

**University of Nevada - Las Vegas**  
**Department of World Languages and Cultures**  
**Spanish 214 - Elementary Spanish II (MW)**  
**Fall 20\_\_**

Instructor Name: \_\_\_\_\_  
Section: \_\_\_\_\_  
Instructor Office: \_\_\_\_\_  
Office Hours: \_\_\_\_\_  
Instructor Phone: \_\_\_\_\_  
Instructor E-mail: \_\_\_\_\_

Spanish Language Program Coordinator: Germán Negrón Rivera, Ph.D.

Office Hours (Zoom): Mondays 2:00 pm–3:00 pm; Tuesdays and Thursdays 10:00 am-11:00 am; and by appointment (first contact, via email, please)

Instructor Phone: (702) 895-3448

Instructor E-mail: [german.negron@unlv.edu](mailto:german.negron@unlv.edu)

**Teaching mode** – This class is taught in person.

**Public Health Directives** - Face coverings are currently optional for all faculty and students in the classroom. Students must follow all active UNLV public health directives while enrolled in this class. UNLV public health directives are found at [Health Requirements for Returning to Campus](https://www.unlv.edu/coronavirus/health-requirements), <https://www.unlv.edu/coronavirus/health-requirements>. Students who do not comply with these directives may be asked to leave the classroom. Refusal to follow the guidelines may result in further disciplinary action according to the [UNLV Student Conduct Code](https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf), [https://www.unlv.edu/sites/default/files/page\\_files/27/StudentConduct-Code.pdf](https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf), including being

**Course Information**

Course Title: Intermediate Spanish II  
Catalog Prefix & Number: SPAN 214  
Semester Credit Hours: 3 credit hours

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**General objectives**

- Students will demonstrate intermediate proficiency level in reading, writing, listening and speaking.
- Students will demonstrate cultural of understanding of Hispanic cultures through comparisons and connections with their own culture.
- Students will develop metalinguistic awareness of language as a system and of the ways in which language codes information.

**Specific linguistic and communicative outcomes**

Students will be able to

- combine simple sentences.

- talk about the future.
- talk about hypothetical situations.
- express emotions, opinions, wishes, requests, doubts using the subjunctive mood.

**Course Materials\*:**

-Textbook: Blanco, José A., and Philip Redwine Donley. Vistas. Introducción a La Lengua Española. 6th Edition, Boston, MA: Vista Higher Learning, 2019.

-Supersite Plus Card with WebSam (Textbook & WebSam card will be used for Span 113, 114, 213 & 214).

-Spanish/English dictionary

\*Note: Each student is required to have his/her own textbook. Textbook sharing is not allowed. Students are required to bring the textbook to class daily. At the instructor’s discretion, failure to bring the required materials to class may constitute an absence.

**WEIGHTING SCALE:**

Homework/Lab	10%
Compositions	15%
Oral presentation	5%
Quizzes	30%
Midterm	20%
Final Exam	20%
Total	100%

**GRADING SCALE:**

A	93-100
A-	90-92
B+	88-89
B	84-87
B-	80-83
C+	78-79
C	74-77
C-	70-73
D+	68-69
D	64-67
D-	60-63
F	59 & Below

**Extra credit policy** - There will be no extra credit in the class.

**Attendance Policy** - Class attendance is mandatory.

Student attendance is essential, especially when we meet only twice a week. Steven J. Corbert says that:

"When students miss class, they miss out on important details, changes to the syllabus, and new assignments, not to mention the opportunity for a deeper understanding of a topic. They miss the chance to ask questions, learn from their peers, and show us where we may need to slow down, speed up, or retrace elements of the course content."

Lafrance, M., & Corbett, S. J. (2014, July 14). A 21st-Century Attendance Policy. The Chronicle of Higher Education. Retrieved from <https://www.chronicle.com/article/A-21st-Century-Attendance/147693>

We should add that when a student is absent, he/she cannot collaborate with classmates and participate in class activities, which is an essential part of the language learning process.

Therefore, a student may miss class three (3) times for any reason (e.g., medical, hospitalization, jury duty, transportation issues, ROTC, funerals, personal, family, trips, emergency conditions, employment commitments, extra-curricular activities, other course commitments, etc.) without it affecting his/her grade. After three (3) absences, his/her final course grade will be lowered one letter grade for each absence thereafter. Example: if a student has 4 absences and his/her grade is "B" it will change to a "B- ". Missing eight (8) or more classes will result in an automatic final grade of F. Absences related to religious holidays or representing UNLV are exempted (see below).

If a student arrives late to class (15 minutes maximum), a tardy will be marked next to his/her name. After 15 minutes you will be allowed to stay in class, however, an absence will count against you. After three (3) tardies, an absence will be counted against the student.

If a student steps out of class for more than 5 minutes (emergencies exempt) or if you depart prior to dismissal by the instructor, you will be counted absent for that class period.

Students are expected to be mindful of assignments & due dates as indicated in the course calendar. Also, it is the students' responsibility to check **WebCampus daily** for announcements and supplementary exercises. Students who are not properly enrolled are not allowed to sit in class. All classes are primarily taught in Spanish.

**WebSam SuperSite Plus (Online Laboratory and Workbook)\*** - The laboratory will consist of the assigned WebSam exercises for lessons 15-18. All sections and due dates are pre-assigned and must be completed online at: <http://vistas.vhlcentral.com>. Refer to the instructions that your instructor will provide for complete information. If you have a computer that does not meet the system requirements and/or require additional computer help, please visit the Language Resource Center located in FDH 240. (<http://lrc.unlv.edu/>)

Computer issues/login problems, other than those directly attributable to SuperSite program itself (please keep an e-mail log of all correspondence with SuperSite), are not acceptable excuses for incomplete or late work.

**\*NOTE:** Students are required to register with the Supersite program by **Wednesday Sept XX, 20\_\_**. When creating a new account, students must use their REBELMAIL e-mail address.

**Compositions** - There will be a total of four (4) compositions. Students will write two versions of each composition: a draft and a final version. Topics for the compositions are on pages 532, 566 602 and 634. All compositions drafts and final versions **must be typewritten in double space**. Final versions of compositions will be accepted only if a rough draft has been turned in prior to the final draft. Refer to the "Composition Guidelines" for complete information.

Note: Compositions that are late due to extraordinary circumstances will be evaluated on a "case by case" basis and accepted at the instructor's discretion.

**Oral presentation** - Students are required to talk in front of the class for two and a half minutes. The instructor will provide the topics. This individual oral presentation will take place during the second half of the semester (after the midterm exam). The specific dates for the presentations will be assigned by the instructor. The presentation is worth 5% of your final grade. Students are not allowed to read during the presentation.

**Chapter Quizzes\*** - There will be a total of three (3) quizzes; two will be chapter quizzes and one will be a quiz on the readings. Quiz #1 will cover chapters 15. Quiz #2 will cover chapter 17. Quiz #3 will cover the readings. The material of chapter 16 will be included in the midterm and 18 in the final exam, which is cumulative.

**Examinations** - There will be a total of two (2) examinations: a midterm examination that will cover chapters 15 and 16, and a **cumulative final examination\*\***. .

**Personal scheduling conflicts, family and/or employment commitments are not acceptable excuses. Please plan accordingly, attendance is mandatory.**

**Final Examinations** - The University requires that final exams given at the end of a course occur on the date and at the time specified in the Final Exam schedule. The Final Exam schedule is typically available at the start of the semester, and the classroom locations are available approximately one month before the end of the semester. See the [Final Exam Schedule](https://www.unlv.edu/registrar/calendars), <https://www.unlv.edu/registrar/calendars>.

**Homework Policy** - All homework is due on the designated due date. Late, e-mailed, faxed, "dropped off later" or hand-written assignments will NOT be accepted for credit. Late assignments may be accepted with a documented excuse as outlined in the attendance policy.

Note: Assignments that are late due to extraordinary circumstances will be evaluated on a "case by case" basis and accepted at the instructor's discretion. Homework will primarily consist of the online laboratory. Homework may also include any other instructor directed assignments.

**Missed Classwork** - Any student missing class, quizzes, examinations, or any other class or laboratory work because of observance of religious holidays will be given an opportunity during that semester to make up the missed work. The make-up opportunity will apply to the religious holiday absence only. It is the responsibility of the student to notify the instructor within the first 14 calendar days of the course for Fall and Spring courses (except for modular courses), or within the first 7 calendar days of the course for Summer and modular courses, of their intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit the Missed Classwork policy, under Registration Policies, on the [Academic Policies](https://catalog.unlv.edu/content.php?catoid=32&navoid=8271&hl=) webpage, <https://catalog.unlv.edu/content.php?catoid=32&navoid=8271&hl=>.

In accordance with the policy approved by the Faculty Senate regarding missed class time and assignments, students who represent UNLV in any official extracurricular activity will also have the opportunity to make up assignments, provided that the student submits official written notification to the instructor no less than one week prior to the missed class(es).

The spirit and intent of the policy for missed classwork is to offer fair and equitable assessment opportunities to all students, including those representing the University in extracurricular activities. Instructors should consider, for example, that in courses which offer a "Drop one" option for the lowest assignment, quiz, or exam, assigning the student a grade of zero for an excused absence for extracurricular activity is both contrary to the intent of the Faculty Senate's policy, and an infringement on the student's right to complete all work for the course.

This policy will not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the University that could be reasonably avoided. There should be a good faith effort by both the instructor and the student to agree to a reasonable resolution. When disagreements regarding this policy arise, decisions can be appealed to the Department Chair/School Director, College/School Dean, and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to academic recruitment activities, competitive intercollegiate athletics, fine arts activities, liberal arts competitions, science and engineering competitions, and any other event or activity sanctioned by a College/School Dean, and/or by the Executive Vice President and Provost.

**Language Placement** - All students MUST take a placement exam prior to enrolling in a course in that language. Students with no prior study, as well as those who have no formal or informal exposure to a language will, understandably, place into the first level course and the exam streamlines that process. Once a student has completed the placement exam, the results will be input into the registrar's database to automatically allow registration into the appropriate level course.

All placement exams are free. The placement exam for Spanish is online: <http://webhttp://webcape.org/ape.org/?acct=unlv>. If that link fails to connect automatically, cut and paste it into your browser. The password to take the exam is “rebel”.

The link above leads directly to the test selection page for UNLV. Alternatively, this link: <http://webcape.org/> will lead to the general test site, from which the student can select UNLV on the list of universities. The password to take the test is the same: rebel. The exam may be taken only once per semester.

Heritage Spanish speakers may not enroll in lower-division classes numbered 113, 114, 213, 214 in that language. These students are encouraged to follow the [chart for Spanish placement](https://www.unlv.edu/sites/default/files/page_files/3/Spanish-Placement-Questions.pdf) into 126, 226 or 227 ([https://www.unlv.edu/sites/default/files/page\\_files/3/Spanish-Placement-Questions.pdf](https://www.unlv.edu/sites/default/files/page_files/3/Spanish-Placement-Questions.pdf)), and/or to consult with the department advisor in Spanish: Dr. Galindo ([jorge.galindo@unlv.edu](mailto:jorge.galindo@unlv.edu)). During the summer months, those students should contact the department office for an appointment with the summer advisor.

If students remain in a class for which, in the opinion of the course instructor, they are too advanced, they will be subject to administrative drop.

After initial placement, language courses 113, 114, 213, 214 or, alternatively for heritage Spanish speakers, 126, 226 and 227, must be taken in sequential order. Students may not enroll concurrently in any of these courses in the same language.

Students who have questions about placement should contact the Department of World Languages and Cultures (e-mail [wlc@unlv.edu](mailto:wlc@unlv.edu); phone 702-895-3431).

**Auditing a Course** - Auditing a course allows a student to continue attending the lectures and/or laboratories and discussion sessions associated with the course, but the student will not earn a grade for any component of the course. Students who audit a course receive the same educational experience as students taking the course for a grade, but will be excused from exams, assessments, and other evaluative measures that serve the primary purpose of assigning a grade.

**Copyright** - The University requires all members of the University Community to familiarize themselves with, and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you, nor assume any responsibility for student or employee violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional [copyright policy information](https://www.unlv.edu/provost/copyright) is available at <https://www.unlv.edu/provost/copyright>.

**Identity Verification in Online Courses** - All UNLV students must use their Campus-issued ACE ID and password to log in to WebCampus-Canvas. UNLV students enrolled in online or hybrid courses are expected to read and adhere to the [Student Academic Misconduct Policy](https://www.unlv.edu/studentconduct/misconduct/policy), <https://www.unlv.edu/studentconduct/misconduct/policy>, which states that “acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment” is a form of academic misconduct. Intentionally sharing ACE login credentials with another person may be considered an attempt to use a substitute, and could result in investigation and sanctions, as outlined in the Student Academic Misconduct Policy.

UNLV students enrolled in online courses are also expected to read and adhere to the [Acceptable Use of Computing and Information Technology Resources Policy](https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy), <https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy>, which prohibits sharing university accounts with other persons without authorization.

To the greatest extent possible, all graded assignments and assessments in UNLV online courses should be hosted in WebCampus-Canvas or another UNLV-managed platform that requires ACE login credentials for access.

**Academic Misconduct** - Academic integrity is a legitimate concern for every member of the University community. We all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy, and are encouraged to always take the ethical path whenever faced with choices. Students enrolling at UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's educational mission. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another person, from the Internet or any other source without proper citation of the source(s). See the [Student Conduct Code](https://www.unlv.edu/studentconduct/student-conduct), <https://www.unlv.edu/studentconduct/student-conduct>.

**Auditing a Course** - Auditing a course allows a student to continue attending the lectures and/or laboratories and discussion sessions associated with the course, but the student will not earn a grade for any component of the course. Students who audit a course receive the same educational experience as students taking the course for a grade, but will be excused from exams, assessments, and other evaluative measures that serve the primary purpose of assigning a grade.

**Classroom Conduct** - Students have a responsibility to conduct themselves in class and in the libraries in ways that do not interfere with the rights of other students to learn, or of instructors to teach. Use of devices such as cellular phones and pagers, or other potentially disruptive activities are only permitted with the prior explicit consent of the instructor. Students are specifically prohibited to record classes without instructor authorization, including online/remote classes (either audio only, or video and audio). The instructor may rescind permission at any time during the class. If a student does not comply with established requirements or obstructs the functioning of the class, the instructor may initiate an administrative withdrawal of the student from the course.

Since the COVID-19 pandemic forced some instruction to be delivered remotely starting in Spring 2020, numerous students have asked instructors to record their synchronous classes, so that they can access them at their convenience. Instructors who agree to record their classes (audio only, or video and audio) should inform students in advance. Recorded lectures may not be broadly released to anyone, but made available exclusively to those students enrolled in the class during the particular academic term. Recorded lectures must be stored securely, and are subject to the Nevada System of Higher Education's Records Retention Policy, meaning that the recordings can only be deleted 120 days after the end of class (i.e., after grades are posted). Once this requirement is met, the recordings should be deleted. Class recordings are protected from disclosure, as they are deemed part of an educational record under the Family Educational Rights and Privacy Act (FERPA).

**Disability Resource Center (DRC)** - The [UNLV Disability Resource Center](https://www.unlv.edu/drc) (Student Services Complex, SSC-A, Room 143, <https://www.unlv.edu/drc>, telephone 702-895-0866) provides resources for students with disabilities. Students who believe that they may need academic accommodations due to a permanent disability, temporary or permanent medical need, or academic support due to pregnancy are encouraged to contact the DRC as early as possible in the academic term. A Disabilities Specialist will discuss what options may be available to you. Students who are already registered with the DRC should request their accommodations online each semester, and make an appointment to discuss their accommodations with their instructors.

**Incomplete Grades** - The grade of "I" (Incomplete) may be granted when a student has satisfactorily completed three-fourths of course work for that semester/session, but cannot complete the last part of the course for reason(s) beyond the student's control and acceptable to the instructor, and the instructor believes that the student can finish the course without repeating it. For undergraduate courses, the incomplete work must be made up before the end of the following regular semester. Graduate students receiving "I" grades



in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the period indicated, a grade of “F” will be recorded, and the student’s GPA will be adjusted accordingly. Students who are fulfilling an Incomplete grade do not register for the course, but make individual arrangements with the instructor who assigned the “I” grade.

**Library Resources** - Librarians are available to consult with students on research needs, including developing research topics, finding information, and evaluating sources. To make an appointment with a subject expert for this class, please visit the [Libraries’ Research Consultation](https://guides.library.unlv.edu/appointments/librarian) website, <https://guides.library.unlv.edu/appointments/librarian>. You can also [ask the library staff](https://ask.library.unlv.edu/) questions via chat and text message at <https://ask.library.unlv.edu/>.

**Rebelmail** - Rebelmail is UNLV’s official email system for students and by University policy, instructors and staff should only send emails to students’ Rebelmail accounts. Rebelmail is one of the primary ways in which students receive official University communications, information about deadlines, major Campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the University. Sending emails within WebCampus-Canvas is also acceptable.

**Title IX** - UNLV is committed to providing an environment free of all forms of unlawful discrimination including sexual and gender-based discrimination, harassment, and violence like sexual assault, intimate partner violence, and stalking. If you, or someone you know, has experienced or is experiencing these types of behaviors, know that you are not alone. Resources and support are available. To learn more or to report an incident, please visit the [Office of Equal Employment and Title IX website](https://www.unlv.edu/compliance) at <https://www.unlv.edu/compliance>.

Please be aware that as an instructor, I am not a confidential resource, and I will need to report incidents of sexual misconduct to UNLV’s Title IX Coordinator. You can also report concerns directly using the [online reporting form](https://cm.maxient.com/reportingform.php?UnivofNevadaLasVegas&layout_id=18), at [https://cm.maxient.com/reportingform.php?UnivofNevadaLasVegas&layout\\_id=18](https://cm.maxient.com/reportingform.php?UnivofNevadaLasVegas&layout_id=18), or [via email](mailto:titleixcoordinator@unlv.edu) at [titleixcoordinator@unlv.edu](mailto:titleixcoordinator@unlv.edu) or 702-895-4055. For confidential support in matters of sexual violence, relationship/family violence, or stalking, contact [the Care Center](https://www.unlv.edu/carecenter) at <https://www.unlv.edu/carecenter> or 702-895- 0602.

**Tutoring and Coaching** - The Academic Success Center (ASC), at the Claude I. Howard Building, provides tutoring, academic success coaching, and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, please visit the [ASC website](https://www.unlv.edu/asc), <https://www.unlv.edu/asc>, or call 702-895-3177. The ASC is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of SSC A, Room 254. Drop-in tutoring is located on the second floor of the Lied Library, and on the second floor of the College of Engineering building (TBE A 207).

**UNLV Writing Center** - One-on-one or small group assistance with writing is available free of charge to UNLV students at the [Writing Center](https://writingcenter.unlv.edu/), <https://writingcenter.unlv.edu/>, located in the Central Desert Complex, Building 3, Room 301 (CDC 3–301). Walk-in consultations are sometimes available, but students with appointments receive priority assistance. Students may make appointments in person or by calling the Center, telephone 702-895-3908. Students are requested to bring to their appointments their Rebel ID Card, a copy of the instructions for their assignment, and two copies of any writing they have completed on their assignment.

**FREE 24/7 SUICIDE & CRISIS LIFELINE** - In addition to campus resources such as the [Counseling and Psychological Services \(CAPS\)](https://www.unlv.edu/caps) website at <https://www.unlv.edu/caps>, visiting the [YOU@UNLV website](https://you.unlv.edu/) at <https://you.unlv.edu/>, and [Early Alert](https://www.unlv.edu/graduatecollege/academy/early-alert) (for graduate students, at <https://www.unlv.edu/graduatecollege/academy/early-alert>), you may now call or text 988 or [chat at 988lifeline.org](https://988lifeline.org) if you or someone you know is in crisis and in need of support.

**International Programs** - For deadlines for USAC Study Abroad Scholarships, go to: <http://internationalprograms.unlv.edu/events.html#scholarships>

**Student Counseling and Psychological Services (CAPS)** - CAPS offers many resources along with trained clinicians to help you work through problems commonly experienced by students of all ages and backgrounds. Located in the Student Recreation & Wellness Center. (702)895-3627, <http://www.unlv.edu/srwc/caps>

**Technology Support Contact Information** - For general technology support and Canvas support: Office of Information Technology (OIT), UNLV (702)895-0777, <http://oit.unlv.edu>

**Language Resource Center (language and multimedia computer lab, FDH 240)** - The Language Resource Center is a computer and multimedia laboratory for students, faculty and staff. A current UNLV ID and a MY UNLV account are required to use this facility. (702)895-1930, <http://lrc.unlv.edu/>

**Diversity Statement** - As an institution of higher learning, UNLV represents a rich diversity of human beings among its faculty, staff, and students, and is committed to aspiring to maintain a Campus environment that values that diversity. Accordingly, the University supports understanding and appreciation of all members of its community, regardless of race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, gender identity, marital status, pregnancy, genetic information, veteran status, or political affiliation. Please see [University Statements and Compliance](https://www.unlv.edu/about/statements-compliance), <https://www.unlv.edu/about/statements-compliance>.

A successful learning experience requires mutual respect and trust between the students and the instructor. Accordingly, the instructor asks that students be willing to listen to one another's points of view, acknowledging that there may be disagreements, keep discussion and comments on topic, and use first person, positive language when expressing their perspectives.

**UNLV Land Acknowledgement** - UNLV is situated on the traditional homelands of Indigenous groups, including the Nuwu or Nuwuvi, Southern Paiute People, descendants of the Tudu, or Desert People. We honor and offer gratitude for those who have stewarded the land; for the land itself; and for the opportunity to cultivate a thriving, diverse, inclusive, and just scholarly community here today that works for a better tomorrow for all.

### **Important links**

**Academic Policies:** <https://catalog.unlv.edu/content.php?catoid=29&navoid=7326>

**Student Services & Activities:** <https://catalog.unlv.edu/content.php?catoid=29&navoid=7331>

**University Policies:** <https://catalog.unlv.edu/content.php?catoid=29&navoid=7332>

**University Community & Libraries:** <https://catalog.unlv.edu/content.php?catoid=29&navoid=7322>



### Course calendar

Aug 29	Introduction; Lesson 15
Aug 31	L15
Sept 05	<b>Labor Day Recess</b>
Sept 07	L15 <b>Syllabus agreement due</b> <b>NOTE: Students must be registered at WebSam by this date</b>
Sept 12	L 15
Sept 14	L15 <b>WebSam 15 due on Sept 18</b>
Sept 19	<b>Quiz #1</b> L16
Sept 21	L16 <b>Composition #1 (draft)</b>
Sept 26	L16
Sept 28	L 16
Oct 03	L 16
Oct 05	L 16 <b>Composition #1 (final)</b> <b>WebSam 16 due on Oct 09</b>
Oct 10	<b>Midterm</b>
Oct 12	L 17 <b>Composition #2 (draft)</b>
Oct 17	L 17
Oct 19	L 17
Oct 24	L 17
Oct 26	L 17 <b>WebSam 17 due on Oct 30</b>
Oct 31	<b>Quiz #2</b> L 18 <b>Composition #2 (final)</b>
Nov 02	L 18
Nov 07	L18
Nov 09	L 18 <b>Composition #3 (draft)</b>
Nov 14	L 18 <b>WebSam 18 due on Nov 15</b>
Nov 16	Reading <b>Composition #3 (final)</b>
Nov 21	Reading
Nov 23	Reading <b>Composition #4 (draft)</b>
Nov 28	<b>Quiz #3</b> Presentations

Nov 30	Reading
Dec 05	Readings Presentations <b>Composition #4 (final)</b>
Dec 07	Review
<b>Final Exam</b>	<b>Final Exam – TBA</b>

**University of Nevada - Las Vegas**  
**Department of World Languages and Cultures**  
**Span 214 (MW) - Intermediate Spanish II**  
**Fall 20\_\_**

**Composition Guidelines**

All compositions must follow the following guidelines in order to be accepted for credit (All topics & due dates are outlined on your course calendar):

- Draft & Final Version must be typewritten
- Doubled-spaced
- 12 point font
- Script: Times New Roman
- One (1) inch margins all around
- Word count must be included on the bottom right of the composition
- Final draft must be turned in with the corrected draft STAPLED on the left hand corner.
- Name, Class & Section, Date & Comp #, "Draft" or "Final Version" must be written, single-spaced on the top left hand corner).

**Example:**

**John Doe**

**Spanish 214 - Section 01**

**21 Sept 2022**

**Comp #1: Draft**

Your instructor will use the following codes when correcting your composition drafts & final versions:

1. Missing accent, punctuation, and/or spelling error
2. Phrase, sentence does not make sense
3. Direct English translation
4. Use of English
5. Wrong verb
6. Wrong word
7. Missing word
8. Wrong conjugation
9. Number, gender and/or agreement error
10. Unnecessary word
11. Incorrect transition
12. Incorrect Vocabulary
13. Word order
14. No topic sentence
15. No conclusion
16. Main points need to be developed
17. Needs title (if applicable)

The draft is worth 60% of the total composition grade, and the corrected final version is worth 40% of the total composition grade. If no final version is turned in, per the syllabus/composition guidelines, the student will receive only 60% of the total composition grade; no final version will be accepted without a draft version. All compositions are due on the indicated due date as stated on the course calendar. Only hard

copies of the compositions will be accepted for grading on the due date. No e-mailed, faxed or, "dropped off later" compositions will be accepted. Late compositions will only be accepted with a valid documented excuse as outlined in the course syllabus. Final draft compositions that are turned in without corrections will receive a grade of zero (0). Late compositions due to extraordinary circumstances will be evaluated on a "case by case" basis and accepted at the instructor's discretion.

**Word Count**

- Comp #1 (page 532) - 200 words**
- Comp #2 (page 566) - 225 words**
- Comp #3 (page 602) - 250 words**
- Comp #4 (page 634) - 250 words**

**Spanish Typing Accent Information:**

Windows\*

Á – Alt + 0193	á – Alt + 0225	ü – Alt + 0252
É – Alt + 0201	é – Alt + 0233	¿ - Alt + 0191
Í – Alt + 0205	í – Alt + 0237	¡ - Alt + 0161
Ó – Alt + 0211	ó – Alt + 0243	« - Alt + 0171
Ú – Alt + 0218	ú – Alt + 0250	» - Alt + 0187
Ñ – Alt + 0209	ñ – Alt + 0241	€-Alt+0128
Ü – Alt + 0220		

\*MacIntosh

Acute Accent – Type: Option + E, then the vowel. For instance, to type á hold down Option + E, then type lowercase “A”. To type “Á”, hold down Option + E, then type a capital A.

ñ, Ñ – Type Option + N, then lowercase N for ñ or capital N for Ñ.

ü, Ü – Type Option + U, then lowercase U for ü or capital U for Ü.

¿ - Type Shift + Option + ?

¡ - Option + 1

« - Option + \

» - Shift + Option + \

€ - Shift + Option + 2 (May not work for older System 9 fonts)

\*Note: Codes may not work on laptop computers.

Further information about the evaluation of the compositions will be provided by the instructor.