**University of Oklahoma**

**College of Arts and Sciences**

**Department of Modern Languages, Literatures, and Linguistics**

# SPAN 3423-003/900: Grammar in Written Communication

**Spring 2017**

Instructor: Dr. Julie Ward  
Office: Kaufman Hall 120  
Email: wardjulie@ou.edu  
Office Hours: Tuesday 10:30-11:30 AM, Thursday 3:45-4:45PM; Kaufman Hall 120

Learning Management System: CANVAS [https://learn.ou.edu](https://learn.ou.edu/)

Course Meeting Time and Location:   
Section 003. 9-10:15AM, Tuesdays and Thursdays; Felgar Hall 336

Section 900. 5-6:20 PM, Tuesdays and Thursdays; Kaufman Hall 319

Course Prerequisite:   
Spanish 2223

Course Description and Goals:  
Further develops communicative abilities as well as increasing students' knowledge and ability to produce a variety of forms of cultural production in the Spanish language. Writing as a process that includes brainstorming, organization, outline, drafts and revisions will be learned. Familiarity with authentic texts written in different styles will be developed.

By the end of the course, students should be able to:

1. Write proficiently in Spanish in a variety of formats, including essays, op-eds, cover letters, etc.;
2. Follow a process approach to writing that covers description, narration, exposition, and argumentation;
3. Employ basic linguistic concepts in different writing styles in Spanish, and to tailor their style for different purposes and audiences, such as for the online environment;
4. Discuss reading topics and express opinions;
5. Utilize a wide range of vocabulary, advanced grammatical structures, and advanced spelling and punctuation in Spanish;
6. Think critically in Spanish during oral and written discourse;
7. Read proficiently in Spanish to become a better writer.

Texts and Materials:

* Bleichmar, Guillermo, and Paula Cañón. Taller de escritores: Grammar and Composition for Advanced Spanish, *Second Edition*, Vista Higher Learning, 2016.
* **Taller de escritores Supersite** atvhlcentral.com.
* A good Spanish-English dictionary. (Recommended: Ramondino, Salvatore, ed*. The New World Spanish/English, English/Spanish Dictionary*.)
* Materials posted on the OU CANVAS system: Access CANVAS at <http://learn.ou.edu>; enter your OU NetID (4+4) and password, and select course to access material. Please contact Information Technology (<http://www.ou.edu/content/ouit/help.html>) if you require assistance.

**Expectations, Activities, and Assessment:**

***Communication.*** Regular updates and relevant information regarding the course will be posted to the “announcements” section on CANVAS. To ensure that you do not miss any new information of relevance to the course, you will be responsible for checking the class page at least once each week. Additional information, links, and documentation will be posted on the “content” pages.

Please use your University of Oklahoma (@ou.edu) account when e-mailing me. OU e-mail is considered by the university to be official communication, and you should therefore maintain a level of formality, address me appropriately (e.g., Dear Dr. Ward). Please sign your name and use a respectful tone. I will not respond to e-mails that do not address me directly, and/or are not signed. Please refrain from emailing me on weekends unless there is an emergency and I will also not email you on weekends. Otherwise, I will try my best to respond to your emails within two business days and I expect you to do the same. For urgent requests please talk to me after class or during office hours. You may also make an appointment with me if you cannot make office hours.

***Attendance and Participation.*** This course requires both in-person and online participation. Over the course of the semester, you will be expected to attend class prepared to discuss the assigned readings and activities. You should arrive punctually, participate in all class activities, bring all materials to be discussed that day in either physical or digital format, and demonstrate prior preparation (reading, looking up unknown words and important terms, preparing questions on relevant material).

Because of the participatory nature of this course, attendance is mandatory.[[1]](#footnote-1) Excessive absenteeism will negatively affect your final grade. Certain circumstances may arise that prevent you from attending class and therefore, you are allowed two (2) 75-minute absences. These two absences are not “free” but should be used to account for events such as illness, medical appointments, court appearances, weddings, funerals, car trouble, job interviews, family obligations, etc. Use the 2 days wisely. Note that attendance is taken on regular exam days too. Tardiness and early departures will not be tolerated. Two late arrivals and/or early departures equal one full absence. Beginning with the third absence, all absences will directly have an impact on your final grade for this course. If you have accumulated 4 or more absences, you will automatically receive an F for the class.

Note again that the attendance policy does not distinguish "excused" from "unexcused" absences; all absences (other than the exceptions laid out in note 1) count towards the maximum. Five (5) absences will result in a grade of F. You may, however, use *fichas* to excuse absences beyond four. Please note that sleeping in class, using technology for purposes other than classwork, and excessive tardiness will result in an unexcused absence for that class period. In case of extended absence due to severe illness, hospitalization, or disability, please consult with me.

***Homework.*** Homework assignments are posted on CANVAS on the course homepage. You are responsible for preparing all reading and writing assignments before coming to class on the designated day. The homework assignments can be divided as follows:

* **Supersite activities.** Any assigned activities from the Supersite are to be done in preparation for the section taught in the next class to consolidate your understanding so you are better prepared for the class discussion. Supersite activities are always due the midnight (12:00AM) before the corresponding class meeting. Your homework grade is determined by your performance on Supersite activities. Late work is not accepted, but you may excuse a missed or failed assignment by using one *ficha*.
* **Taller de escritura.** There is one writing activity per chapter. Each writing activity has the following components:
  + Pre-writing. You will begin working on the first draft in class.
  + Rough draft. Rough drafts are due on CANVAS, usually one week after the pre-writing activity.
  + Peer review. The class will be divided into permanent peer review groups. For each writing activity, you will be responsible for reading your groupmates’ rough drafts (distributed via peer review on CANVAS), and bringing your comments to class to share with the author. On peer review day, two group members’ papers will be discussed for roughly 45 minutes each. A person other than the author will be designated as the discussion leader for each paper, and will be responsible for bringing a 300-to-500-word report to class summarizing the paper and pointing out strengths and weaknesses. After the discussion leader shares their report, the entire group will offer suggestions to the author. The author should listen and may take notes during this time, but should try not to defend or explain themselves. If something is not clear, they should address it in the final draft.
  + Final draft. After peer review authors have one week to turn in a revised, improved final draft on CANVAS.

To receive credit for a *taller de escritura*, you must turn in a first draft, participate in peer review, and turn in a revised final draft that meets all criteria for the assignment, available on CANVAS.

***Exams.*** During each unit of the course you will take an exam, both individual and group, over the *Taller de Lengua* sections covering *Estructuras* y *Ortografía y Puntuación*. Each exam will be multiple choice, and based on the homework assigned on the Supersite. You will first take the exam individually and then, immediately afterward, take the same exam in collaboration with your group mates. On the collaborative portion of the exam each group will have multiple attempts to find the correct answers. Your exam grade will be the higher of: your individual grade *or* the average of your individual and group grades. The use of Spanish-English dictionaries is permitted during exams, though digital dictionaries are not allowed.

In the case of Provost-approved university-sponsored activities (such as scholarly competitions, fine arts performances, intercollegiate athletics competitions, and academic field trips) and legally required activities (such as emergency military service and jury duty), the student must notify the professor at least two class periods before a scheduled exam to receive reasonable accommodations. Other than the cases mentioned, there will be no make-up exams, and a missed exam will receive a grade of 0.

***Ensayo Crítico.*** Students will write a review of a literary work or film (1250-1750 words--roughly 5-7 pages--, double-spaced, Times New Roman, 12-pt., 1-in. margins). This assignment corresponds to the *Taller de escritura 6* in the textbook. Specifications for this assignment are available on CANVAS under *Ensayo Crítico*.

***Autoevaluaciones* and Group Evaluation.** There are several self-evaluation activities programmed in this course. Their completion is required for a passing grade. These include a preliminary writing assignment, a mid-term consultation with me, and a mid-term self-assessment. These assignments must be successfully completed to receive a passing grade in the course. Students may use *fichas* to make up missed *autoevaluaciones*.

Additionally, students will conduct mid-term and final evaluations of their groupmates’ performance using the online system CATME. Students who do not complete the group evaluations will not have the chance to influence their own or their groupmates’ grades after the window has closed. Students who receive an average of less than 80% on group evaluations must use one *ficha* per 10% to reach the grade of 80%. The 80% evaluation score is required in order to pass the class.

***Final Exam.*** The comprehensive final exam will take place on CANVAS. All students must take the final exam.[[2]](#footnote-2) Days and times:

Section 003: Thursday, 11 May 8-10AM

Section 900: Thursday, 4 May, 5-6:20 PM

**Final Grade:**

Other than Supersite homework, exams, and the final exam, assignments in this course will be graded using a pass/fail system, and no partial credit will be awarded.

Final grades will be awarded based on the following scale:

90-100% = A; 80-89% = B; 70-79% = C; 60-69% = D; 0-59% = F

Assignments will contribute the following approximate percentages to the final grade:

|  |  |  |
| --- | --- | --- |
| **ASSIGNMENT** | **PERCENTAGE** |  |
| Supersite Homework | 20 |  |
| *Talleres de Escritura* (1-5) | 30 |  |
| Unit Exams   * 6 exams | 20 |  |
| Ensayo Académico   * Rough Draft 5% of final grade * Peer review report 5% of final grade\* * Final Draft 10% of final grade\*\* | 20 | \* A student will only be eligible for credit for the peer review report after successfully completing the rough draft.  \*\* A student will only be eligible for credit for the final draft after successfully completing the rough draft and peer review report. |
| Final Exam | 10 |  |

*Fichas*

To create a fair system for excusing absences and missed assignments, dealing with inevitable technical difficulties, and granting extensions, each student will begin the semester with five virtual “*fichas*”. Students may exchange *fichas* for privileges and second chances as follows:

* 1 *ficha* may be used to excuse an otherwise unexcused absence.
* 1 *ficha* may be used to excuse one Supersiteexercise.
* 1 *ficha* may be used to redo a failed *Taller de escritura* assignment. The revised, satisfactory version is due one week after receiving the graded assignment if this exchange is chosen.
* 2 *fichas* may be used to rewrite a failed *ensayo académico*. The revised, satisfactory version is due one week after receiving the graded assignment if this exchange is chosen.

Please note that *fichas* are intended to account for technical snafus, minor illnesses, family emergencies. Other than university-sponsored, Provost-approved activities, no absences or missed work will be excused without the required *ficha/s*.

*Fichas* do not count for or against your final grade, though they do appear in the gradebook so that you may see how many you have.

Very rarely, there may be opportunities to receive additional *fichas*, at my discretion.

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| Semana | martes | jueves |
| 1 (17 y 19 de enero) | Introducción al curso | El trabajo en grupos y la revisión en pares / El blog |
| 2 (24 y 26 de enero) | El trabajo en grupos y la revisión en pares / El blog  *Tarea: Supersite Lectura 1 y Léxico 1.1-1.2* | 1-Lectura *Platero y yo* (fragmentos I-III) Juan Ramón Jiménez  *Tarea: Supersite Estructuras 1.3-1.5, Ortografía y puntuación 1.6-1.7* |
| 3 (31 de enero y 2 de febrero) | 1-Taller de Lengua. 1. Examen en grupo  *Tarea: Supersite Taller adicional de escritura 1* | 1-Taller de escritura: La descripción de lugares y objetos  *Tarea: Supersite Lectura 2 y Léxico 2.1-2.2; Borrador 1 (CANVAS)* |
| 4 (7 y 9 de febrero) | 2-Lectura “La siesta del martes“ Gabriel García Márquez  *Tarea: Supersite Estructuras 2.3-2.4, Ortografía y puntuación 2.5-2.6; Taller de revisión 1 (CANVAS)* | 2-Taller de lengua. 2º. examen en grupo  *Tarea: Supersite Taller de escritura 2c; Entrada de blog 1 (URL en CANVAS)* |
| 5 (14 y 16 de febrero) | 2-Taller de escritura: Carta de opinión  *Tarea: Supersite Lectura 3 y Léxico 3.1-3.2; Borrador 2 (CANVAS)* | 3-Lectura “Una bandera rota y embarrada“ Isabel Allende  *Tarea: Supersite Estructuras 3.3-3.4, Ortografía y puntuación 3.5-3.6; Taller de revisión 2 (CANVAS)* |
| 6 (21 y 23 de febrero) | 3-Taller de lengua 3. examen en grupo  *Tarea: Supersite Taller de escritura 3c; Entrada de blog 2 (URL en CANVAS)* | 3-Taller de escritura: Editorial  *Tarea: Supersite Lectura 4 y Léxico 4.1-4.2; Borrador 3 (CANVAS)* |
| 7 (28 de febrero y 2 de marzo) | 4-Lectura: “La generación de los mil euros“ Antonio Jiménez Barca  *Tarea: Supersite Estructuras 4.3-4.4, Ortografía y puntuación 4.5; Taller de revisión 3 (CANVAS)* | 4-Taller de lengua. 4º. examen en grupo  *Tarea: Supersite Taller adicional de escritura 4; Entrada de blog 3 (URL en CANVAS)* |
| 8 (7 y 9 de marzo) | **Consultas de medio semestre**  *Tarea: Borrador 4 (CANVAS)* | **Consultas de medio semestre**  *Tarea: Supersite Lectura 5, Léxico 5.1-5.3; Evaluaciones de grupo; Taller de revisión 4 (CANVAS)* |
| 9 (14 y 16 de marzo) | **Descanso primaveral** | **Descanso primaveral** |
| 10 (21 y 23 de marzo) | 5-Lectura “La civilización del espectáculo“  *Tarea: Supersite Estructuras 5.4-5.5, Ortografía y puntuación 5.6; Entrada de blog 4 (URL en CANVAS)* | **Día de recuperación** |
| 11 (28 y 30 de marzo) | 5-Taller de lengua. 5º. examen en grupo  *Tarea: Supersite Taller de escritura 5b* | 5-Taller de escritura: La carta de presentación  *Tarea: Ver* Pelo malo, *leer reseña y responder a preguntas* (CANVAS) *Supersite Léxico 6.1-6.3; Borrador 5 (CANVAS)* |
| 12 (4 y 6 de abril) | 6-Lectura: Críticas de *Pelo malo*  *Tarea: Taller de revisión 5 (CANVAS)* | 6-Taller de lengua. 6º. examen en grupo  *Tarea: Entrada de blog 5 (URL en CANVAS)* |
| 13 (11 y 13 de abril) | 6-Taller de escritura: La crítica cinematográfica o literaria  *Tarea: Borrador 6 (CANVAS)* | 6-Taller de escritura: La bibliografía  *Tarea: Bibliografía anotada (CANVAS)* |
| 14 (25 y 27 de abril) | 6-La tesis  *Tarea: Preparar para taller de revisión* | 6-Taller de Revisión |
| 15 (25 y 27 de abril) | 6-Taller de Revisión  *Tarea: Entrada de blog 6—ensayo crítico (URL en CANVAS)* | Conclusiones |
| 16 (2 y 4 de mayo) | **Semana de preparativas**  Repaso en Canvas | **Semana de preparativas**  Sección 003: Repaso en Canvas  Sección 900: Examen Final en CANVAS |
| Semana de Examenes | **XXX** | Sección 003: Examen Final Jueves, 11 de mayo, 8-10AMen CANVAS |

1. Students who miss class because of participation in Provost-approved University-sponsored activities or legally required activities such as emergency military service and jury duty must receive will not be penalized for their absence. (<https://apps.hr.ou.edu/FacultyHandbook/SearchResults.aspx?searchString=absence#4.19>) [↑](#footnote-ref-1)
2. University Policy (<https://apps.hr.ou.edu/FacultyHandbook/#4.7>). [↑](#footnote-ref-2)