

## U912-225 Third Year Language Practice

**Course Format:** Print-based

**Course Author:** Jeff Kirsch, Ph.D.

**Course credits:** 3

**Prerequisites:** Completion of U912-204 Fourth Semester Spanish with a C or better or the equivalent.

**Course Level:** Intermediate; Appropriate for second-year or higher college students.

**Course Description:** This is a third-year-level (fifth semester) language course, to be taken after successful completion of U912-204 Fourth Semester Spanish and before U912-226 Third-Year Grammar and Composition. Emphasis is on both reviewing all Spanish grammar previously studied and learning more advanced new material. All units except review units include a short composition.

**Required Course Materials:**

- Resnick, S., Giuliano, W., & Golding, P.M. (2001). *En Breve: A Concise Review of Spanish Grammar (World Languages) (5<sup>th</sup> ed.)*. Heinle. (ISBN: 978-0030329333)
- *U912-225 Course Guide*

**Optional Course Materials:**

- Any bilingual dictionary

**Course Overview:**

UNIT #	EVALUATED ACTIVITIES
1	Written Assignment
2	Written Assignment
3	Written Assignment
4	Written Assignment
5	Written Assignment
6	Written Assignment
7	Written Assignment
8	Written Assignment
9 Review	Written Assignment
Midcourse Examination	
10	Written Assignment
11	Written Assignment
12	Written Assignment
13	Written Assignment
14	Written Assignment
15	Written Assignment
16 Review	Written Assignment
Final Examination	



### Course Goals:

As we cannot examine your speaking or listening comprehension abilities in this course, your final grade will be based on your written Spanish. This is based on: (a) knowledge of grammar (both active [e.g., in translations] and passive [e.g., in multiple choice exercises]); (b) acquisition of vocabulary, both active and passive; (c) correct spelling in Spanish, which includes the mastery of written accents.

To achieve your goal in this course, you must do the following on all assignments and exams:

- Use the standard Spanish—vocabulary and grammar—presented in the textbook or study notes.
- Avoid all other forms of Spanish, such as words that are colloquial, regional, dialectal, variants, slang, or antiquated (unless they have been mentioned in the text or study notes).

Start out now on your path to success with Spanish by diligently studying the material from the textbook and, if you are using a tutor, having him or her explain to you the same material. Having a solid base of standard Spanish, such as *En Breve* provides, will be of major benefit to you if you continue your study of Spanish into the sixth semester or beyond. ¡Buena suerte!

### Course Organization and Procedures:

This course is divided into fourteen grammar units and two review units. Each grammar unit divided into three parts: (1) the assigned reading, specifying what parts of the text you should study in preparing each unit, (2) the study notes, which are supplementary explanations of the text intended to help you answer potential questions and prepare for the written assignments and examinations, and (3) the written assignment, which specifies the material you are to submit to your instructor for evaluation and grading.

The two review units—Units 9 and 16—provide you with the exam format and serve as pre-exam trial runs to help you prepare for the actual exams. If you submit work that does not appear to be your own (for example, it seems to be that of a tutor), you will be asked to explain your answers to ensure academic honesty.

Remember that you will not have access to the text, study notes, dictionaries, or other resource material while taking either exam. But if you have completed all the assignments by yourself, have truly learned the material (with or without the help of a tutor), and diligently taken the review tests and studied the results, then you should have no difficulty performing well on the exams.

### WRITTEN ASSIGNMENTS

As part of the course requirements, you will need to answer the set of questions under "Written Assignments" in each unit of this Course Guide.

#### *Preparing Written Assignments*

Please follow the guidelines below in writing and sending in your assignments. Doing so will decrease the time needed to process your assignment and will permit your Course Facilitator to evaluate it sooner and more effectively.

1. *Be sure to indicate the letter (or in some cases, number) and page number of all written exercises, and specify whether those numbers are from the text or the study notes.*
2. *If possible, use word-processing software or type all of your assignments. If this is not possible, you may print in ballpoint pen (do not use red). Do not write in pencil. If your handwriting is not legible, your assignment may be returned to you for rewriting.*
3. *Always write out all exercises in complete sentences, so that answers appear in a meaningful context. Anything less is unacceptable and will normally result in a grade of Incomplete.*



4. If you use a word-processor/computer for your written assignment, use a standard-size type (ten- or twelve-point) that will be easily legible to your Course Facilitator. Be sure to double-space (skip lines) so that your Course Facilitator will have adequate space to make corrections and comments.
5. It is imperative that you include all written accents. If you need to, write them in by hand.
6. Your Course Facilitator is interested in your success and wants to help with any questions pertaining to the course material and your study of Spanish. When your question concerns the textbook, please be specific about the assignment and page number.
7. Fill out the Progress Chart. It will help you keep your pace and monitor your progress.
8. Send in your written assignments as soon as you complete them. If you are unsure of your performance, it is preferable to wait until you have received a corrected assignment back before sending in the next one. (This is a recommendation to help you, not a requirement.)
9. Ordinarily, you may not send in more than four assignments at a time or per week. In special situations, you may ask your Course Facilitator beforehand for permission to send in more than four, and permission may or may not be granted. This is because it is academically unsound to proceed at such a very quick rate without first receiving feedback from your Course Facilitator, as this may lead to the repetition of the same error(s), among other difficulties that may impede a good performance. Moreover, we cannot guarantee that we will be able to correct and grade more than four assignments per student per week.
10. It is recommended that once you begin the course, you keep up regular study and review, sending in approximately the same number of assignments every week or month. Experience has shown that students who let large gaps of time pass between assignments or who, for example, complete the last half of the course in the last few weeks before a deadline, tend to perform less well than those who proceed at a steady pace.

### *Submitting Written Assignments*

Students in print-based courses have two options for submitting assignments: (1) submit electronically via our Independent Learning website (preferred method) or (2) submit assignments via postal mail.

To submit your assignment, follow the instructions below:

- **STEP 1:** Prepare your assignment in a word processing program (e.g. Microsoft Word). If you don't have access to a word processing program but would still like to submit a handwritten assignment using the process below you may do so as long as your scanned file type and size meet the criteria outlined in step 2.
- **STEP 2:** Save your assignment using one of the supported document file types: rtf, doc, docx, pdf. Make sure the file size does not exceed the 10MB limit. If your required scanned documentation is over 10MB please lower the settings on your scanner enough to meet the file size limit, while ensuring that the scan is still legible.
  - Be sure to save a copy of your assignment for your records.
  - Type your full name, course, assignment number and date at the top of your assignment document. Name your document file using your name and course (e.g. Doe.Jane.AmericanIndianLit.docx).
- **STEP 3:** When you've finished your assignment, return to the Independent Learning website (<https://il.wisconsin.edu>) and log into your Student Account. Access your Courses section, locate your print-based course, and follow the prompts to attach your assignment file. Alternatively, you may submit your assignment via postal mail to:

UW-Extension Independent Learning  
5602 Research Park Blvd., Suite 300  
Madison, WI 53719



### *After You've Submitted a Written Assignment*

Proceed to the next unit and continue making progress in your course. If you submitted your assignment electronically you should expect to receive feedback electronically within 3-5 business days. Feedback from assignments submitted via mail will take longer. We encourage you to keep a log of your progress throughout the course on the Personal Progress Chart.

### **Evaluation Methods:**

Your final grade will be based on your performance on the following:

- 1) Written Assignments (50%)
- 2) Midcourse Exam (20%)
- 3) Final Exam (30%)

### *Written Assignments (50%)*

Each unit includes written assignments that will cumulatively account for 50% of your final course grade. You will receive a grade on each of the sixteen written assignments. Whenever a grade of "Incomplete" is given, you must resubmit the whole assignment in complete form so that your Course Facilitator may see and grade the entire assignment at once.

### *Midcourse Exam (20%)*

The midterm exam assesses understanding of course material from Units 1-9. The exam is a closed-book, proctored exam and accounts for 20% of your final course grade. After completion of the written assignment for Unit 9 Review students should request their midterm exam.

### *Final Exam (30%)*

The final exam assesses understanding of course material from Units 10-16. The exam is a closed-book, proctored exam and accounts for 30% of your final course grade. After completion of the written assignment for Unit 16 Review students should request their final exam.

### **Exam Method: In-person proctor**

This course requires all students to complete exams with an in-person proctor. Students receive two attempts on each exam. If you elect to take a second attempt, the average score of both exams will be recorded. Students must identify an eligible exam proctor for both the Midcourse Exam and Final Exam at the time of their request.

To submit a proctor and request an exam:

- **STEP 1:** Identify a qualified proctor in accordance with our policies located on our website (<https://il.wisconsin.edu>) and confirm their willingness and availability to proctor your exam.
- **STEP 2:** Log into your Student Account on our website, access your Courses section and locate your course. Follow the prompts to submit a proctor for approval and request your exam. Be sure to fill in all requested fields completely to avoid delays in processing your request. Our Student Services team will respond to your request via email.
- **STEP 3:** Once you receive email notification from our Student Services team that your proctor is approved, arrange time to take your exam with your proctor at their place of employment.
- **STEP 4:** Take your exam in the presence of your approved proctor at their place of employment. When you finish, your proctor will submit your completed exam to our Student Services team and you will receive email



notification when we receive it. Your Course Facilitator will grade your exam.

**Grading Scale:**

The following grading scale is used for evaluating all course requirements and determination of final grade earned:

A = 93-100	B = 83-87.9	C = 70-77.9	D = 60-69.9
AB = 88-92.9	BC = 78-82.9		F = Below 60

*Pass/Fail Option*

Students who enroll in an Independent Learning (IL) course under the pass/fail option will receive a final grade of S in place of a final grade equivalent to an A, AB, B, BC, or C and a final grade of U in place of a final grade equivalent to a D or F.

**Requesting a Transcript:** Students may request for an official transcript upon completion of the course. Instructions for requesting a transcript are available on our Independent Learning website: <https://il.wisconsin.edu>.

**Completing a Course Evaluation:** The UW Independent Learning team is committed to continuous improvement and ensuring that all students have a positive experience in our courses. Students will receive a link to a course evaluation upon completion of the course. Your feedback will allow us to make our program, courses, and student support services better.

**Student Success Coach:** University of Wisconsin Independent Learning has an excellent support team of Student Success Coaches, skilled professionals who serve as your academic case manager and advocate, ready to help you succeed in your coursework. Reach out to your Success Coach for support with developing individualized action plans, accessing resources for online learning, or answering questions or concerns that may arise throughout your coursework.

Contact your Success Coach between 8 a.m. to 6:00 p.m. CT Monday through Thursday and Friday 8 a.m. to 4:30 p.m. via email at [il@uwex.edu](mailto:il@uwex.edu), phone at 1-877-895-3276 or chat on our website at <https://il.wisconsin.edu/chat.htm>.