

**DEPARTMENT OF MODERN LANGUAGES
AND CULTURAL STUDIES**

<https://uofa.ualberta.ca/modern-languages-and-cultural-studies>

**2017-2018 SPAN 300 A1: Advanced Spanish
(Spring 2018)**

Course Coordinator: Dr. Xavier Gutiérrez

Instructor: xxx

Office: xxx

Telephone: xxxx

E-mail: xxx

Personal Website: xxx

Fax: 780-492-9106

Time: xxx

Place: xxx

Office Hours: xxx,

or by appointment

Course Website: xxx

Course Prerequisite:

SPAN 212, or consent of the Spanish Language Coordinator (documentation required). Not to be taken by students with advanced standing equivalent or native or near-native ability or with credit in SPAN 306. If you are asked to withdraw from the course because prior background deems you ineligible, and you fail to do so, the Department has the right to cancel your registration.

Course-based Ethics Approval in place regarding all research projects that involve human testing, questionnaires, etc.?

Yes No, not needed, no such projects approved

Community Service Learning Component:

Required Optional None

Past or Representative Evaluative Course Material Available:

- Exam registry – Students' Union
<http://www.su.ualberta.ca/services/infolink/exam>
- See explanations below
- Document distributed in class or posted on eClass
- Other
- N/A

Additional Mandatory Instructional Fees (approved by Board of Governors):

Yes No

Course Description and Objectives:

This course is a high-intermediate to advanced-level course designed for students with a working knowledge of Spanish. It is intended to improve overall proficiency in Spanish, with a particular emphasis on grammar, reading, and writing, in order to prepare students for participation in higher-level academic courses in Spanish.

At the end of this course, successful students will be able to:

- use Spanish in a variety of contexts
- communicate ideas and opinions orally and in writing
- read and understand different types of texts in Spanish, including literary texts

Texts:

Required texts:

Alonso Raya, R., Castañeda Castro, A., Martínez Gila, P., Miquel López, L., Ortega Olivares, J., & Ruiz Campillo, J. P. (2011). *Gramática básica del estudiante de español (Edición revisada y ampliada)*. Barcelona: Difusión.

If you have purchased the English version of this book (*Students' Basic Grammar of Spanish*) for a previous course, you may continue to use it.

Additional materials will be posted on eClass.

Recommended resources:

Diccionario de la lengua española (22nd edition) and *Diccionario panhispánico de dudas* (1st edition) of the Real Academia Española are available online at <http://www.rae.es/>

Grade Distribution and dates (see Explanatory Notes):

Component	Value	Due dates
Compositions	20% (2 compositions x 10% each)	May 11 & 18
Homework and assignments	10%	Throughout the term
Unit tests	40% (2 tests x 20% each)	May 14 & May 22
End-of-term test	20%	May 25
Oral participation and attendance	10%	

Explanatory Notes on Assignments and Tests:

Compositions: You will be asked to write two, 500-word compositions on topics provided by the instructor. Each assignment must be **typed, double-spaced, single-sided**, or it will not be accepted and a grade of zero will be assigned. Indicate the **number of words** at the end of each assignment.

Homework and assignments: Throughout the term, you will be given short assignments to complete, as deemed appropriate by the instructor. These assignments will be **ungraded**, but you will receive credit for having completed the assignment. The mark for this component will be the number of assignments you completed (e.g. 18 of 20 assignments completed = 4.5/5). Where applicable, the answers will be provided for self-correction. For other assignments where no answer key is possible, the instructor will give you feedback, but no mark will be assigned.

You are responsible for finding out whether or not an assignment has been given; not knowing because you were not in class is not an acceptable excuse, as regular attendance is expected. If you miss an assignment due to an excusable absence, you will be excused from that particular assignment, and your grade will be adjusted accordingly. For an unexcusable absence, or if you simply forgot, you will not receive credit for the assignment.

Unit tests: A test will be given at the end of the first two units. The instructor will indicate which material from each unit will be tested. No dictionary or other material or electronic devices will be permitted during the test.

End-of-term test: The end-of-term test will be written during the last class of the course. The test will cover the grammar topics studied in the course, plus a composition on topics discussed throughout the course. No dictionary or other material or electronic devices will be permitted during the test. **There is no final exam for this course.**

Oral participation: The mark for this component is based on how actively you participate in class activities (whole class or group activities) and how much you try to speak in Spanish. You are not expected to speak in perfect, fluent Spanish, but you are expected to put in your best effort and take advantage of every possible opportunity to practice speaking Spanish. While daily attendance is not taken, regular absenteeism is noted, as you cannot participate if you are not present.

GRADING:

Assessment of the individual course components may be in the form of numerical marks or letter grades. The final letter grade will be based on "a combination of absolute achievement and relative performance in a class" (University Calendar, [Evaluation Procedures and Grading System](#)). The University Grading Procedure mandates that "a student's level of achievement of the goals/outcomes of a course, their grade, and the descriptor of that grade must be aligned" (<https://policiesonline.ualberta.ca/>). The following guidelines have been adopted by the Department of Modern Languages and Cultural Studies:

“MLCS Undergraduate Grading Scale”

Descriptor	Letter Grade	Grade Point Value	%
Excellent. A+, A or A- is earned by work which is superior in content and form and demonstrates an exceptional grasp of the subject matter. The grade of A+ designates work that far exceeds course expectations. Grades in the A range are normally achieved by a small number of students.	A+	4.0	97-
	A	4.0	100
	A-	3.7	93-96
Good. B+, B or B- is earned by work that demonstrates a thorough comprehension of the course material and a good command of relevant skills. Grades in the B range are normally achieved by the largest number of students.	B+	3.3	87-89
	B	3.0	83-86
	B-	2.7	80-82
Satisfactory. C+, C or C- is earned by work that demonstrates an adequate grasp of the course material and relevant skills. Grades in the C range designate work that has met the basic requirements of the course.	C+	2.3	77-79
	C	2.0	73-76
	C-	1.7	70-72
Poor/Minimal Pass. D+ or D is earned by work that demonstrates minimal familiarity with the course material. Grades in the D range generally indicate insufficient preparation for subsequent courses in the subject matter.	D+	1.3	65-69
	D	1.0	60-64
Failure.	F	0.0	0-59

REQUIRED NOTES:

Policy about course outlines can be found in the [Evaluation Procedures and Grading System](#) of the University Calendar.

Academic Integrity:

The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the

University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at www.governance.ualberta.ca) and avoid any behaviour that could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.

Learning and Working Environment:

The Faculty of Arts is committed to ensuring all students; faculty and staff are able to study and work in an environment that is safe and free from discrimination and harassment. It does not tolerate behaviour that undermines that environment. The Department urges anyone who feels that this policy has been or is being violated to:

- Discuss the matter with the person whose behaviour is causing concern; or
- If that discussion is unsatisfactory, or there is concern that direct discussion is inappropriate or threatening, discuss it with the Chair of the Department.

For additional advice or assistance regarding this policy you may contact the [Office of the Student Ombuds](#). Information about the [University of Alberta Discrimination and Harassment Policy and Procedures](#) is described in [UAPPOL](#).

Academic Honesty:

All students should consult the information provided by the [Student Conduct & Accountability Office](#) regarding avoiding cheating and plagiarism in particular and academic dishonesty in general (see the [Academic Integrity Undergraduate Handbook](#) and [Information for Students](#)). If in doubt about what is permitted in this class, ask the instructor.

Students involved in language courses and translation courses should be aware that on-line “translation engines” produce very dubious and unreliable “translations.” **Students in languages courses** should be aware that, while seeking the advice of native or expert speakers is often helpful, **excessive editorial and creative help** in assignments is considered a form of “cheating” that violates the code of student conduct with dire consequences.

An instructor or coordinator who is convinced that a student has handed in work that he or she could not possibly reproduce without outside assistance is obliged, out of consideration of fairness to other students, to report the case to the Associate Dean of the Faculty. See the [Academic Discipline Process](#).

Recording of Lectures:

Audio or video recording, digital or otherwise, of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Student or instructor content, digital or otherwise, created and/or used within the context of the course is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the content author(s).

Attendance, Absences, and Missed Grade Components:

Regular attendance is essential for optimal performance in any course. In cases of potentially excusable absences due to illness or domestic affliction, notify your instructor by e-mail within two days. Regarding absences that may be excusable and procedures for addressing course components missed as a result, consult sections [Attendance](#) and [Examinations](#) of the University Calendar. Be aware that unexcused absences will result in partial or total loss of the grade for the “attendance and participation” component(s) of a course, as well as for any assignments that are not handed-in or completed as a result.

In this course, participation is an essential component; therefore, students are expected to attend class daily, be prepared to interact in Spanish in a variety of situations, keep up with the material, complete and hand in assigned homework, and take exams on the scheduled date.

a. Excused absences are not automatic; therefore, in cases of potentially excusable absences (emergency conditions, incapacitating illness, religious convictions or legitimate University-related business), students may apply for an excused absence for missed classes, term work, or exams. Please note:

- For an absence to be considered excused, instructors will request adequate documentation to substantiate the reason for the absence (i.e. in the form of a “Medical Declaration Form for Students” <https://uofa.ualberta.ca/arts/-/media/arts/student-services/documents/medicaldeclarationformforstudents.pdf>). Please, note that a “Statutory Declaration” submitted at the end of term covering multiple absences during the term will not be accepted.
- A student must inform the instructor within one working day following the class which was missed, or as soon as the student is able, having regard to the circumstances underlying the absence.
- For missed exams or term work, **no extension will be given after this deadline has elapsed and a grade of ZERO will be assigned.**
- For an excused absence where the cause is religious belief, a student must contact the instructor(s) within two weeks of the start of Fall or Winter classes; and within three days of the start of Spring or Summer classes.
- **No request for make-up for missed work or exams will be considered without proper documentation.**
- Providing any kind of document(s) does not imply an automatic approval; it will be at the discretion of the instructor to accept or decline a document and/or grant the student’s request for an excused absence.
- For further explanation regarding absences that may be excusable and procedures for addressing course components missed as a result, consult section 23.3 of the University Calendar.

b. Unexcused absences. Each student is **allowed one unexcused absence for the entire term.** This does not include days on which assignments are due or when an exam or test is given. **For any unexcused absence beyond the allotted one, 5% per unexcused absence will be taken off the final course grade.** In addition, a **grade of ZERO** will be given for any exams, quizzes, assignments or participation grade sheets that are not handed in or completed as a result of an unexcused absence.

Policy for Late Assignments and Tests:

All assignments are due at the beginning of the scheduled class time unless arrangements have been made **in advance** with the instructor. An assignment is considered submitted when the instructor has it in hand. In cases of medical or other emergency, the student is responsible for notifying the instructor by email within two days, and written documentation may be requested. The instructor reserves the right not to accept a late assignment or to deduct up to 5% per day of lateness. No assignments will be accepted once they have been returned to the class and/or the answer key made available. **There will be no “extra” assignments for “extra” marks.**

All tests must be written on the specified date unless arrangements have been made **in advance** with the instructor. In cases of medical or other emergency, the student is responsible for notifying the instructor by email within two days, and written documentation may be requested. The instructor reserves the right not to administer a makeup test and/or to transfer the weight of the test to other components.

Student Accessibility Services:

If you have special needs that could affect your performance in this class, please let me know during the first week of the term so that appropriate arrangements can be made. If you are not already registered with [Student Accessibility Services](#), contact their office immediately (1-80 SUB; Email sasrec@ualberta.ca; phone 780-492-3381).

ADDITIONAL INFORMATION:

Placement

1. All students registered for Span 300 are required to complete the “Prerequisite check”, found on the eClass site of this course, no later than May 8. (Instructions will be provided in class)
2. Span 300 is not to be taken by:
 - Students with native or near native proficiency, heritage-speakers and/or those for whom it is their first language – those who have one or more parents who are Spanish speakers. Please, consult with the Spanish language coordinator, Dr. Xavier Gutiérrez (xavier.gutierrez@ualberta.ca) for adequate placement; or
3. All other students with previous knowledge of Spanish (e.g., Spanish 10, Spanish 20, or equivalent) must contact Dr. Xavier Gutiérrez for adequate placement.
4. Students who have been granted permission by Dr. Gutiérrez to take this course must provide written documentation to their instructor stating such approval (i.e. forwarded email from Dr. Gutiérrez).
5. The Department will withhold credit from students completing courses for which prior background is deemed to make them ineligible. Should such a student register in the course, credit will be withheld. Any student who has questions or concerns regarding eligibility is asked to contact the Spanish language coordinator, Dr. Gutiérrez – xavier.gutierrez@ualberta.ca – and NOT their instructor.

Consultation with instructors Students are encouraged to consult their instructors regarding any concerns they have about the course content, the structure of the course, or their personal progress. Please, note that students are responsible for any notes or material from any class missed. Do not contact the course instructor or the Spanish language coordinator in this regard.

Use of Spanish: This is a Spanish course, therefore it will be taught in Spanish. However, the instructor may occasionally use English if it is deemed pedagogically appropriate. Furthermore, to benefit from this course and to acquire a greater understanding of the language, students are expected to speak Spanish as much as possible in class.