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## Syllabus

### SPA 202 – Intermediate Spanish II (4 credits)

Spring 2021

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#### Course Information:

- Days: Tuesday and Thursday
  - When: Section 1: 10am-11:50am; Section 2: 12pm-1:50pm; Section 3: 4-5:50pm
  - Where: Zoom – Zoom Meeting ID: 93974907208 – Password: 340750  
<https://utampa.zoom.us/j/93974907208?pwd=WHZUdm11Q2luRVVVMVJwSmxwRjE5UT09>
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#### Instructor Information:

Name: Dr. Alyssia Miller De Rutté, Professor of Instruction

Email: [amiller@ut.edu](mailto:amiller@ut.edu)

Virtual Office on Zoom: Same link as class

Virtual Office Hours: Wednesdays from 12pm-4pm and by appointment

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#### Course Description:

This course is intermediate level Spanish that develops a greater understanding of Hispanic culture and everyday Spanish, as well as speaking, reading and writing skills.

Prerequisites: This course is not open to native speakers of Spanish. SPA 102/105, four or more years of high school Spanish, or equivalent skills is required for SPA 202. Students cannot take SPA 101, 102, 201, or 202 concurrently.

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#### Course Structure:

This course is hybrid in nature. This means that on Tuesdays we will be meeting for the two-hour period, practicing Spanish, and mostly working on textbook material. Thursday class sessions are optional. They are meant to be used as workshop days. The majority of deadlines will be Thursdays in this class, so you'll have class time to work independently or in groups to accomplish your tasks. I will be on Zoom at the beginning of the class time for the first half hour to answer any questions you may have about anything course related. If you need more help understanding

a grammar topic or if you have a question about a project, you may use that time to ask me any questions. I will also have additional office hours, but since we all have the time set aside on Thursdays for class, you should take advantage of this time if you have questions or need clarifications. If other questions arise after the first half hour of class on Thursdays, you can feel free to email me, and I will do my best to respond, however, a response is not guaranteed especially as I have other classes and meetings. Again, Thursdays are not required.

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### **Required Texts/Materials:**

1. *Así lo veo: Gente, Perspectivas, Comunicación* with Connect Access Code – 1<sup>st</sup> edition – ISBN: 9781264186297
    - a. After you have purchased the Connect Access Code, go to Blackboard for specific information on how to register your Connect code for our class. If you cannot purchase a code by the first assignment's deadline, you may sign up for a temporary access code following the information in Blackboard.
  2. Reliable and consistent internet connection
  3. Zoom account provided by UT with camera turned on
  4. Blackboard account that is monitored very frequently
  5. [spartans.ut.edu](mailto:spartans.ut.edu) email account that is monitored very frequently
  6. Google Chrome to access Proctorio
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### **Course Objectives:**

Upon completion of this course, students will be able to:

1. Communicate at an intermediate level of Spanish in real world situations
2. Read at an intermediate level of Spanish
3. Write at an intermediate level of Spanish
4. Analyze cultural practices, impacts and influences
5. Design and deploy a website
6. Investigate social justice topics and connect them to the Spanish-speaking world
7. Use the online platform for practice of Spanish

This course also focuses on the 5 Cs of the Standards for Foreign Language Learning:

1. *Communication*: Communicate effectively in more than one language in order to function in a variety of situations and for multiple purposes.
2. *Cultures*: Interact with cultural competence and understanding
3. *Connections*: Connect with other disciplines and acquire information and diverse perspectives in order to use the language to function in academic and career-related situations
4. *Comparisons*: Develop insight into the nature of language and culture in order to interact with cultural competence
5. *Communities*: Communicate and interact with cultural competence in order to participate in multilingual communities at home and around the world

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## It's a COURSE...but also a GAME:

In traditional courses, you are marked down for points missed on assignments, projects, exams, etc. You have no choice in what you complete. You receive some feedback and grades telling you how you did. But, games are different. And, this is a gamified course!

In a game, you start with 0 points and work your way up based on choices you make while receiving constant feedback. In this course, you will start with 0 points and “level up” through engagement in course activities to earn your final grade. Each assignment is worth a certain number of points. Some points will be earned during specific classes while others can be earned doing other work. You do have some flexibility in which assignments you complete.

We are focusing on mastering material in this course because the goal of the course is to develop the skills and knowledge described in the course objectives. This means that you will have the opportunity to revise and resubmit some work. This does not mean, however, that this course will be easy. There are many activities to complete. Some are challenging and time consuming, and they are worth different points.

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## THE GAME

As we live in the Tampa Bay area, this class is Pirate-Themed! You'll be working your way up the rankings of a pirate ship. Each student will begin at Level 1 – “Swab.”

To earn Experience Points (XP) and to level up, students will complete different Voyages, Battles, Quests, and Treasure Chests, which will be described below. The final grade you earn will reflect the effort you put into the course and correspond to the XP you have earned and will be based on the following information:

### GRADING SCALE:

Level		XP Earned	Course Grade
1	Swab	0	F
2	Striker	30,000	F
3	Sea Artist	50,000	F
4	Pilot	93,000	D
5	Carpenter	100,000	CD
6	Surgeon	106,000	C
7	Boatswain	113,000	BC
8	First Mate	120,000	B
9	Quartermaster	128,000	AB
10	Captain	135,000	A
11	Captain Jack Sparrow	138,000	ABOVE & BEYOND

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## Experience Points:

To earn XP and level up, you have the following opportunities:

### VOYAGES

In this class, you will have 3 voyages to accomplish to earn the maximum XP! Each quest is worth a different amount of XP, and each is explained below.

VOYAGES	XP
Attendance/ Asistencia	6000 (500 x 12)
Participation/ Participación	Varies each day
Online Homework/ Tarea en Línea	13,000

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### ATTENDANCE/ASISTENCIA (500 XP per day = 6000 XP)

To achieve the Attendance Voyage and earn the max XP, you need to do the following:

1. Attend class from day 1. Each day of class will count towards each student's attendance XP.
2. Know that attendance is mandatory.
3. Be in class for the entire class to receive full attendance XP. Any day a student arrives late or leaves early, the student will earn partial XP. Students should not make a habit of arriving late or departing early as it will always result in lower XP. Additionally, two (2) tardies will convert into one (absence).

*Excessive absences policy:* If a student misses two (2) class meetings FOR ANY REASON, the student will automatically fail this course.

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### PARTICIPATION/PARTICIPACIÓN (Varies each day)

Active participation is fundamental to a student's learning and acquisition of a language. The participation XP that a student earns will be based on consistent participation during class. Every class period, each student will earn participation XP. More details about participation XP will be addressed by the professor, but in general, it will include the following: class preparation, level of engagement, use of English in the classroom, use of electronic devices in the classroom, respecting others, etc.

*Electronic devices:* During classes, phones and webpages should be used for class-related content, i.e. e-version of the textbook or other sites used for research purposes. Social media,

phone calls, texting, messaging, etc. should be used in emergency situations only. If a student is found to be abusing this policy, they will be found to be in violation of the game and not earn Participation XP. We will have breaks throughout the class time, so you will have time to check your electronic devices then. Please keep them away and turned off unless on break or given permission.

*No make-up participation:* There is **no make-up participation**. If you are not in class, you cannot participate. As such, no XP will be earned for no participation.

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## **ONLINE HOMEWORK/ TAREA EN LÍNEA (1000 XP per week = 13,000 XP)**

Due to the nature of language learning in general, this course will be following a flipped classroom. A flipped classroom means that students will complete online activities prior to coming to class. These activities include tutorials, videos, vocabulary practice, grammar activities, listening exercises, readings, cultural learnings, etc. Classroom time will be devoted to practicing what you have already learned prior to class. Dr. Miller will give explanations and tips and answer any questions, but the majority of class will be spent practicing the language primarily through speaking, reading, and writing activities.

The online activities can be accessed on Connect. Students are required to login during the first week of class and complete the appropriate online exercises as they progress in the class. All activities will be due by 11:59pm on Thursdays. Students will generally have unlimited tries on each homework assignment to earn maximum XP.

*No make-up homework:* Online assignments are flexible in that students may complete a given online homework activity at any time before 11:59pm on the due date. **Exercises completed after the deadline will not be accepted.** Since online homework is accessible at any time and from anywhere with Internet access, you **will not be allowed to make up any online homework** that you miss. It is in your best interest to plan ahead to complete any online homework before it is due. **Failure to turn in work on time will result in zero (0) XP earned.**

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## **BATTLES**

In this class, you will have 3 types of battles to crush to earn maximum XP! Each battle is worth a different amount of XP, and each is explained below.

<b>BATTLES</b>	<b>XP</b>
Chapter Quizzes/ Pruebas	15,000 (2500 x 6)
Conversation Exams/ Exámenes de Conversación	18,000 (9000 x 2)
Exams (Midterm and Final)/ Exámenes (Parcial y Final)	20,000 (10,000 x 2)

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## **CHAPTER QUIZZES/ PRUEBAS (2500 XP per lección = 15,000 XP)**

In order to ensure steady progress in the class and to focus on mastery of material, there will be six (6) chapter quizzes throughout the semester. All chapter quizzes are open from the beginning of the semester and can be taken an unlimited number of times before the due date to earn maximum XP. Chapter quizzes will be due on Thursdays at 11:59pm. Each quiz will focus on the material covered for an individual chapter of the textbook. You are allowed to use your textbook while you are taking the quiz.

*No make-up quizzes:* There are **no make-up quizzes**. If you miss a quiz for any reason, you will not earn any XP. Quizzes are due by 11:59pm on the due date. Quizzes submitted late will not earn any XP.

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## **CONVERSATION EXAMS/ EXAMENES DE CONVERSACIÓN (9000 XP each = 18,000 XP)**

There will be two conversation exams over the course of the semester. These exams will evaluate a student's proficiency in spontaneous, spoken speech. Each student will sign up for a time slot to conduct their exam. The primary purpose of the conversation exams is to assess students' ability to express themselves and communicate in Spanish according to the level of their class. The professor will provide more information at a later date.

*No make-up conversation exam:* There are **no make-up conversation exams**. If a student misses their conversation exam, the student will not receive any XP for the assignment.

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## **EXAMS – MIDTERM AND FINAL/ EXAMENES – PARCIAL Y FINAL (10,000 XP each = 20,000 XP)**

There will be a midterm and final exam this semester. The midterm will cover information from the first half of the semester (Lecciones 7-9), and the final exam will cover information from the second half of the semester (Lecciones 10-12). While the final is not "cumulative," please note that Spanish continually builds upon itself. As such, you will still need to know information covered throughout the semester, but there will be more focus on the second half of the content.

All exams must be taken using Proctorio, an online proctoring service provided through Blackboard. To take an exam on Proctorio, you must use Google Chrome and download the Proctorio extension. More information can be found on Blackboard. The exams will be available on Blackboard over a series of days during which you can take the exam at any time.

You are not allowed to use books, outside materials, phones, or other devices while you are taking the exam. You should be alone while taking the exam.

The midterm will be available on Blackboard from 12am on March 15<sup>th</sup> through 11:59pm on March 18<sup>th</sup>. The midterm must be completed by 11:59pm on March 18<sup>th</sup>.

The final will be available on Blackboard from 12am on May 3<sup>rd</sup> through 11:59pm on May 6<sup>th</sup>. The final must be completed by 11:59pm on May 6<sup>th</sup>.

After completion of the first exam attempt, you will receive automatic feedback which you will be able to use to submit revisions to your exam to earn more XP. You may earn up to 50% more XP not to exceed the maximum amount. For example, if you earned 5000 out of 10,000 possible points, you may submit revisions to earn a maximum of 2500 additional points for a total of 7500. You may use class notes and resources when submitting revisions. Your revisions must state what needs to be revised/corrected/enhanced/etc. Note: You must take the exam first to be able to submit revisions. Exams and revisions must be completed by 11:59pm on the due dates. Furthermore, there will be an essay portion of the exam, which you will not be able to submit revisions on. All other sections will be eligible for revisions.

*No make-up exams:* There are **no make-up exams**. If you miss an exam for any reason, you will not receive any XP. Exams are due by 11:59pm on the due date. Exams submitted late will not earn any XP.

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## QUESTS

In this class, you will have different quests to accomplish to earn the maximum XP! Projects as a whole are worth 36,000. Individual assignments will be released throughout the semester.

QUESTS	XP
Projects/ Proyectos	36,000

## PROJECTS/ PROYECTOS (36,000 XP available)

This course implements Experiential Learning and Project Based Learning as key components. As such, a series of interconnected projects and activities will be carried out.

The primary purpose of the projects is to assess students' ability to communicate in Spanish and make connections to cultural aspects of the Spanish-speaking world while developing critical thinking skills and examining social justice initiatives that impact our world.

The focus will be on the continued development of both speaking and writing skills in Spanish, as well as engaging with cultural aspects of the Spanish-speaking world. The professor will give

further details about the specific instructions for the projects later in the semester. Both group work and individual work will be fundamental to the success of these projects.

Project XP and requirements will be released throughout the semester, but the total available points for the project quests as a whole are 36,000 XP.

*No make-up projects:* There are **no make-up projects**. If you miss a project for any reason, you will not receive any XP.

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## TREASURE CHESTS

Treasure chests are technically not required. However, they will help you earn extra XP! Some treasure chests will be released throughout the semester.

You may earn XP in the following ways:

TREASURE CHESTS	XP
Midterm LearnSmart Modules	900
Final LearnSmart Modules	400
Survey Research Ticket	4000 (2000 x 2)
Reflection Research Ticket	4000 (2000 x 2)
Interview Research Ticket	4000
Give Back Ticket	4000 (2000 x 2)

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## MIDTERM LEARNSMART MODULES (900 XP)

To uncover these Treasure Chest XP, you will need to complete the LearnSmart Modules in Connect. You can find these on your Connect Dashboard. These modules will be due by 11:59pm on March 18<sup>th</sup>, which is the last day the Midterm Exam is available. These modules cover several of the topics that you may see on the exam.

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## FINAL LEARNSMART MODULES (400 XP)

To uncover these Treasure Chest XP, you will need to complete the LearnSmart Modules in Connect. You can find these on your Connect Dashboard. These modules will be due by 11:59pm on May 6<sup>th</sup>, which is the last day the Final Exam is available. These modules cover several of the topics that you may see on the exam.



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## **RESEARCH TICKETS**

This course is part of a research study, and you will receive XP for completing surveys, reflections, and an interview as listed above. Please note that your research study information will be completed on an outside platform, Qualtrics. You will receive a link in Blackboard that will take you to Qualtrics to complete the Treasure Chest. Dr. Miller will not see your submissions until the semester is over and grades have been posted. Instead, submissions will go directly to Professor Megan Lopez. This means that you should and can be as open and honest as possible when completing the Research Treasure Chests. After the deadline has passed for a Treasure Chest item, Professor Lopez will send Dr. Miller a list of students who completed the item. Dr. Miller will then put the points into Blackboard. Details for each Research Treasure Chest can be found below.

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### **SURVEY RESEARCH TICKET (2000 XP each)**

To uncover these Treasure Chest XP, you will need to complete surveys. At two points during the semester, you will receive a link on Blackboard to a survey. By completely filling out the surveys, you have the opportunity to earn XP. The first survey will only be available from 12am on January 28<sup>th</sup> until 11:59pm on February 4<sup>th</sup>. The second survey will only be available 12am on April 29<sup>th</sup> until 11:59pm on May 6<sup>th</sup>. No late Survey Research Tickets will be accepted.

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### **REFLECTIONS (2000 XP each)**

To uncover these Treasure Chest XP, you will need to write reflections in English. At two points during the semester, you will receive a link on Blackboard to write a reflection on the course. By writing a reflection, you have the opportunity to earn XP. The first reflection will only be available from 12am on February 25<sup>th</sup> until 11:59pm on March 4<sup>th</sup>. The second survey will only be available 12am on April 8<sup>th</sup> until 11:59pm on April 15<sup>th</sup>. No late Survey Reflection Tickets will be accepted.

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### **INTERVIEW RESEARCH TICKET (4000 XP each)**

To uncover these Treasure Chest XP, you will need to complete a phone/Zoom interview with Professor Lopez. Interviews will occur between March 24<sup>th</sup>-April 8<sup>th</sup>. However, there is a limited number of spots, so it will be first-come, first-serve. More information, such as a sign-up sheet, will be sent out later in the semester.

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## **GIVE BACK (2000 XP each)**

To find these Treasure Chest XP, you have the opportunity to donate school supplies to local Hispanic communities. Go to my Amazon wish list at [https://www.amazon.com/hz/wishlist/ls/2RRI9H4R84U10?ref=wl\\_share](https://www.amazon.com/hz/wishlist/ls/2RRI9H4R84U10?ref=wl_share) to see needed donations. 2000 XP will be given for each \$20 in supplies donated up to a maximum of \$40. That means that if you donate \$20 in school supplies you will receive 2000 XP. If you donate \$40 in school supplies, you'll receive 4000 XP. Note that your donation must equal at minimum \$20. If you total is \$19.99, you will not earn XP. Once you make your purchase, upload a copy of your receipt (MUST CONTAIN TOTAL AMOUNT DONATED) to Blackboard by 11:59pm on May 6, 2021.

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## **POLICIES REGARDING VOYAGES, QUESTS, BATTLES, AND TREASURE CHESTS**

There is no late work accepted for any assignment. If you do the voyages, quests, battles, and treasure chests on time with appropriate effort while following directions, you'll earn XP. If you do not comply, no XP will be earned. All assignments must meet the Game Master's intended purpose and required effort. While the Game Master has established these requirements within this document and will provide further instructions throughout the semester, it is up to each student to clarify any outstanding questions.

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### **General Course Policies:**

#### **EMAIL POLICY**

Contact your professor using your [spartans.ut.edu](mailto:spartans.ut.edu) email. Note: Emails received after 5pm will go unanswered until the next business day. This includes emails received on Friday at 5pm. These will go unanswered until Monday.

#### ***Make sure to include the following information in your email:***

1. A subject for your email, which also includes the course title – “SPA 202”
2. A greeting/form of address
3. The body of your email should state clearly your question or problem.
4. A closing/your name

#### ***A sample email is below:***

Subject – SPA 202 Question

*Hi Dr. Miller,*

*I am having problems submitting my assignment to Blackboard. Are you able to see anything on your end that would prohibit me from submitting?*

*Best,  
Your Name*

Email is considered a formal and official means of communication. It is not appropriate to send an email that looks like a text message. This includes emojis and shorthand. Your email will go unanswered if it does not have at least these four parts and/or looks like a text.

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## **GRADE DISPUTE POLICY**

If students have any questions about their grades on individual assignments, they have one week after an assignment is graded to dispute their score. If one week passes, the student's grade will remain as is.

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## **LANGUAGE POLICY**

The emphasis in this class is on learning Spanish for practical purposes. The professor will speak entirely in Spanish from the first day of class. She will use gestures, pictures, cognates and context to facilitate comprehension. Students may not understand very much at first, but comprehension will improve as the class progresses. In fact, if a student understands 60% of what the professor is saying, that is sufficient. It is important to understand the main ideas of language and not the small details.

Use of English by students is expected to be a last resort. Making mistakes is a part of the learning process. Students must first try to express themselves in Spanish. Any use of English during class will be reflected in the participation grade.

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## **NAME AND PRONOUN POLICY**

As a student, you have the right to be referred to with the name that you are most comfortable with. If the name listed on my roster is not the name you would like to be called, you are welcome to let me know in class or through email at any time. I do my best to know student names and will call you by your name often. If at any point, I am mispronouncing your name I encourage you to correct me as soon as possible in class or through email. Additionally, you have the right to be referred to with the pronouns you are comfortable with. In order to have a safe and respectful environment, you should refer to your classmates with the names and

pronouns that your classmates are most comfortable with. If you have any concerns, please email me or attend my office hours at any point during the semester.

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## OFFICE HOURS POLICY

Please schedule a time to come to my office hours. Use this link to schedule online: [calendly.com/dralyssiamiciller](https://calendly.com/dralyssiamiciller). I have over 120 students this semester, and my office hours fill up quickly. I do not want to waste your time by being in another student meeting when you come to my virtual office. Make sure to schedule an appointment using the link above. Students who have an appointment will have priority over students who are walk-ins. If you are waiting in the Waiting Room for my office hours, it means I'm meeting with another student, and will respond to you on a first-come first-serve basis.

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## ONLINE SUBMISSION POLICY

By submitting assignments in this course, you affirm that you have upheld the Spartan Code of Conduct and Academic Integrity Policy found on UT's website. Your submission indicates that you have not received or given inappropriate assistance in completing your work, that the work submitted is entirely your own, and that quotations and sources have been properly cited. Additionally, if any group member violates the Spartan Code of Conduct and/or Academic Integrity Policy for an assignment, all group members will be held accountable.

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## PROFESSIONALISM POLICY

Please keep the following information in mind during this course.

NETIQUETTE is a set of rules for behaving properly online. In cyberspace it is sometimes easy to forget that we are interacting with other real people. When communicating, remember these rules:

**Be respectful of others' views and opinions.** Avoid "flaming" (publicly attacking or insulting), as this can cause hurt feelings and decrease the chances of obtaining different points of view.

**Be sensitive** to the fact that online participants represent a wide variety of different political and religious beliefs as well as cultural and linguistic backgrounds. Disagreeing is fine and even encouraged but remember that college dictates rational discourse (using evidence and logic in your responses rather than personal attacks).

**Use good taste** when composing your responses. Swearing and profanity should be avoided. Also, consider that slang can be misunderstood or misinterpreted.

**DON'T USE ALL CAPITAL LETTERS** (some capitalized words are fine for emphasis), as this is considered “shouting.” It can also be stressful on the reader’s eyes.

**If you use an acronym**, spell out its meaning first, then put the acronym in parentheses afterward, for example: Frequently Asked Questions (FAQs). After that you can use the acronym freely throughout your message.

**Use proper spelling, grammar, and punctuation.**

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## **TECHNOLOGY POLICY**

As this course functions entirely online, it is essential that you make every effort to maintain a connected and reliable internet connection. As such, you should not wait until the last minute to complete assignments as no exceptions will be made for technological issues. Make a back-up plan and a back-up to the back-up plan. There are always solutions to submitting work on time.

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## **TRANSLATOR POLICY**

The use of translators is strictly prohibited in this course as it is a form of cheating and academic misconduct. The best resource to use is an English/Spanish or Spanish/English dictionary. For an online dictionary, [www.wordreference.com](http://www.wordreference.com) is highly recommended. If a student is found to be using a translator on an assignment, the student will automatically be reported to the Associate Provost for academic misconduct.

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## **TUTORING POLICY**

Tutors are available as a free resource to students throughout the semester and will be held online through Navigate. Hours change each semester, and students will be provided with an updated schedule as it becomes available.

Please note the following guidelines:

### **A TUTOR WILL...**

- Answer student questions regarding grammar
- Review concepts covered in class
- Instruct new concepts when necessary
- Assist students to find appropriate vocabulary words using bilingual dictionaries
- Point out, but not fix, errors found in written assignments
- Give hints to students to help them correct their own mistakes

- Give hints to students to help them complete their online homework
- Provide guidance to students to help them with their homework where appropriate
- Encourage and inspire students

### **A TUTOR WILL NOT...**

- Serve as a dictionary or grammar reference book
- Fix errors found in written assignments
- Write student assignments
- Complete students' online assignments or other homework assignments
- Allow students to use the tutoring space as a general study area

These guidelines apply to all tutors not just those employed by The University of Tampa. If a student chooses to seek outside help from a tutor, friends, or family, that is their personal choice. However, outside help cannot complete assignments for you or give you answers to homework as this is a form of cheating. Students turning in work that is 100% not their own will be referred to the Associate Provost for an academic misconduct violation and will be properly sanctioned.

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### **ZOOM ETIQUETTE POLICY**

When attending a class or meeting via Zoom, follow these tips on preparedness and general Zoom etiquette and best practices to maximize your virtual classroom learning.

**Dress Appropriately.** Take a few minutes to throw on a clean shirt and a pair of pants. If you wouldn't wear it to class, don't wear it on Zoom! Brush your hair. Zoom is your new classroom, and dressing appropriately and practicing normal hygiene will help you get into a learning mindset and promote productivity.

**Mute Your Mic.** Remember to mute your microphone when you are not asking a question, presenting, or contributing to class discussions. Muting your mic will eliminate background noise or feedback that can be very distracting for other meeting participants. It is recommended to mute your microphone as soon as you enter the meeting, so you do not forget later.

**Be Aware of Your Background.** Avoid backlight from sitting in front of a window and have good lighting so your face can be seen clearly. Participants want to see your face! Ensure that your background is free of other people to minimize distractions to classmates. If you are not able to find a quiet place from family or roommates, you could choose to use a virtual background. However, make sure it is not distracting. Zoom has some virtual backgrounds you can use. In the instance that you need to step away from the Zoom call, be sure to turn off your video. It might be nice to have a profile picture, rather than a plain gray box with your name on it.

**Be Attentive and Limit Distractions.** It may be tempting to have other conversations or get distracted during a lull in the meeting, but do not do this! You might miss out on key information, important deadlines, or opportunities to engage in class discussion. Silence your phone to ensure that you can be fully attentive to the ongoing class. Do not log on to a zoom meeting from your bed. Locate a quiet workspace that allows you to sit up straight! Remind your roommates of your virtual class schedule to minimize distractions. Do not multi-task or work on other assignments during the meeting. Try not to eat during class as that will be distracting for your classmates. If you must, be sure to turn off your video and mute your mic!

**Avoid Simple Mistakes.** To avoid embarrassing moments, pay attention to your video, microphone, and screen sharing settings to avoid embarrassing mistakes. Before sending a message in the chat ensure it is going to the right recipients and is appropriate. Respect participants' privacy during a class or meeting. If the session needs to be recorded for those who missed it, make sure you ask permission before you do so.

**Zoom Name.** *The name you have on Zoom should be your preferred first and last name. If this is different than what I have on my roster, please refer to the Name and Pronoun Policy. This is a safety issue to prevent Zoom bombing. Students will only be allowed into Zoom if they are on the class roster. This applies to all Zoom meetings.*

**Recordings and Photos.** *Recordings and photos are not to be taken of our Zoom class, meetings, or office hours at any time. In Florida, illegal recordings are a 3<sup>rd</sup> Degree Felony under Florida Statute 934.03, which is punishable by up to five years in prison and a \$5000 fine for each recording and/or each time the recording is shared.*

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## **University Policies:**

### **SYLLABUS SUBJECT TO CHANGE**

This syllabus is informational in nature and is not an express or implied contract. It is subject to change due to unforeseen circumstances, as a result of any circumstance outside the University's control, or as other needs arise. If, in the University's sole discretion, public health conditions or any other matter affecting the health, safety, upkeep or wellbeing of our campus community or operations requires the University to make any syllabus or course changes or move to remote teaching, alternative assignments may be provided so that the learning objectives for the course, as determined by the University, can still be met. The University does not guarantee that this syllabus will not change, nor does it guarantee specific in-person, on-campus classes, activities, opportunities, or services or any other particular format, timing, or location of education, classes, activities, or services.

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## EXPOSURE TO OR DIAGNOSIS OF COVID-19

### What to do if you have an exposure or diagnosis of COVID-19

If you have been diagnosed with COVID off-campus, please confidentially report this to UT's local contact tracers Rapid-Trace, so they can confidentially notify anyone else who may have been exposed, provide you resources, work with you on isolation/quarantine guidelines, and arrange notification to your professors as needed. Students can contact Rapid-Trace at (813) 699-3551. Rapid-Trace can be reached daily from 7 a.m.-9 p.m., with after-hours voicemail.

If you are diagnosed with COVID at the Dickey Health and Wellness Center - Rapid-Trace will contact you.

If you are a close contact of someone who has tested positive for COVID-19, you must report it to Rapid-Trace, (813) 699-3551, if you have not already been notified by Rapid-Trace so they can assist you further.

### Types of Close Contact that will be traced:

There are three types of contact that Rapid Trace contact tracers will look for when a case has been identified:

- Physical contact – touching without protection
- Close contact – within 6 ft. for 15 minutes or more
- Proximate contact – More than 6 feet-but in the same room for an extended period (an hour or more). However, if students, faculty and staff were wearing masks and are 6ft or more apart then they would NOT be considered close contacts, regardless of class time or time in a room together.

*Please remember that these are general guidelines, and it is important to always follow [UT's Spartan Shield](#) directives for health and safety.*

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## TITLE IX & REPORTING SEXUAL MISCONDUCT

Sexual misconduct, including, but not limited to: acts of sexual harassment, nonconsensual sexual intercourse, nonconsensual sexual contact, dating violence, domestic violence, stalking, gender-based harassment or sexual exploitation are prohibited by Title IX, the Student Code of Conduct and other University policies.

The University strives to maintain a safe and nondiscriminatory campus community, and to do so, it is important for the Spartan community to report any safety concerns, such as acts of sexual



misconduct. If you experience or witness any of these University prohibited actions, the University encourages reporting these matters, so that the University is able to take prompt action to stop, prevent and remedy the effects of the harassment. University resources and grievance procedure information will be provided to individuals who may seek services or redress.

There are many options to making a Title IX/Sexual Misconduct report. You may report this information through the University's online [Title IX Report form](#).<sup>1</sup> The information will be forwarded and reviewed by the Title IX Coordinator or a Title IX Deputy Coordinator, who will contact you to provide further information on University grievance procedure options and resources that are available.

You may also make a direct report by contacting the University's Title IX Coordinator:

Donna Popovich, Title IX Coordinator  
Southard Family Building Suite #266  
([DPopovich@ut.edu](mailto:DPopovich@ut.edu)) (813)-257-3723

If you decide to discuss an incident with your course professor, it is important to note that they are considered a Responsible Employee, and are obligated to report the information you share to the University's Title IX Coordinator.<sup>2</sup>

If you are not ready to disclose or report this information to the University, you may disclose the information to a confidential party, such as a Victim Advocate, or a Counselor or Health Clinician at the Student Health and Wellness Center, to discuss any further options and resources available before making a decision to report.

- The Victim's Advocacy Hotline: ([victimadvocacy@ut.edu](mailto:victimadvocacy@ut.edu)) (813) 257-3900
- Health and Counseling Center ([healthcenter@ut.edu](mailto:healthcenter@ut.edu)) (813) 253-6250
- Dickey Health & Wellness Center ([wellness@ut.edu](mailto:wellness@ut.edu)) (813) 257-1877

For more information, see The University of Tampa's [Title IX webpage](#)<sup>3</sup> and the [Student Code of Conduct](#)<sup>4</sup> webpage.

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## ADA STATEMENT

**Students with disabilities:** If you require accommodations because of a disability, please call (813) 257-5757 or e-mail [disability.services@ut.edu](mailto:disability.services@ut.edu) for information on registering with Student Disability Services. You can also submit your request for accommodations and supporting

<sup>1</sup> [https://ut-advocate.symplicity.com/titleix\\_report/index.php/pid419524?](https://ut-advocate.symplicity.com/titleix_report/index.php/pid419524?)

<sup>2</sup> There is an exception to this required reporting for preventative education programs and public awareness events or forums. For more information about exempt events, please contact the Title IX Office.

<sup>3</sup> <https://www.ut.edu/about-ut/university-services/human-resources/title-ix->

<sup>4</sup> <https://www.ut.edu/campus-life/student-services/office-of-student-conduct/student-code-of-conduct>

documentation via an [Accommodation Request](#)<sup>5</sup>. Please feel free to discuss this with me in private for more information.

If you encounter disability-related barriers accessing the online content for this course, please contact Sharon Austin, Academic Technology Accessibility Specialist, at [saustin@ut.edu](mailto:saustin@ut.edu). If the initial access to the content cannot be resolved, the university will provide individuals with disabilities access to, and use of, information and data by an alternative means that meets the identified needs.

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## CAMPUS CLOSURE STATEMENT

**Course interruption due to adverse conditions:** In case of any adverse condition or situation which could interrupt the schedule of classes, each student is asked to access [UT Homepage](#)<sup>6</sup> for information about the status of the campus and class meetings. In addition, please refer to [UT Blackboard](#)<sup>7</sup> for announcements and other important information. You are responsible for accessing this information.

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## ACADEMIC INTEGRITY STATEMENT

The University of Tampa is committed to the development of each student to become a productive and responsible citizen who embraces the values of honesty, trust, fairness, respect, and responsibility. Upholding academic integrity and promoting an ethical standard that does not condone academic misconduct is an important demonstration of these values and underpins how we live and learn in a community of inquiry. Students are expected to act ethically in the pursuit of their education and to avoid behaviors that run counter to participation in and demonstration of their learning. The [Academic Integrity Policy](#)<sup>8</sup> lists several common types of violations related to cheating, unauthorized collaboration or assistance, plagiarism, and more. While the policy lists common violations and examples, it is not an exhaustive list and instructors may identify other types of conduct that impacts their ability to evaluate what has been learned substantively enough to constitute a violation of this policy. An instructor may impose a wide range of sanctions for academic integrity violations from completing a more difficult replacement assignment to an F in the course. Particularly severe violations or multiple violations throughout a student's academic career may result in suspension or expulsion from the University.

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<sup>5</sup> [https://ut-accommodate.symplicity.com/public\\_accommodation/](https://ut-accommodate.symplicity.com/public_accommodation/)

<sup>6</sup> <http://ut.edu>

<sup>7</sup> <https://utampa.okta.com>

<sup>8</sup> <http://ut.smartcatalogiq.com/en/current/catalog/Academic-Policies-and-Procedures/Academic-Integrity-Policy>

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## FACE COVERINGS/MASKS

All face coverings, whether disposable or reusable, must

- be made with at least two layers of breathable material;
- fully cover the nose and mouth and secure under the chin;
- fit snugly but comfortably against the side of the face; and
- be secured with ties or ear loops, allowing one to remain hands-free.

Based on guidance from health authorities, the following are *not* acceptable face coverings: neck gaiters, open-chin triangle bandanas, and face coverings containing valves, mesh material, or holes of any kind. Unless a face shield is coupled with a face mask, it is *not* considered an acceptable masking practice on campus.

Failure to wear a mask will mean that one cannot enter a building nor attend class. Refusal to wear a mask within the classroom is considered disruptive behavior and will be handled through the classroom disruption policy. Refusal to wear a mask in other settings will be handled through Student Conduct or Human Resources if faculty or staff.

It is important to note that UT policy may vary from City and County Executive Orders. You may want to refer to local government websites as you travel the City and the County.

[City of Tampa](#)<sup>9</sup>

[Hillsborough County](#)<sup>10</sup>

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## CLASS DISRUPTION STATEMENT

**Disruption policy:** Every student has the right to a comfortable learning environment where the open and honest exchange of ideas may freely occur. Each student is expected to do his or her part to ensure that the classroom (and anywhere else the class may meet) remains conducive to learning. This includes respectful and courteous treatment of all in the classroom. According to the terms of the University of Tampa Disruption Policy, the professor will take immediate action when inappropriate behavior occurs. Details of the policy may be found at [Disruption of the Academic Process](#)<sup>11</sup>.

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<sup>9</sup> <https://www.tampagov.net/emergency-management/covid-19/face-covering>

<sup>10</sup> <https://www.hillsboroughcounty.org/en/residents/public-safety/emergency-management/stay-safe/face-coverings-and-masks>

<sup>11</sup> <http://ut.smartcatalogiq.com/en/current/catalog/Academic-Policies-and-Procedures/Disruption-of-the-Academic-Process>

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## STUDENT CODE OF CONDUCT AND COVID-19

All students whether living on or off campus are responsible for their own behavior and their personal safety. In the current COVID-19 pandemic, it is imperative that students understand their responsibility to support not only their own health and safety, but also how their personal actions contribute to the safety and welfare of others, including those within and outside the UT community. Non-compliance with the Spartan Shield Health and Safety Plan has been incorporated into the [Student Code of Conduct](#)<sup>12</sup> to promote accountability.

Prohibited conduct includes, but is not limited to, violating isolation and/or quarantine restrictions, not maintaining appropriate physical/social distancing or not following the required use of approved facial coverings in public campus spaces indoors, and outdoors when physical/social distancing is not possible. Behavior that violates city, county and/or state executive orders specifically related to the public health emergency in the state of Florida due to the spread of COVID-19, is also prohibited. Engaging in any behaviors that violate the Spartan Shield Health and Safety Plan may result in disciplinary action ranging from a disciplinary reprimand through expulsion from the University.

As a community, we abide by the Spartan Code and express care for ourselves and each other by sharing the obligation of compliance and holding each other accountable to the health and safety measures outlined by the University's Spartan Shield Health and Safety Plan. Violations of University policy should be reported by contacting Campus Safety at (813) 257-7777 or by submitting a [student conduct incident report](#)<sup>13</sup>.

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## FERPA DISCLAIMER

Following the Family Educational Rights and Privacy Act (FERPA), no third-party person will be able to serve as a proxy for matters pertaining to this course. Communication will be between the professor and the student. If a matter cannot be resolved or a situation escalates, the chair of the department, Dr. Andrew DeMil, will help mediate a solution.

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## GENERAL DISCLAIMER

The professor reserves the right to make changes to this syllabus as necessary.

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<sup>12</sup> <https://www.ut.edu/campus-life/student-services/office-of-student-conduct/student-code-of-conduct>

<sup>13</sup> [https://ut-advocate.symplicity.com/public\\_report/index.php/pid148678?](https://ut-advocate.symplicity.com/public_report/index.php/pid148678?)