

SPN1131 Syllabus

Instructor Information

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Course Information

SPN 1131 - Introduction to Spanish II

16 weeks to complete date of course access

5 credit hours

Course Schedule

Unit 10

UNIT 10:

Objectives	Assignments (detailed information available in Canvas)	BREAKDOWN OF ASSIGNMENTS
Introductory Activities and Unidad 10 ¿En qué estás trabajando? <i>Meta</i> (goal) Getting to know you: Create your Profile in LingroFolio	<ol style="list-style-type: none">1. Complete Orientation Unit2. Register for Contraseña and LinguaMeeting3. Upload profile picture4. Orientation Quiz5. Contraseña: Readiness Quiz6. Contraseña activities NO READING ON PROYECTO. PROVIDE EXPONTANIOUS ANSWERS BASED ON MATERIAL LEARNED.	<ul style="list-style-type: none">▪ Register for Contraseña and LinguaMeeting▪ Read syllabus▪ Upload profile photo▪ Syllabus Quiz▪ Introducción y meta final▪ Estrategia de comprensión: Escuchar▪ Contraseña: Texto▪ Vocabulario▪ Gramática I▪ Gramática II▪ Exploración cultural▪ Estrategia de producción: Hablar▪ Examen Cumulativo▪ Proyecto▪ LinguaMeeting Registration

Unit 11

UNIT 11:

Objectives	Assignments (detailed information available in Canvas)	BREAKDOWN OF ASSIGNMENTS
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Unidad 11 ¿Qué ropa le recomiendas?	<ol style="list-style-type: none"> 1. Set up 1-1 meeting with your instructor 2. Contraseña activities 3. “En Vivo” language coaching session 1 NO READING ON PROYECTO. PROVIDE EXPONTANIOUS ANSWERS BASED ON MATERIAL LEARNED.	<ul style="list-style-type: none"> • Introducción y meta final • Estrategia de comprensión: Leer • Contraseña: Texto • Vocabulario • Gramática I • Gramática II • Exploración cultural • Estrategia de producción: Escribir • Examen Cumulativo • Proyecto • LinguaMeeting “En Vivo” language coaching sesión 1 and worksheet
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Unit 12

UNIT 12:

Objectives	Assignments (detailed information available in Canvas)	BREAKDOWN OF ASSIGNMENTS
Unidad 12 ¿Cómo era ese lugar?	<ol style="list-style-type: none"> 1. Contraseña activities 2. “En Vivo” language coaching session 2 NO READING ON PROYECTO. PROVIDE EXPONTANIOUS ANSWERS BASED ON MATERIAL LEARNED.	<ul style="list-style-type: none"> • Introducción y meta final • Estrategia de comprensión: Escuchar • Contraseña: Texto • Vocabulario • Gramática I • Gramática II • Exploración cultural • Estrategia de producción: Hablar • Examen Cumulativo • Proyecto • LinguaMeeting “En Vivo” language coaching session 2 and worksheet

Unit 13

UNIT 13:

Objectives	Assignments (detailed information available in Canvas)	BREAKDOWN OF ASSIGNMENTS
Unidad 13 ¿Cómo era la vida que Finita dejó atrás?	1. Contraseña activities 2. “En Vivo” language coaching session 3 3. “En Vivo” language coaching sesión 4 NO READING ON PROYECTO. PROVIDE EXPONTANIOUS ANSWERS BASED ON MATERIAL LEARNED.	<ul style="list-style-type: none"> • Introducción y meta final • Estrategia de comprensión: Leer • Contraseña: Texto • Vocabulario • Gramática I • Gramática II • Exploración cultural • Estrategia de producción: Escribir • Examen Cumulativo • Proyecto • LinguaMeetin “En Vivo” language coaching sesión 3 and 4 and worksheets

Unit 14

UNIT 14:

Objectives	Assignments (detailed information available in Canvas)	BREAKDOWN OF ASSIGNMENTS
Unidad 14 ¿Qué pasaba cuando se creó la obra de arte?	1. Contraseña activities 2. “En Vivo” language coaching session 5 3. “En Vivo” language coaching sesión 6 NO READING ON PROYECTO. PROVIDE EXPONTANIOUS ANSWERS BASED ON MATERIAL LEARNED.	<ul style="list-style-type: none"> • Introducción y meta final • Estrategia de comprensión: Escuchar • Contraseña: Texto • Vocabulario • Gramática I • Gramática II • Exploración cultural • Estrategia de producción: Hablar • Examen Cumulativo • Proyecto

Objectives	Assignments (detailed information available in Canvas)	BREAKDOWN OF ASSIGNMENTS
		<ul style="list-style-type: none"> LinguaMeeting “En Vivo” language coaching sesión 5 and 6 and worksheets

Unit 15

UNIT 15:

Objectives	Assignments (detailed information available in Canvas)	BREAKDOWN OF ASSIGNMENTS
Unidad 15 ¿Cómo hemos reinterpretado la historia?	<ol style="list-style-type: none"> Contraseña activities “En Vivo” language coaching session 7 “En Vivo” language coaching session 8 NO READING ON PROYECTO. PROVIDE EXPONTANIOUS ANSWERS BASED ON MATERIAL LEARNED.	<ul style="list-style-type: none"> Introducción y meta final Estrategia de comprensión: Leer Contraseña: Texto Vocabulario Gramática I Gramática II Exploración cultural Estrategia de producción: Escribir Examen Cumulativo Proyecto LinguaMeeting “En Vivo” language coaching sesión 7 and 8 and worksheets

Week 7

UNIT 16:

Objectives	Assignments (detailed information available in Canvas)	BREAKDOWN OF ASSIGNMENTS
Unidad 16 ¿Cómo se interpretará el mensaje?	1. Contraseña activities 2. “En Vivo” language coaching session 9 3. “En Vivo” language coaching session 10 NO READING ON PROYECTO. PROVIDE EXPONTANIOUS ANSWERS BASED ON MATERIAL LEARNED.	<ul style="list-style-type: none"> • Introducción y meta final • Estrategia de comprensión: Escuchar • Contraseña: Texto • Vocabulario • Gramática I • Gramática II • Exploración cultural • Estrategia de producción: Hablar • Examen Cumulativo • Proyecto • LinguaMeeting “En Vivo” language coaching sesión 9 and 10 and worksheets

Unit 17

UNIT 17:

Objectives	Assignments (detailed information available in Canvas)	BREAKDOWN OF ASSIGNMENTS
Unidad 17 ¿Es necesario que se exploren los estereotipos?	1. Contraseña activities 2. “En Vivo” language coaching session 11 3. “En Vivo” language coaching session 12 NO READING ON PROYECTO. PROVIDE EXPONTANIOUS ANSWERS BASED ON MATERIAL LEARNED.	<ul style="list-style-type: none"> • Introducción y meta final • Estrategia de comprensión: Leer • Contraseña: Texto • Vocabulario • Gramática I • Gramática II • Exploración cultural • Estrategia de producción: Escribir • Examen Cumulativo • Proyecto

Objectives	Assignments (detailed information available in Canvas)	BREAKDOWN OF ASSIGNMENTS
		<ul style="list-style-type: none"> LinguaMeeting “En Vivo” language coaching sesión 11 and 12 and worksheets

Unit 18

UNIT 18:

Objectives	Assignments (detailed information available in Canvas)	BREAKDOWN OF ASSIGNMENTS
Unidad 18 ¿Te sorprende que un poema pueda expresar la identidad?	<ol style="list-style-type: none"> Contraseña activities “En Vivo” language coaching session 13 “En Vivo” language coaching session 14 Final Exam NO READING ON PROYECTO. PROVIDE EXPONTANIOUS ANSWERS BASED ON MATERIAL LEARNED.	<ul style="list-style-type: none"> Introducción y meta final Estrategia de comprensión: Leer Contraseña: Texto Vocabulario Gramática I Gramática II Exploración cultural Estrategia de producción: Hablar y escribir Examen Cumulativo Proyecto LinguaMeeting “En Vivo” language coaching sesión 13 and 14 and worksheets

Course Description

This course is a fully online beginning Spanish course. Students should plan to dedicate 3-4 hours of homework per course credit hour. That is 15-20 hours a week for this course.

This course is designed to increase the student's ability to speak (*hablar*), write (*escribir*), and listen (*escuchar*) in Spanish. The reproduction of situations in the context of the Hispanic culture will offer you an opportunity to practice key aspects of the target language and introduce you to the richness of the Spanish language. This course gradually reviews and expands on students' basic grammar proficiency and gives students an understanding and working ability of more complex grammatical constructions. It combines an innovative web-based interactive collaboration format with face-to-face instruction to create a comfortable, highly supported, productive learning environment. The emphasis of the course is on oral expression, however in the digital era reading and writing in a foreign language have become increasingly more important. Therefore, additional attention will be devoted to reading and writing in Spanish.

Effective communication depends on practice. Accordingly, grammar and vocabulary will be presented, reviewed, and applied to conversation each week. Every week, students are expected to log on to the Contraseña textbook and practice vocabulary and grammar constructions. Students will be tested on the material covered at the end of every unit and at the end of the semester with a written presentation and oral exam. The tests will evaluate each student's listening skills, comprehension skills, knowledge of vocabulary, and grammar skills.

By the end of this course, students will communicate and interact with cultural understanding using Spanish words and simple sentences to ask and answer questions, to handle simple transactions related to everyday life, and to talk about basic personal, academic, and career-related situations in multilingual communities around the world.

Keep in mind that you have enrolled in a college course. You will be treated like a college student and expected to act like one. You will not be reminded to turn in assignments, and late assignments will only be accepted in exceptional circumstances. You must turn in all assignments when they are due; there will be no extra credit work at the end of the semester to boost your grade if you missed assignments. Additionally, if you have a problem with anything related to the class, YOU (not your parents) must speak to the instructor. If you choose to communicate with your professor via email, make sure to include the course name in the subject line of every message. Please use appropriate language when communicating with your professor electronically. Remember: an email is not a cellphone text message.

Course Requirements

Required Textbook

[Contraseña](#): Your password to Foundational Spanish. You will be able to access this platform directly from the UF Canvas Course page. Once the Canvas page is available, click on the tab for Contraseña and you will automatically be brought to the registration page. Once you complete the registration process (use your UF email only) and log in to the course, you will have 14 days to purchase access.

[Lingua Meeting](#): 1 on 1 speaking lessons with a native Spanish instructor. Log on to Contraseña. Click on the "getting started" tab from the table of contents. Click on "Register & Access LinguaMeeting". Click on Register.

Click to pay with a credit card via PayPal and it will show you the fee. Pay the fee and continue the enrollment process to complete registration.

Select the sessions that best fit your schedule (write them down in your personal calendar, they will not show up on your canvas calendar since each student has a different session/s.)

Go to <https://voicethread.com/howto-categories/creating-web-application/> to learn on how to create a VoiceThread for your written presentation.

Other non-required resources:

Spanish dictionary (RAE App can be downloaded for free if you have a smart phone)
<http://www.rae.es> (electronic translators are **not permitted** for the completion of course activities.)

[Spinelli, Emily. \(2012\). *English Grammar for Students of Spanish: A Study Guide for Those Learning Spanish* \(7th edition\). Olivia Hill Press.](#)

[501 Spanish Verbs: Fully Conjugated in All the Tenses in a New Easy-To-Learn Format Alphabetically Arranged 4th Edition](#)

[Spanish Grammar \(Quickstudy: Academic\) Chart Edition by Inc. BarCharts](#)

Prerequisites

There are no prerequisites for this course.

Minimum Technology Requirements

The University of Florida expects students entering an online program to acquire computer hardware and software appropriate to their degree program. Most computers are capable of meeting the following general requirements. A student's computer configuration should include:

- Webcam
- Microphone
- Broadband connection to the Internet and related equipment (Cable/DSL modem)
- Microsoft Office Suite installed (provided by the university)

Minimum Technical Skills

To complete your tasks in this course, you will need a basic understanding of how to operate a computer, and how to use word processing software.

Materials/Supply Fees

There is no supply fee for this course.

Zoom

Zoom is an easy to use video conferencing service available to all UF students, faculty, and staff that allows for meetings of up to 100 participants.

You can find resources and help using Zoom at <https://ufl.zoom.us>.

Web Links for the Course

Canvas (UF's main course page)	elearning.ufl.edu	Log in using Gatorlink username and password.
Contraseña (Virtual language learning platform. A large percentage of homework will be completed here.)	hub.lingrolearning.com	Enroll via the UF Canvas page.
LinguaMeeting: En Vivo (The page to schedule and meet weekly with your language coach)	https://www.linguameeting.com/	Enroll by purchasing access for 12 sessions.
Flexible Learning (This page allows students and faculty to interact through Flexible Learning Admin.)	https://flexible.dce.ufl.edu/	Log-in credentials are students' Gatorlink ID and password. learn@dce.ufl.edu
UF Help Desk (The page to consult for technical difficulties.)	http://helpdesk.ufl.edu	Also available by email at heldesk@ufl.edu and by phone: (352) 392-4357 - select option 2

Keys to Success

The keys to success in this class are generally the same as those in any other course. However, given the nature of online courses, students are responsible for covering a good deal of material independently. Competency in the basic use of a computer is required to complete numerous independent web-based activities.

The level of proficiency and the final grade attained will depend largely on what a student puts into their learning. Student success requires substantial commitment and proactivity. **Students**

are expected to dedicate 15-20 hours of study per week to this class. Thus, it is in students' best interest NOT to wait until the last minute to complete assignments.

Do not think about finishing the course! Just think about putting in the time: Good online learners use processes that involve putting a certain daily amount of time into their chosen course. It is best, at least at first, to only do one online course at a time.) Your daily goal is always to put in the time you've allotted, whether it's five minutes or five hours. This means never missing an "X" on your calendar, signifying you've done your day's studies. — Learning How to Learn

1. **Time management:** Set time aside EACH DAY to complete class activities.
2. **Questions and confusion:** The instructor (s) want to help you! However, the instructor can only help if the student takes the first step and reaches out.
3. **Don't be shy!:** The more willing students are to share, talk, and interact with their instructor and classmates, the more they will get out of the course. And, don't worry, everyone feels the same way, even if they don't show it!
4. **Netiquette Communication Courtesy:** 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](#).

"A learning community is a group of people who share common academic goals and attitudes, who meet semi-regularly to collaborate on classwork." (Lardner & Gillies, 2008).

Students will be assigned to small learning communities with no more than 10 peers. Many of the asynchronous activities will be completed within just the learning group. This will allow students to establish relationships with their peers and to feel more comfortable talking about themselves and asking personal questions (Identity is the course theme). Students are highly encouraged to reach out to their learning community beyond the assigned activities to form study-buddies or review groups, ask each other questions about difficult concepts, and support each other throughout the course.

For LinguaMeeting coaching sessions, students may not necessarily be meeting with the same students from their learning group (due to different schedules). This is also beneficial in that it will challenge students to use their developing Spanish skills to maintain a conversation with less familiar individuals...a skill that will be highly useful as proficiency develops.

Course Policies

Course Communications

The instructor will respond to inquiries submitted within 24 hours on business days. Weekend inquiries will be answered on Monday in the order that they were received.

Students are expected to use UF email or the Canvas email function to communicate with the instructor and/or group members. It is expected that students respond within 48 hours to any

individual email sent by the instructor. Delays or failure to respond to emails will affect student's course performance.

Our class sessions may be audio-visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voice recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials by students or any other party is prohibited.

Performance Policy

This course has been developed with the same rigorous standards of content as a campus course. **Expectations of student performance are as high as they are for traditional face-to-face classrooms.**

Attendance and Participation Policies

Late and Make-up Work: All assignments must be turned in by the established due date. If a student cannot comply with the assigned due date, s/he must contact the instructor IMMEDIATELY and/or 24 hours before the deadline **for a one (1) time only make-up**. This DOES NOT APPLY to assessments unless the instructor receives a petition from the Dean of Students to accommodate an exceptional situation AND there is evidence that the student has been completing all requirements of the course to that point.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

Incompletes: The Lower Division Spanish Program abides by the University policy on Incomplete grades (<http://www.registrar.ufl.edu/staff/grades.html#incomplete>) and we will NOT assign any I grades except under truly exceptional extenuating circumstances. Students MUST arrange a meeting with the instructor and with Prof. Antonio Gil if they believe their situation qualifies for consideration.

Extra Credit: No extra credit will be given under any circumstances. There are NO EXCEPTIONS!

S/U Option: Students can choose to take this course S/U if desired. Please see <http://www.registrar.ufl.edu/pdf/SUgradeoption.pdf>

Procedure for Conflict Resolution

Any classroom issues, disagreements, or grade disputes should be discussed first between the instructor and the student. If the problem cannot be resolved, please contact the appropriate Level Coordinator or the Department Chair. Be prepared to provide documentation of the problem, as well as all graded materials for the semester. Issues that cannot be resolved departmentally will be referred to the University Ombuds Office (<http://www.ombuds.ufl.edu>; 392-1308) or the Dean of Students Office (<http://www.dso.ufl.edu>; 392-1261). For further information, refer to <https://distance.ufl.edu/getting-help/student-complaint-process>.

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, <https://disability.ufl.edu/>) by providing appropriate documentation. Once registered, students will receive an accommodation letter that must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

University Policy on Academic Conduct:

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 [Student Honor Code and Student Conduct 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.

All submitted work must be the student’s own original work. The use of computer – or internet-based translation programs (Google) is not allowed. No one outside of the course, STUDENT OR NOT, should look at the assigned Contraseña/Canvas activities, suggest changes, or make corrections to a student’s work. 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. The submitted assignment will earn a grade of zero, and the student may receive a course penalization of a full letter grade or more depending on the infraction.

Netiquette and Communication Courtesy:

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions, and chats.

Resources Available to Students

Health and Wellness

- U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit U Matter, We Care website to refer or report a concern, and a team member will reach out to the student in distress.
- Counseling and Wellness Center: Visit the Counseling and Wellness Center website or call 352-392-1575 for information on crisis services as well as non-crisis services.
- Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the Student Health Care Center website.
- University Police Department: Visit the UF Police Department website or call 352-392-1111 (or 9-1-1 for emergencies).
- UF Health Shands Emergency Room / Trauma Center: For immediate medical care, call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the UF Health Emergency Room and Trauma Center website.
- *Sexual Assault Recovery Services (SARS)*: Student Health Care Center; 392-1161
- *University Police Department*: <http://www.police.ufl.edu/>; 392-1111 (911 for emergencies)

Academic Resources

- *E-learning technical support*: Learningsupport@ufl.edu; <https://lss.at.ufl.edu/help.shtml>; 352-392-4357 (opt. 2)
- *Career Resource Center*: Reitz Union; <http://www.crc.ufl.edu/>; 392-1601
- *Library Support*: <http://cms.uflib.ufl.edu/ask>
- *Teaching Center*: Broward Hall; 392-2010 or 392-6420
- *Writing Studio*: 302 Tigert Hall; <http://writing.ufl.edu/writing-studio/>; 846-1138

Procedure for Conflict Resolution

Any classroom issues, disagreements, or grade disputes should be discussed first between the instructor and the student. If the problem cannot be resolved, please contact the appropriate Level Coordinator or the Department Chair. Be prepared to provide documentation of the problem, as well as all graded materials for the semester. Issues that cannot be resolved departmentally will be referred to the University Ombuds Office (<http://www.ombuds.ufl.edu>; 392-1308) or the Dean of Students Office (<http://www.dso.ufl.edu>; 392-1261). For further information, refer to <https://distance.ufl.edu/getting-help/student-complaint-process>.

Course Evaluations

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

Grading Policy

Students will be evaluated based on the criteria described below. Rubrics are available in Canvas. For more information about the current UF grading policies for assignments and grade points, go to the [UF Grades and Grading Policies web page](#).

Course Grading Policy

Assignment	Percentage
Weekly “En Vivo” language coaching sessions and affiliated activities	25%
Introductory activities and “Zoom 1-1 meeting”	5%
Contraseña activities	30%
Final written presentation	20%
Projects and cumulative exams	20%

See the [current UF grading policies](#) for more information.

Grading Scale

Percent	Grade	Grade Points
94 or above	A	4.00
90 – 93	A-	3.67
87 – 89	B+	3.33
84 – 86	B	3.00
80 – 83	B-	2.67
77 – 79	C+	2.33
74 – 76	C (S)	2.00
70 – 73	C- (U)	1.67
67 – 69	D+	1.33
64 – 66	D	1.00
60 – 63	D-	0.67

Percent	Grade	Grade Points
59 or below	E	0.00

Assignment Information

Collaborative Practice Activities

LinguaMeeting: “En Vivo” Sessions

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 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 platform accessible via Contraseña. Students will need access to headphones, a microphone, and a webcam.

Grades are assigned according to a rubric (available in Canvas) based on attendance and degree of participation, not accuracy or fluency, during the session as well as the response to post-session activities (Después de la sesión).

Although these sessions are fundamental to succeeding in other aspects of the course, to allow for student flexibility, the lowest two (2) grades of the “En Vivo” sessions (not other related activities, i.e., Después de la sesión or the Oral project) will be dropped.

These sessions are conversational in nature and are intended to be an opportunity to put into practice what students have been learning from other course activities. They are not intended to be a “test” or tutorial of the grammatical aspects of the class, but rather a time to practice students’ listening and speaking skills. The sessions are recorded (available to students post-session) and will be viewed by the instructor.

Students should keep their notes from these sessions as the final oral project will be based on the knowledge they have gathered about their coach and his/her country during these sessions.

Independent Practice Activities

Contraseña Activities

You will be assigned a variety of homework assignments from the Contraseña 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).

Maximize Your Language Learning

Contraseña offers many resources for learning Spanish. Students will find a variety of opportunities to continue practicing independently, including study guides that can be downloaded, various Vocabulary and Grammar Tutorials, and downloadable media.

Tutorías de español, presented by your instructor, in every unit on Canvas, expands the grammatical subjects studied in that unit.

Students are encouraged to use these resources every week.

Exams

Students will complete the Final Exam via Canvas. Complete details and grading rubric will be available on Canvas.

Flexible Learning Policies

Disability Accommodations:

The Disability Resource Center in the Dean of Students Office provides students and faculty with information and support regarding accommodations for students with disabilities. Staff at the Disability Resource Center will assist any student who registers as having a disability. Official documentation of a disability is required to determine eligibility for appropriate accommodations. The professional employees at the Disability Resource Center serve as full-time advocates for students with disabilities ensuring students have physical and programmatic access to all college programs. One of the services provided by the Disability Resource Center includes:

- Testing Accommodations:
disability.ufl.edu/students/accommodated-testing-request

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 \(DRC\)](#).

The Flexible Learning Office needs to be notified of any special accommodations required by the student when they begin their course by emailing the Accommodations Letter to learn@dce.ufl.edu.

Extension Policy:

Students are allowed 16 weeks from their date of enrollment to complete and submit their coursework.

If the student has made sufficient academic progress, which is defined as completing and submitting at least 50% of the coursework and has an extenuating circumstance, the student may petition the Flexible Learning Office for a course extension before the course expires. Please email learn@dce.ufl.edu with your extension request.

If the student has not submitted at least 50% of their coursework, or the extension is denied, a failing grade of "E", "E0" or "E1" will be issued and recorded to the UF Registrar.

Course Cancels and Course Drops:

A Course Cancel:

Course cancellations must be completed in ONE.UF within 10 days of enrollment. No refunds are granted after 10 days. It is the student's responsibility to verify that all cancellation requests have been received by the Flexible Learning office within the allotted time.

To cancel a course sign on to ONE.UF, select "Register/View Schedule" in the Courses & Registration section. Then select the course(s) you wish to cancel and submit.

Course Drop:

To drop a course, you will need to complete your request in ONE.UF within 14 weeks of the date of enrollment. 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.

To drop a course sign on to ONE.UF, select "Register/View Schedule" in the Courses & Registration section. Then select the course(s) you wish to drop, include reason and submit.

*UF Undergraduate Students Only-Once you have done this, you must notify your Academic Advisor that you have submitted a drop request

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](#).

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 Student's Office](#) for review and final approval. Students must also notify the Flexible Learning of this request by learn@dce.ufl.edu.

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:** [Medical Withdrawal Process](#)
- **Retroactive Withdrawals:** [Retroactive Withdrawal Process](#)

UF Transcripts:

1. If you are unable to order your official transcript online, please contact the [UF Office of the University Registrar](#). In addition on more information on mailing in a transcript request form by remitting a check or money order.
2. The Registrar's Office hours are Monday-Friday, 8:00 a.m. to 5:00 p.m. and their phone number is 352-392-1374. Persons with hearing impairments can call FRS # 1-800-955-8771 (TDD).

UF Flexible Learning Contact Information:

Email: learn@dce.ufl.edu
Phone: (352) 294-6300
Website: [UF Flexible Learning](#)

Office Hours:

Monday-Friday, except Holidays
8:00am-5:00pm EST