

Spanish 10 & 20 Policies – Fall 2021 / Spring 2022

The Pennsylvania State University, Dept. of Spanish, Italian and Portuguese

Spanish Basic Language Program (SBLP)

<https://sip.la.psu.edu/blp>

Instructor: _____ Section: _____

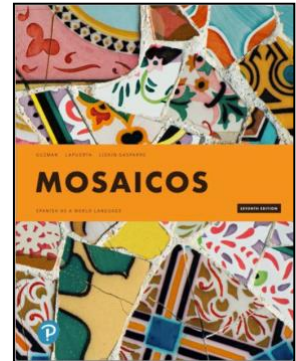
Office: _____ Office hours: _____

Email: _____@psu.edu Telephone: _____

Required Course Materials

- Textbook Mosaicos: Spanish as a World Language, 7th Edition
- An active PSU email account
- A good bilingual paper dictionary
- Headphones or speakers for audio activities online

If you do not own a computer, you can still complete your online assignments at any of the computer labs on campus.



Course Description and Goals

Welcome to Spanish 10 and 20. These courses are offered during the fall and spring semesters, respectively. Spanish 10 and 20 can be taken as an alternative to the traditional series of basic language instruction that continues over three semesters and divides into Spanish 1, 2, and 3. The SPAN 10 and 20 courses are designed to cover the same amount of material as the three-semester basic language program, but in two-thirds of the time.

Spanish 10 covers chapters: preliminary through 7 of the textbook Mosaicos. Spanish 20 covers chapters: 8 through 15 of the same textbook. These intensive courses meet four days a week and are worth 6 credits per semester. The purpose of these courses is to develop and improve communication skills when listening, reading, speaking, and writing in Spanish, by means of:

- Linguistic skills: Use of grammar and vocabulary.
- Socio-cultural skills: Appropriate use of Spanish based on situation and context.
- Discourse skills: Ability to use, understand and participate in different discourse tasks (e.g., comparison, description, narration) and situations (e.g., telephone, face-to-face, debate, interviews).
- Strategic skills: Use of appropriate learning strategies.

Methodology

Spanish 10 and 20 courses are based on a communicative approach with focus on form, which combines content- and task-based materials in a student-centered environment. Activities follow the sequence of structured-input activities, structured-output activities, and open-ended communicative tasks.

Level of Proficiency

Native Spanish speakers and students with life-long contact with Spanish may not enroll in Spanish 10 or Spanish 20. Those individuals, if they wish to improve grammar/writing skills in Spanish, should

enroll in Spanish 100A or 301. Please contact Becky Cross (rlc21@psu.edu, 814-863-5417) for information.

If you are interested in demonstrating and certifying proficiency at the Spanish 3 level (12-credit), please contact Becky Cross (rlc21@psu.edu, 814-863-5417) for information on the process and charges to do this.

If you believe you are qualified for a course that is more advanced than the level into which you were placed, you may take the Diagnostic Exam. This test is free and assesses your level of proficiency. It does not give credits or grades, but it does count towards your foreign language requirements. The Diagnostic Exam is available only the first week of the semester and takes place at the Pollock Testing Center (104 Pollock Building) from 8 AM to 6 PM. More information about the [Diagnostic Exam](https://sip.la.psu.edu/blp/courses/spanish-diagnostic-exam) can be found at <https://sip.la.psu.edu/blp/courses/spanish-diagnostic-exam>.

Student/Instructor Communication

How you can communicate with your instructor:

Email and office hours: Your instructor will provide her/his email and office hours the first day of class, after which you are responsible for obtaining the above information from another peer or from the program [website](https://sip.la.psu.edu/directory/spanish-10-20-instructors) at: <https://sip.la.psu.edu/directory/spanish-10-20-instructors>. Your instructor will decide whether to hold office hours via Zoom or in their on-campus office.

If there is an emergency: If you must contact your instructor urgently and cannot reach him/her, please contact the Spanish 10/20 Supervisor, Alex McAllister, afm159@psu.edu. Please do not call the main office of the Spanish Department.

If there is a **consistent** problem with an instructor such as late arrival, short class periods, unreturned or ungraded assignments, etc., contact the supervisor **immediately**.

How your instructor will communicate with you: Your instructor will contact you via the Canvas email service and/or your Outlook Penn State email. Make sure that you check your email in both places at least every 24 hours on weekdays. You may set up Canvas to automatically forward your email to your Outlook Penn State email, so that you will only need to check your email in one place. If your instructor's email requires an answer, please answer promptly (within 48 hours). Please do not use the class email list to send information that is not directly related to the course.

Participation Criteria

A portion of the grade for this course is directly tied to your participation in this class. Successful participation is defined as consistently adhering to university requirements, as presented in this document. It includes engaging in individual and group activities during class that solicit your response in Spanish to material in the lecture.

Each week, beginning in the second week, your instructor will evaluate your in-class participation and determine a grade (maximum 100 pts.)

Click on [Evaluation Criteria for Participation](https://sip.la.psu.edu/blp/courses/evaluation-criteria-for-participation) at <https://sip.la.psu.edu/blp/courses/evaluation-criteria-for-participation> to see the grading criteria.

You may contact your instructor during office hours to review your participation grades. If there is any disagreement, you should resolve it immediately with your instructor. No excuses will be accepted to recover participation points lost because of absences that were not approved within a 2-class period after you returned to class. See attendance policy below.

During class, cell phones, smart watches, and any other unnecessary electronic devices should be turned off and stored unless noted by instructor.

Attendance Policy

Your active class participation is crucial for learning a second language and you cannot participate if you are not in class. Regardless of the reason for your absence, failure to attend class always results in missed opportunities to hear and speak Spanish. Therefore, in order to succeed, you should attend every class and complete on time all work covered in the course. You are also responsible for having the required materials for class with you.

You cannot request class PowerPoints presentations from your instructor even if you happen to miss a class. Additionally, you are not allowed to disseminate or share any class information or content material in any way and form to an online vendor, repository, tutoring, or quizzing site.

A student whose irregular attendance causes him or her, in the judgment of the instructor, to become deficient scholastically, may run the risk of receiving a failing grade or receiving a lower grade that the student might have secured had the student been in regular attendance. Your instructor will decide when your class absence constitutes a danger to your scholastic attainment and will make this fact known to you at once. In any case, you will be responsible for contacting other classmates to obtain any missed information. If you arrive 20 minutes late (or more), or leave 20 minutes early (or more), it will be considered an absence. If you must leave class early for any reason, please notify your instructor at the BEGINNING of the class.

Approved absences include one of the following four situations:

- **Four unexcused absences** throughout the semester. These days are to cover things such as minor illnesses, weddings, funerals, job interviews, etc. These are not “free’ days”; use them wisely. These four absences cover your first four undocumented absences.
- **Officially documented university-approved curricular and extracurricular activities, religious observances, and military service:** If you miss a class or assessment, you must provide your instructor with **original documentation** and must present a [Class Absence Form](https://undergrad.psu.edu/aappm/class_absence_v3.pdf), at https://undergrad.psu.edu/aappm/class_absence_v3.pdf, at least one week in advance of a planned absence.
- **A documented, significant, prolonged illness** (See Policy for Verification of Illness below).

For more information, read the [E-11 Class Attendance and Evaluation of Student Performance](https://undergrad.psu.edu/aappm/E-11-class-attendance.html) policy, <https://undergrad.psu.edu/aappm/E-11-class-attendance.html>.

Policy for Verification of Illness

A routine illness is a minor illness or injury, such as a cold, the flu, or a self-limited gastrointestinal disorder. For routine illness related absences, students should correspond directly with the faculty as soon as possible regarding the situation, ideally before they miss a class, exam, or other evaluative activity. University Health Services (UHS) **does not** provide verification of illness forms for minor or routine illnesses or injuries.

A significant, prolonged illness is a serious illness or injury lasting at least a week. Medical documentation is required, either from UHS or from outside clinicians. UHS may provide verification of illness forms for significant prolonged illness or injury resulting in absence from classes. When it is appropriate, students may request the verification during their UHS clinician visit, or send a secure message to their clinician or the Advice Nurse through myUHS. Note that if a student wants a verification of illness from UHS and has received care from an outside provider, the outside provider must furnish appropriate documentation to the UHS director (502A Student Health Center; 814-865-6555).

If you miss a class or an evaluative assignment, you need to contact your instructor as soon as the unavoidable absence is known in order to discuss ways to make up the exam or assignment. If you do not make contact before the assignment is due, your instructor might not consider the absence

legitimate. You are responsible for using only legitimate, unavoidable reasons for requesting a make-up. Requests for missing class or an evaluative event due to reasons that are based on false claims may be considered violations of the policy on academic integrity ([Policy 49-20](#)), <https://senate.psu.edu/policies-and-rules-for-undergraduate-students/47-00-48-00-and-49-00-grades/-49-20>.

If you miss an evaluative assignment due to a routine illness, and you contacted your instructor before the assignment was due, you should make it up within the following week. Otherwise your illness is considered prolonged and you will have to provide medical documentation for you to be allowed to make up the evaluative assignment.

In order for you to make up any work missed due to a significant, prolonged illness, you must present original medical documentation within a week upon returning to class and make up the evaluative assignments within a week as well (or a reasonable time based on personal situations).

The main difference between approved and unapproved absences is that you do not receive participation points for unapproved absences. However, if you have approved absences, your participation grade for that week will be adjusted accordingly, i.e., your participation grade for a day with a valid excuse will be the average of your participation grades for the days you were in class that week. Pro-rating also applies for a prolonged absence.

Falsification of excuses will be considered a form of academic dishonesty and will be dealt with in accordance with Penn State University Senate Policy 49-20.

Family emergencies and accidents: During your enrollment at Penn State, unforeseen challenges may arise. If you ever must miss assignments and/or an extended amount of class due to an emergency, such as the death of a direct family member, an accident, or other circumstances beyond your control, please notify your instructor immediately so they can determine the best course of action to make up missed work. If you do not make contact **before the assignment is due**, your instructor might not consider the excuse legitimate. If your situation rises to a level of difficulty you cannot manage on your own with faculty support, reach out to the Student Care & Advocacy Office by phone at 814-863-2020 or email them at StudentCare@psu.edu. Office hours are held Monday-Friday, 8:00 AM to 5:00 PM EST.

It is your responsibility to **drop** the course if you decide to no longer attend. For the dates of the regular drop-add period, late drop, withdrawing from a course or from the university, please see the [university calendar](#) for the semester at https://www.registrar.psu.edu/academic_calendar/calendar_index.cfm.

For further information on PSU's policies and procedures on adding and dropping courses, withdrawal, and leave of absence, visit the University Registrar's [Registration webpage](#) at https://www.registrar.psu.edu/registration/registration_index.cfm.

Online Homework

You are responsible for having the required materials for class, checking the syllabus for assignments, and completing homework on time.

Each week, you will complete online assignments via [Canvas](#), <https://canvas.psu.edu>.

To have access to all assignments and exams, you must sign the Academic Integrity Form located in the Orientation module:

If you have any technological difficulties (e.g., using Canvas or accessing your online assignments, etc.), do not contact your instructor, but fill out and submit the [Technical Help Form](#) at <https://sip.la.psu.edu/blp/tech-support/helpform>.

Make sure that you review your answers carefully before you submit your assignments (accents, following instructions for lowercase, capital letters, formatting when needed, etc.)

You will have one attempt for quizzes with only two possible answers and two attempts for other types of quizzes. If a quiz does not follow these guidelines, this will be indicated in the instructions. The final grade of an online quiz will be based on the highest score you received on that quiz.

It is strongly recommended that before you log off, you check to see that your work has been properly recorded. **In order to receive full credit, all activities in the week's module must be completed by the stated deadline.** Please refer to the syllabus for due dates and times. Late Canvas assignments may be submitted until ten days after the due date, but this will result in a 10-percent deduction for each day that they are late.

Technology failures are not an excuse for unfinished work. Please plan accordingly. If you are unable to access the materials from your own computer, you are responsible to go to a lab on campus to complete the assignments on time. We recommend that you do the assignments ahead of time since this has the added benefit of allowing you enough time to contact your instructor to address questions you may have. Making up online assignments without penalization will only be allowed for the following situations:

- Attendance of university-approved curricular and extracurricular activities (such as field trips, debate trips, choir trips, and athletic events which require your participation). You must turn in your original documentation to your instructor, in person, at least one week ahead of time.
- A significant, prolonged illness or injury, for which you must present medical documentation to your instructor upon return to class. Please see the Policy for Verification of Illness section of this document (pg. 3) for further details.

Writing Assignments (*Escrituras*)

During the semester you will write 4 *escrituras*. Each *escritura* will have a first version and a final version. **First versions** will be **written in class** on the dates indicated on the syllabus. Your instructor will provide the topic in class on that day. You will be allowed to use your textbook, notes and a non-digital dictionary. You **may not** use any digital device (computer, tablet, cell phone, digital dictionary, translator, etc.). You **may not** copy sentences from your textbook or elsewhere. All versions of your *escrituras* must be produced by you. They **may not** be written, corrected, or edited by someone other than you. Doing so will be considered plagiarism and you will receive a 0 (zero) grade on the assignment (first and final versions) and it will be reported to the College of Liberal Arts.

If you miss class on the day an *escritura* is written and do not have a legitimate, unavoidable reason for your absence, you will have the opportunity to write it in your instructor's office within the following week. However, you will not be able to submit a final version, i.e., you will receive a zero for the final version, even if you scored 10 points on the make-up first version.

Final versions are a rewrite of the first versions, following the instructor's comments. The main content of the final version must be the same as what you wrote in the first version. They are due at the beginning of class on the days specified on the syllabus. They have to be typed with Arial 12-point font, double spaced, 1" margins, legible and printed out. If the final version is not typed, there will be a 0.5-point deduction in the *escritura's* grade. You must turn in the first version with the final version to your instructor. Failure to do so will result in a zero for the final version.

You are expected to hand in *escrituras* on time and in class. If you are not in class the day a final-version *escritura* is due, **you must email the final version accompanied by a scanned, legible copy of the first version to your instructor by the time class begins on the day it is due.** Do not leave any *escrituras* in your instructor's physical mailbox.

Your instructor may still ask you to supply him/her with a hard copy of the *escritura* upon your return to class. If you do not turn in a hard copy of your *escritura* on this new due date, it may be considered and treated as a late assignment.

Late escrituras will receive point reductions. They will be downgraded by one point if received after the beginning of class on the due date and one additional point for each calendar day thereafter.

If you receive 10 points for the first version of an *escritura*, you do not have to submit a final version for the same *escritura*. In that case, you will automatically receive 10 points for the final version. However, if you receive fewer than 10 points for the first version, you must submit a final version for that *escritura*. Failure to do so will result in a zero for the final version. You will **not** simply receive a duplicate grade from the first one.

Grades for first and final versions of the *escrituras* are based on the [Evaluation Criteria for Written Expression](http://sip.la.psu.edu/blp/courses/grading-criteria), <http://sip.la.psu.edu/blp/courses/grading-criteria>.

Academic Integrity Guidelines: While working on the final version of an *escritura*, you may consult with your instructor in preparation for graded work and you may only use non-digital/paper dictionaries and grammar reference materials. You **may not** use any online translator to translate text from Spanish to English (words, sentences, paragraphs, etc.). You **may not** ask another person (e.g., friend, tutor, relative, etc.) for help with the writing, editing or correcting of any activity on which you will be graded, and for which you will receive points towards your final grade. If you plan to talk with another person about the grammar content you will be using in your written work, you must receive advance, explicit approval from your instructor. **What you write must be produced by you, not written, corrected, or edited by someone else.** If your assignment is partially or totally taken from an external source such as published information (book, web page, etc.), the class PowerPoint presentation, or is produced by a translation program or by another person, you will receive a zero in the assignment, this incident will be reported to the College of Liberal Arts as academic dishonesty, and it will remain on your student record.

Written Exams

There are four closed-book written exams in this course. Exam and course grades are not **curved** or **rounded-up**.

These exams are not cumulative and will take place **during regular class time** on the dates specified in the syllabus. These exams will be comprised of the following: listening and reading comprehension, grammar, vocabulary, and a short essay. Open-ended sentences and the content of the essay in these exams must be your own work.

Exams are closed-book, meaning you may not use your textbook, dictionary, notes, online translators, or any other materials. The use of online translators and digital devices such as tablets, iPods, cell phones, smart watches, etc. is strictly prohibited.

During your exam and after you have submitted it, you are not allowed to take any notes. That is, you are not permitted to use any scratch paper, notebook, etc. Taking screenshots of any part of the exam, including your answers, is strictly prohibited. Do not participate in the sharing of exam details (e.g., questions, answers, vignettes, etc.). You may not receive or disseminate exam details from or to other people or on the web. Exam details may not be sent or received through any means of communication (e.g., text, images, word of mouth, etc.).

Oral Exam

There is one **oral exam**. It will consist of a 4-minute dialogue between two students (groups of three, if any, will converse for six minutes). After your 4-minute conversation, your instructor will

ask a couple of follow-up questions to each of you. Each pair of students will select a topic from the list available in Canvas. You can use the textbook, a paper dictionary and your notes to prepare for the presentation, but you will not be allowed to have anything with you during the presentation. **This** dialogue will take place in class on the dates specified in the syllabus and will be graded based on the [Evaluation Criteria for Oral Expression](https://sip.la.psu.edu/blp/courses/evaluation-criteria-for-oral-expression), <https://sip.la.psu.edu/blp/courses/evaluation-criteria-for-oral-expression>.

You **may not** possess in any form nor disseminate by any means course examinations, including the oral exam topics. Failure to comply with this policy will result in the incident being reported to the College of the Liberal Arts as an academic integrity violation, and you will also be susceptible to sanctions consistent with university guidelines, depending on the severity of the infraction.

Assessment Components

Testing procedures will be representative of the type of instruction, content and practice offered in the classroom. The assessment components for this course are:

Participation	10%
Online homework	15%
Writing assignments (<i>escrituras</i>)	14%
- First Version of <i>Escrituras</i> : 8%	
- Final Version of <i>Escrituras</i> : 6%	
Exam 1	14%
Exam 2	14%
Exam 3	14%
Exam 4	14%
Oral exam	5%

Grading Scale (based upon dept. guidelines)

95.0 - 100%	A	87.0 - 89.9%	B+	75.0 - 79.9%	C+	60.0 - 69.9%	D
90.0 - 94.9%	A-	83.3 - 86.9%	B	70.0 - 74.9%	C	0 - 59.9%	F
		80.0 - 83.2%	B-				

Academic Integrity Guidelines

You may consult with your instructor in preparation for graded work and you may only use non-digital/paper dictionaries and grammar reference materials. You **may not** use any online translator to translate text from Spanish to English or vice versa (words, sentences, paragraphs, etc.). You **may not** use any grammar structures that have not been covered in the course. You **may not** ask another person (e.g., friend, tutor, relative, etc.) for help with the writing, editing or correcting of **any** activity on which you will be graded, and for which you will receive points towards your final grade. If you plan to talk with another person about the grammar content you will be using in your written work, you must receive advance, explicit approval from your instructor. **What you write must be produced by you, not written, corrected, or edited by someone else.** If your assignment is adapted or taken partially or totally from an external source such as published information (book, web page, etc.), the class PowerPoint presentation, or is produced by a translation program or by another person, it will result in a zero for the assignment the incident will be reported to the College of the Liberal Arts as an academic integrity violation, and you might also be susceptible to other sanctions consistent with University guidelines, depending on the severity of the infraction.

COVID-19 Policies

All students, faculty, staff members, and visitors – regardless of vaccination status – must always wear masks appropriately (i.e., covering both your mouth and nose) in all campus buildings (including all classrooms, regardless of size) and wherever state or local laws require. Therefore, masks are required throughout the class period and while you are indoors on campus in accordance with university and public health guidelines. This is to protect your health and safety as well as the health and safety of your classmates, instructor, and the university community. Anyone attending class without a mask will be asked to put one on or leave. Instructors may end class if anyone present refuses to appropriately wear a mask for the duration of class. Students who refuse to wear masks appropriately may face disciplinary action for Code of Conduct violations. If you feel you cannot wear a mask during class, please speak with your adviser immediately about your options for altering your schedule.

The University will provide an update when masking is no longer required. For more updated information about [AD101 COVID-19](https://policy.psu.edu/policies/ad101) policy and [current health guidelines](https://virusinfo.psu.edu/health-guidelines), visit <https://policy.psu.edu/policies/ad101> and <https://virusinfo.psu.edu/health-guidelines>.

If you are experiencing COVID-19 related symptoms, you should **not** attend class in person and are encouraged to contact a healthcare provider. You may participate remotely if your instructor allows it. If attending virtually is not an option, your absence and any work that you may need to make-up will be dealt with following our program make-up policies and the policy for verification of illness outlined above. If you are not in class, you may be contacted by your instructor to check up on you.

In the event that your instructor is unable to teach in person, due to illness or need to quarantine, classes will be met by a temporary instructor, delivered remotely and synchronously (via Zoom), or addressed through asynchronous assignments and activities. If classes are remote and synchronous, you can bring your own device to the classroom during the scheduled class time to connect to class from that location.

General Administrative Issues

- **Expected Time Required (approximate)**

A general guideline for the amount of time you should plan to dedicate to this and any other university course is 2-3 hours of homework per hour spent in class.

- **Final Grades and Extra Credit:** Final grades are neither curved nor rounded, and extra credit will not be given under any circumstances.
- **FREE Tutoring:** The Penn State Learning Center offers free drop-in tutoring. For more information, visit their [website](https://pennstatelearning.psu.edu) at <https://pennstatelearning.psu.edu>.
- **Academic Integrity:** At the beginning of the course, you will be required to sign the SBLP Academic Integrity Form in order to access all your online assignments. Penn State defines academic integrity as the pursuit of scholarly activity in an open, honest and responsible manner. All students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts (Faculty Senate Policy 49-20). Dishonesty of any kind will not be tolerated in the Spanish Basic Language Program and instructors are required to report all cases of academic dishonesty to the College of the Liberal Arts. Dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating information or citations, facilitating acts of academic dishonesty by others, sharing or having unauthorized possession of examinations or other kinds of evaluative assignments (such

as online quizzes, essay topics, oral exam topics, etc.), submitting partial or complete work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Students who are found to be dishonest will be reported to the College of the Liberal Arts and will also receive academic and/or disciplinary sanctions, depending on the severity of the infraction. Once an allegation of academic dishonesty has been made and reported to the College of the Liberal Arts, a student may not drop the course. Students who drop the course while facing allegations of academic misconduct will be immediately reenrolled in the course and will be expected to complete course work and meet course deadlines until the allegations are dismissed and the drop is permitted. Questions about academic integrity can be referred to the Chair of the Liberal Arts Academic Integrity Committee. For more information read the [Academic Integrity Information for Students](https://la.psu.edu/current-students/undergraduate-students/education/academic-integrity/AcademicIntegrityInformationforLiberalArtsStudents.pdf) at <https://la.psu.edu/current-students/undergraduate-students/education/academic-integrity/AcademicIntegrityInformationforLiberalArtsStudents.pdf>.

- **Disagreements and grade disputes:** If you disagree with a grade or have problems with your instructor, **please approach your instructor first and try to resolve the disagreement together**. If it cannot be resolved, contact the course supervisor (see page 2.) She will ask you for written documentation of your version of the dispute before meeting with you. Please understand that supervisors, coordinators, department heads and higher administrators cannot require an instructor to change a grade, but can only serve as mediators. All grade disputes for whatever type of assignment should be addressed no later than a week after the grade has been submitted in Canvas.
- **University Policy on Disabilities:** The Pennsylvania State University encourages qualified persons with disabilities to participate in its programs and activities and is committed to the policy that all people shall have equal access to programs, facilities, and admissions without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. If you have a disability-related need for reasonable academic adjustments in this course, contact the Student Disability Resources (SDR) at 814-863-1807. For further information regarding SDR, please visit the [Student Disability Resources' Web site](https://equity.psu.edu/student-disability-resources) at <https://equity.psu.edu/student-disability-resources>. In order to receive consideration for course accommodations, you must contact SDR and provide documentation (see the [documentation guidelines](https://equity.psu.edu/student-disability-resources/applying-for-services/documentation-guidelines) at <https://equity.psu.edu/student-disability-resources/applying-for-services/documentation-guidelines>). If the documentation supports the need for academic adjustments, SDR will provide a letter identifying appropriate academic adjustments. Please share this letter and discuss the adjustments with your instructor as early in the course as possible. You must contact SDR and request academic adjustment letters at the beginning of each semester.
- **Report Bias:** Penn State takes great pride to foster a diverse and inclusive environment for students, faculty, and staff. Acts of intolerance, discrimination, harassment, and/or incivility due to age, ancestry, color, disability, gender, gender identity, national origin, race, religious belief, sexual orientation, or veteran status are not tolerated and can be reported through [Educational Equity at the Report Bias site](https://equity.psu.edu/reportbias): <https://equity.psu.edu/reportbias>.
- **Counseling and Psychological Services:** Students with academic concerns related to this course should contact the instructor in person or via email. Students also may occasionally have personal issues that arise in the course of pursuing higher education or that may interfere with their academic performance. If you find yourself facing problems affecting your coursework, you are encouraged to talk with your instructor and to seek confidential assistance at the Penn State Counseling and Psychological Services (CAPS) Center at 814-863-0395. Visit their [website](https://studentaffairs.psu.edu/counseling) for more information at <https://studentaffairs.psu.edu/counseling>. Also, crisis intervention is always available 24/7 from Centre County CAN HELP (1-800-643-5432), or contact University Police at 814-863-1111.

- **Deferred Grades:** If you want to request a deferred grade, contact your instructor by week 14. You will have to complete all the work for the course within 10 weeks after the course end date. Deferred grades are not recommended unless you have completed at least 75% of the course material.
- **Academic conduct:** The Spanish Basic Language Program supports the authority of the instructors, and encourages the spirit of respect and academic discipline in the classroom. For other general university policies regarding academic conduct please visit the [Office of Student Conduct](https://studentaffairs.psu.edu/conduct) at <https://studentaffairs.psu.edu/conduct>.