignment. Then students will need to take a picture, show their ID, and scan

their room. HonorLock offers 24/7 customer service VIA phone and live-chat. When students enter the activity the live-chat will be on the bottom-right hand of the screen during the entire exam, in case students need their tech support. Also, students can call their support line at (855) 828-4004.

For your current and final grade, please see the gradebook in Canvas before the Midterm and after the Final exam has been graded. Your grade in Canvas will reflect those assessments/activities completed therein (e.g., active participation mini-quizzes, writing activities, group discussions, video recordings, composition, midterm and final exam plus the grade you earn completing the assign activities in MSL). All assigned activities in Canvas that required instructor grading will be graded by the instructor as quickly as possible within one week of submission.

Grading Scale

Percent	Grade	Grade Points
93 or above	A	4.00
90 – 92	A-	3.67
87 – 89	B+	3.33
83 – 86	B	3.00
80 – 82	B-	2.67
77 – 79	C+	2.33
73 – 76	C	2.00
70 – 72	C-	1.67
67 – 69	D+	1.33
63 – 66	D	1.00
60 – 62	D-	0.67
59 or below	E	0.00

Course Schedule

Weekly Schedule of Topics and Assignments

Objectives	Assignments	Week
Objectives Cap B	**Assignments to do in MSL and Canvas**	**Weeks**
• Meet/greet via phone with Prof. Jiménez • MSL navigation - Course Workflow - Strategies to study online, take notes, and complete activities both in Canvas and MSL.	1. Read syllabus, upload profile picture enroll in MSL, post a message in your group discussion page, upload personal schedule and, record intro video. 2. Submit Plan de Acción Cap B 3. Start work in MSL	Week 1

• Greet, say good-bye, and introduce others • Describe yourself and others • Share information about school and life as a student • Offer opinions about sports and pastimes that you and others like and dislike • Describe homes and household chores	1.Complete SAM activities in MSL	Week 2
• Identify places in and around town • Relate things that happen and things that have to be done • Convey what will take place in the future • Impart information about service opportunities • Share information about different types of music, movies, and television programs, including your personal preferences	1. Complete SAM activities in MSL	Week 3
Online meeting (optional)	• Print out virtual class pdfs posted in Canvas for Cap B • Actively Participate in class, and complete the Active MiniQuiz _meeting_Cap B	
Objectives Cap 7	**Assignments to do in MSL and Canvas**	
• Identify places in and around town • Relate things that happen and things that have to be done • Convey what will take place in the future • Impart information about service opportunities • Share information about different types of music, movies, and television programs, including your personal preferences	1. Submit Plan de Acción Cap 7 in Canvas 2. Complete SAM activities in MSL 3. Complete writing practice "La fiesta anoche" in Canvas	Week 4

• Discuss food • Pronounce the different sounds of r and rr • Communicate with less repetition • Describe things that happened in the past • Engage in additional communication practice	1. Complete SAM activities in MSL 2. Submit Quiz Cap 7 in MSL	Week 5
Online meeting required	• Print out virtual class pdfs posted in Canvas for Cap 7 • Actively Participate in class, and complete the Active MiniQuiz _meeting_Cap 7	
Objectives Cap 8	**Assignments to do in MSL and Canvas**	
• Describe clothing • Pronounce the letters ll and ñ • State to whom and for whom things are done • Express likes, dislikes, needs, etc • Convey information about people and things	1. Submit Plan de Acción Cap 8 in Canvas 2. Complete SAM activities in MSL	Week 6
• Provide details about clothing • Share about situations in the past and how things used to be • Guess the meanings of unfamiliar words, when used for listening, from the context • Communicate about clothing and fashion	1. Complete SAM activities in MSL 2. Submit Quiz Cap 8 in MSL 3. Complete Communicative Task "Te presento a mi familia" in Canvas	Week 7
Online meeting required	• Print out virtual class pdfs posted in Canvas for Cap 8 • Actively Participate in class, and complete the Active MiniQuiz _meeting_Cap 8	
Objectives Cap 9	**Assignments to do in MSL and Canvas**	
• Describe the human body • Pronounce the letters d and t • Share about people, actions and things • Explain ailments and treatments • Make emphatic and exclamatory statements	1. Submit Plan de Acción Cap 9 in Canvas 2. Complete SAM activities in MSL 3. Complete Writing practice "Mi salud" in Canvas	Week 8

• Talk about your daily routine		
1. Narrate in the past 2. Explain how long something has been going on and how long ago something occurred 3. Ask yourself questions when listening to organize and summarize what you hear 4. Communicate info about ailments and healthy living	1. Complete SAM activities in MSL 2. Submit Quiz Cap 9 in MSL	Week 9
Online meeting required	• Print out virtual class pdfs posted in Canvas for Cap 9 • Actively Participate in class, and complete the Active MiniQuiz _meeting_Cap 9	
Midterm Exam in Canvas	**Via HonorLock**	**Week 10**
Objectives Cap 10	**Assignments to do in MSL and in Canvas**	
• Discuss modes of transportation • Pronounce the letters b and v • Influence others and give advice • Give orders and instructions • Share about travel	1. Submit Plan de Acción Cap 10 2. Complete SAM activities in MSL 3. Complete Live Chat "La familia Peretz" in Canvas	Week 11
• State what belongs to you and others • Compare people, places and things • Focus on linguistic cues • Communicate about travel plans	1. Complete SAM activities in MSL 2. Submit Quiz Cap 10 in MSL 3. Submit Composition Rough Draft in Canvas "Medical Emergency"	Week 12
Online meeting required	1. Print out virtual class pdfs posted in Canvas for Cap 10 2. Actively Participate in class, and complete the Active MiniQuiz _meeting_Cap 10	
Objectives Cap 11	**Assignments to do in MSL and in Canvas**	
• Describe animals and their habitats • Pronounce words following the rules for accentuation and stress	1. Submit Plan de Acción Cap 11 2. Complete SAM activities in MSL	Week 13

• Share details about the environment • Comment on what is necessary, possible, probable and improbable • Discuss government and current affairs • Describe on-going action		
• Express time, deadlines, movement, destination, means, purpose, etc • Specify location and other information • Provide more information about location, time and other subjects • Listen to a radio announcement and practice using visual organizers to enhance comprehension • Communicate about world issues	1. Complete SAM activities in MSL 2. Submit Quiz Cap 11 in MSL 3. Complete Communicative Task "Mi remedio casero" in Canvas	Week 14
Online meeting required	1. Print out virtual class pdfs posted in Canvas for Cap 11 2. Actively Participate in class, and complete the Active MiniQuiz _meeting_Cap 11	
Objectives Caps 12 Review	Assignments to do Complete SAM activities in MSL	
Comprehensive Review Cap 1-11	Submit Composition Final Draft in Canvas	Week 15
Final Exam in Canvas.	**Via HonorLock**	**Week 16**

UF Policies

University Policy on Accommodating Students with Disabilities

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

The Flexible Learning office should be notified of any special accommodations required by the student when they begin their course.

University Policy on Academic Misconduct

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by

abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Netiquette

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. Please read the Netiquette Guide for Online Courses.

Getting Help

Technical Help

If you have issues with **videos**, go to the Mediasite Helpdesk.

For **other technical difficulties**, please contact the UF Computing Help Desk:

- Location: HUB 132
- Email: helpdesk@ufl.edu
- Phone: (352) 392-HELP - select option 2
- Website: https://lss.at.ufl.edu/help.shtml

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

Questions about Flexible Learning

If you have any questions about the course, please contact the instructor. If you have administrative concerns (e.g., paying for the course, receiving the textbook, etc.), please contact the Flexible Learning Office.

UF Flex Learning Office Contact Information

- Email: learn@dce.ufl.edu
- Phone: (352) 294-3896
- Fax: (352) 392-6950
- Website: http://flexible.dce.ufl.edu/

Other Resources

Other resources are available at the UF Distance Learning website for:

- Counseling and Wellness resources

- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

Should you have any complaints with your experience in this course please email the Distance Learning office or visit the UF Distance Learning website to submit a complaint.

Disclaimer

This syllabus represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.