SPN 1130 Beginning Spanish I
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)

About the Course

Instructor: Cari Jiménez

- Telephone: 850-723-5636 (text message) and 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 should be sent through the course management system, Inbox, or text message.

Instructor will respond to students’ inquiries (email or text) within 24 hours on workdays (between 9am-4:30pm). Instructor will respond to any messages sent on weekends, Mondays at 9am.

Required Textbooks and Resources

Contraseña: Your password to Foundational Spanish  by Amy, Rossomondo and Gillian, Lord

1. Go to your University of Florida Canvas Course Home Page and click Start Here, scroll down and click Unidad Preliminar. This link will open to a page where you can register (create an account), please use our ufl.edu email and your full name. Then you will validate your email and you will login
2. After login, you will be prompted to purchase an access code, and to enroll in the course. When asked for a course ID, use this one: 85a8a1
En vivo: online Spanish coaching sessions: You will receive further instructions during your 1-1 session with Profe the first week of the course

- A reliable computer, either a PC running Windows 2000 or later, or a Mac running OS X or later.
- 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 En Vivo sessions), and a webcam
- 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 En Vivo session 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, WordReference.com
- 601 Spanish Verbs book, available at most major booksellers or you can use a free alternative online verbix languages

Course Description

This is a fully online 5-credit course, first in the basic Spanish language sequence. We will develop basic communication skills in reading, writing, speaking and listening. Students are required to participate in all course activities and submit all assignments posted on the course websites. You must hear and speak Spanish to learn Spanish. To meet this goal you are required to attend 12 synchronous meetings (30min) with a language coach.

We can also have 1-1 (instructor-student) synchronous class sessions as needed using the "Conferences" tool in your Learning Community group page. These conferences are learning opportunities to clarify extend and amplify the resources you are using in Contraseña. You will have an opportunity to schedule these sessions as needed (you determine if and when) during your 16 weeks at your convenience MWF during day or in the evening. The majority of the course work will include online instruction, (videos, tutorials, etc.) in addition to 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 you attain will depend largely on what you put into your learning.
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. You will be responsible for covering a good deal of material on your own. Please 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 assignment.

2. Technology: Any technological problems with Contraseña should be handled by contacting their tech support at the first sign of trouble. Please send an email to https://www.lingrolearning.com/support/ For help with e-Learning, contact the Help Desk at 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 completing the unit project, and if you do not, it is likely that you will not get as much out of the course as you should, and you will not earn your best grade.

4. Some of the activities assigned will not have any task to complete, but simply require you to watch a video 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 En Vivo sessions, which will be primarily on communicative activities.

6. Don’t be shy! The more willing to share, talk and interact with your conversation coach, your instructor and your classmates you are, the more you will get out of your course, 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 En Vivo sessions (12). It is your responsibility to always be prepared to actively participate during the En Vivo sessions.

Please download each of the En Vivo Unit worksheets (posted in Canvas) prior to the session to you can be prepared to actively participate in your session. If you schedule 1-1 instructor meetings, be prepare to ask questions, review activities you did not understand, and be take advantage of the opportunity of meeting with the instructor.

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.

**Online communication**: Online courses require a high degree of interaction using email and, if necessary, other communication tools. Use the Canvas *Inbox* tool located in the left navigation bar 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 via 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**

Complete all modules in the order they are presented on the course website; do not skip modules.

**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 Contraseña 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 Contraseña/Canvas activities, suggest changes, or make corrections. **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.**

**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

**Classroom Disputes**

Any classroom issues, disagreements or grade disputes should be discussed first between the instructor and the student. If the problem cannot be resolved contact the Dual Enrollment Assistant Director.
Andreas Vandenend: a.vandenend@dce.ufl.edu He will require documentation of the problem as well as all graded assignments for the semester.

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.

Counseling and Wellness
A variety of counseling, mental health and psychiatric services are available through the UF Counseling and Wellness Center, whose goal is to help students be maximally effective in their academic pursuits by reducing or eliminating emotional, psychological, and interpersonal problems that interfere with academic functioning. The Center can be found online at counseling.ufl.edu or reached by phone at 392-1575.

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 (mid-term and end-of-term evaluations).

Course Deadline and Extension Policy
Each student is allowed 16 weeks from the time of their enrollment to complete a course. If the time is about to expire, the student will be assigned a failing grade ("E"). Students have the option to request an extension if they have made sufficient academic progress (defined as completing at least 50% of the course) and have extenuating circumstances (i.e., medical, etc.) that have prevented them from completing the course. Each extension petition must be made in writing and will be administratively evaluated by the instructor.

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. A refund is issued on course materials at the time of cancellation if they are returned within 30 days of sale and are in their original condition. 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.

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 emailed to 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 back to the card. At the time of cancel, a refund can be issued for course materials. Course Materials need to be returned within 30 days of sale and in their original condition. No refunds are granted after 30 days.
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.

Transfers
Students may transfer from one Flexible Learning course to another within 30 days of enrollment. This request must be in writing and sent by fax, e-mail, or U.S. mail. Any difference in tuition will be collected or refunded. There is a $50.00 transfer fee. After the transfer has taken place, the original enrollment and expiration dates still apply.

Book Buy-Back Policy
Textbooks and materials in continued use by Flexible Learning that are in good condition may be repurchased at 50% of the original purchase price within 30 days of completion or withdrawal from a course. Students can contact the Office of Flexible Learning for details at 800-327-4218.

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 5%
- Contraseña (all assigned activities) - 20%
- Contraseña Proyecto (9) - 25%
- Final Exam (Proctored) - written, and oral sections - 20%
- Oral Portfolio:
  - ¡En Vivo! (12 required sessions) - 30%

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

Contraseña Activities and Proyectos

You will be assigned a variety of activities from the Contraseña site, consisting of videos, grammar exercises, listening and writing practice, etc. You are responsible for completing all the assigned activities Computer graded (3 attempts) and Instructor graded (1 attempt).

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

To learn how each Contraseña unit is organized, and the type of activities you will be completing review the table below.
To learn the type of activities you will be completing for a grade in each unit review the descriptions below and download the Unidad_Tarea Checklist in Canvas for each Unit:

**Estrategia de comprensión: Leer/Escuchar**

**Aplicar**: Auto-scored and/or instructor-graded activities that allow you to practice what you’ve learned.

**Contraseña: Texto**

**Aplicar**: Auto-scored and/or instructor-graded activities that allow you to practice what you have learned.
Vocabulario 1 y 2

Aplicar: Auto-scored activities that allow you to practice what you’ve learned.
Comprobar: Self-test to see if you are ready to practice with your classmates.

Gramática I y II

Aplicar: Auto-scored activities that allow you to practice what you’ve learned.
Comprobar: Self-test to see if you are ready to practice with your classmates.

Exploración cultural

Aplicar: Auto-scored activities that allow you to practice what you’ve learned.

Estrategia de producción: Hablar/Escribir

Aplicar (Pronunciación/Ortografía): Auto-scored and/or instructor-graded activities that allow you to practice what you’ve learned.

Aplicar (Destreza): Auto-scored and/or instructor-graded activities that allow you to practice what you’ve learned.

Contraseña: Proyecto

Preparar: Guided preparation for planning and organizing your proyecto.
Publicar: Instructions and tools to create your proyecto.
Comentar: Guidance on how to comment on your classmates’ proyectos.
Reflexionar: Activities for reflection on your proyecto and what you’ve learned throughout the lesson.

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 the following speaking task in order to develop and increase your proficiency.

En Vivo (12 sessions required) This class includes a live Spanish language learning component—LinguaMeeting “En Vivo” Language Sessions. This activity is an integral and mandatory part of the class. Students will sign up for (12) 30-minute individual or small group coaching sessions with a trained language coach from South America or Spain. Students will meet once a week starting in week 2. Students will meet virtually using the LinguaMeeting website (http://linguameeting.com/). Students will need access to the web, a microphone, and a webcam.
These sessions are conversational in nature and are intended to be an opportunity to put into practice what students have been learning in Contraseña. They are not intended to be a “test” or tutorial of the grammatical aspects of class, but rather a time to practice students’ listening and speaking skills. The sessions are recorded and will be viewed by the instructor. Students should keep their notes from these sessions to be able to answer questions (in the Final exam) will be based on the knowledge they have gathered about their coach and his/her country during these sessions.

**Proctored Final exam in Canvas**

There will be a final exam in the course; it will be administered via Canvas. This exam 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. The exam is cumulative. They are NOT curved and no make-ups will be given. Exams will be proctored by HonorLock.

**HonorLock**

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 during the semester, 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, Contraseña activities, and Contraseña Proyectos). All assigned activities in Canvas/Contraseña that required instructor grading will be graded by the instructor as quickly as possible within one week of submission.
Grading Scale

<table>
<thead>
<tr>
<th>Percent</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>93 or above</td>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>90 – 92</td>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>87 – 89</td>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>83 – 86</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>80 – 82</td>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>77 – 79</td>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>73 – 76</td>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>70 – 72</td>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>67 – 69</td>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>63 – 66</td>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>60 – 62</td>
<td>D-</td>
<td>0.67</td>
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<tr>
<td>59 or below</td>
<td>E</td>
<td>0.00</td>
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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](http://www.dso.ufl.edu/drc)) by providing appropriate documentation. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the tests or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

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 [distance@dce.ufl.edu](mailto:distance@dce.ufl.edu) or visit the Distance Learning to submit a complaint.
## Course Schedule

### Weekly Schedule of Topics and Assignments

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Assignments see calendar in Contraseña</th>
<th>Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 1-1 meeting with Prof. Jiménez</td>
<td>1. Read syllabus, submit syllabus quiz&lt;br&gt;2. upload profile picture in Canvas&lt;br&gt;3. Complete Unidad Preliminar ¡Antes de comenzar!</td>
<td>1</td>
</tr>
<tr>
<td><strong>Unidad 1 ¿Quién soy?</strong>&lt;br&gt;Meta (goal)&lt;br&gt;Getting to know you: Create your Profile in LingroFolio</td>
<td>1. Complete activities in Contraseña&lt;br&gt;&lt;br&gt;Submit Unidad 1 Proyecto&lt;br&gt;Attend your En Vivo session # 1</td>
<td>2</td>
</tr>
<tr>
<td><strong>Unidad 2 ¿Quién eres tú?</strong>&lt;br&gt;Meta (goal)&lt;br&gt;Getting to know others: Interview a Spanish Speaker</td>
<td>1. Complete activities in Contraseña&lt;br&gt;&lt;br&gt;Submit Unidad 2 Proyecto&lt;br&gt;Attend En Vivo session # 2&lt;br&gt;Attend En Vivo session # 3</td>
<td>4</td>
</tr>
<tr>
<td><strong>Unidad 3 ¿Qué tengo que hacer esta semana?</strong>&lt;br&gt;Meta (goal)&lt;br&gt;Managing your responsibilities: Create your weekly calendar and summarize your schedule</td>
<td>1. Complete activities in Contraseña&lt;br&gt;&lt;br&gt;Submit Unidad 3 Proyecto&lt;br&gt;Attend En Vivo session # 4&lt;br&gt;Attend En Vivo session # 5</td>
<td>6</td>
</tr>
<tr>
<td><strong>Unidad 4 ¿Cómo es mi universidad?</strong>&lt;br&gt;Meta (goal)&lt;br&gt;Exploring your surroundings: Create a video describing your favorite spot on campus</td>
<td>1. Complete activities in Contraseña&lt;br&gt;&lt;br&gt;Submit Unidad 4 Proyecto&lt;br&gt;Attend En Vivo session # 6</td>
<td>8</td>
</tr>
<tr>
<td><strong>Unidad 5 ¿A quién admiro?</strong>&lt;br&gt;Meta (goal)&lt;br&gt;Describing personality traits, character and habits: Write a nomination letter about someone you admire</td>
<td>1. Complete activities in Contraseña&lt;br&gt;&lt;br&gt;Submit Unidad 5 Proyecto&lt;br&gt;Attend En Vivo session # 7&lt;br&gt;Attend En Vivo session # 8</td>
<td>10</td>
</tr>
<tr>
<td>Unidad 6 ¿Quién es mi familia?</td>
<td>1. Complete activities in Contraseña</td>
<td>12</td>
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<tr>
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<tr>
<td>Meta (goal)</td>
<td>Submit Unidad 6 Proyecto</td>
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<tr>
<td>Identifying your family members and describing physical traits: Describe your own family</td>
<td>Attend En Vivo session # 9</td>
<td></td>
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<tr>
<td>Unidad 7 ¿Cómo mantener la buena salud?</td>
<td>1. Complete activities in Contraseña</td>
<td>14</td>
</tr>
<tr>
<td>Meta (goal)</td>
<td>Submit Unidad 7 Proyecto</td>
<td></td>
</tr>
<tr>
<td>Identifying activities that improve our well being: Create an ad for a club dedicated to fitness and sports</td>
<td>Attend En Vivo session # 10</td>
<td></td>
</tr>
<tr>
<td>Unidad 8 ¿Qué comiste ayer?</td>
<td>1. Complete activities in Contraseña</td>
<td>15</td>
</tr>
<tr>
<td>Meta (goal)</td>
<td>Submit Unidad 8 Proyecto</td>
<td></td>
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<tr>
<td>Talking about food and your eating habits: Describe a meal you made or ate</td>
<td>Attend En Vivo session # 11</td>
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<tr>
<td>Unidad 9 ¿Cómo te cuidas?</td>
<td>1. Complete activities in Contraseña</td>
<td>16</td>
</tr>
<tr>
<td>Meta (goal)</td>
<td>Submit Unidad 9 Proyecto</td>
<td></td>
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<tr>
<td>Describing symptoms of mental and physical illnesses: Create an infographic advocating for an aspect mental or physical well-being</td>
<td>Attend En Vivo session # 12</td>
<td></td>
</tr>
<tr>
<td>Final Exam In Canvas</td>
<td>Proctored Via Honorlock</td>
<td></td>
</tr>
</tbody>
</table>