Instructor: Melissa M. Culver  
Course number and title: SPANISH COMPOSITION SPAN 3302.001  
Office phone number: 825-2580  
Email: melissa.culver@tamucc.edu  
Office number and building: 260 Faculty Center  

**Office Hours**

MW 12:45-1:45; TR 12:30-1:30; T 3:30-4:30

Appointments and walk-ins welcome

***If you are unable to make these office hours, please contact me (preferably by email or after class) to schedule an appointment.***

Class meets: MW 2:00-3:15 PM, IH 164

**Course description:**
In this course students will develop and polish their written communication skills through the study of several grammatical and lexical topics. This course will prepare students to write the different types of writing tasks with which professionals are generally faced.

**Learning Objectives**
By the end of the semester, students in this course will be able to:
1. Use simple and complex language structures and conventions of the written language (e.g., accent marks, spelling, and punctuation) in interpersonal and presentational writing
2. Demonstrate understanding of register appropriateness in tasks like response to emails, memos and letters; opinion/position essays; and tasks involving integrated writing
3. Demonstrate a broad use of vocabulary as well as a solid understanding of pragmatic use of such vocabulary and idiomatic expressions
4. Exhibit an appropriate level of cultural knowledge and sensitivity while writing cohesive summaries, essays, narratives, explanations and descriptions

Adapted from the TExES Preparation Manual

**Course Requirements**
Homework assignments 20%
Portfolio (divided into :) 50%
Composition #1 first draft 5%
Peer review of composition #1 5%
Composition #1 final draft 5%
Composition #2 first draft 5%
Peer review of composition #2 5%
Composition #2 final draft 5%
Composition #3 first draft 5%
Peer review of composition #3 5%
Composition #3 final draft 5%
Portfolio organization 5%
Exams 30%

Required Texts
Repase y Escriba, 7a edición. Canteli Dominics (2014, Wiley)

Attendance
Students are expected to be present for every meeting of the classes in which they are enrolled. Only the instructor can excuse a student from a course requirement or responsibility. When conflicts or absences can be anticipated, such as for many University sponsored activities and religious observations, the student should inform the instructor of the situation as far in advance as possible. For unanticipated or emergency absences when advance notification to an instructor is not possible, the student should contact the instructor as soon as possible by email. When the student is unable to make direct contact with the instructor and is unable to leave word with the instructor’s department because of circumstances beyond the student’s control, and in cases of bereavement, the student or the student’s representative should contact the Office of the Dean of Students.

Missed or Late Work
Late work will not be accepted in this class, unless you have a properly documented excuse. The assignments will be discussed in class, and it is essential to have them ready and with you.

Grading
A 90 –100%
B 80 –89 %
C 70 –79%
D 60 –69%
F Below 60%

Portfolio
For this class students will produce a portfolio. This is a valuable instrument because it allows you to see how your written communication skills are developing, as well as areas that may need improvement.

The portfolio will be composed of the following parts:

- First draft of the three compositions you write during the course (5% each): You will write three compositions according to the themes and instructions available on Blackboard. Check the course calendar for the due dates.
- Peer review of the three compositions (5% each): You will be assigned to review the compositions of your classmates according to a rubrics provided to you. We will do this activity in class.
• Final draft of the three compositions (5% each): After the peer review and a review by the professor, you must turn in a new draft of your composition. It must be clear in this version that you follow the suggestions you received from your reviewers.
• Portfolio organization (5%): Students must present their portfolios in an organized manner. There will be instructions on BB for how to organize it. You must keep all drafts of your compositions. You must turn in the first draft along with the second one of each composition. You also must turn in all drafts of all compositions in your portfolio in the last day of class.

IMPORTANT INFORMATION

Dates to remember:

Spring 2019

Academic Calendar-Updated

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>January 14</td>
<td>Classes begin Regular Spring and 1st 7-Week Session</td>
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<tr>
<td>January 21</td>
<td>Martin Luther King, Jr. Holiday</td>
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<tr>
<td>January 22</td>
<td>Last day to register or add a class</td>
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<tr>
<td>February 26</td>
<td>Last day to apply for Spring graduation</td>
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<tr>
<td>March 8</td>
<td>Last Day of classes for 1st 7-Week Session and Final Exams</td>
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<tr>
<td>March 11-15</td>
<td>Spring Break</td>
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<tr>
<td>March 18</td>
<td>First Day of Classes 2nd 7-Week session</td>
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<tr>
<td>March 20</td>
<td>Grades due for 1st 7-Week session</td>
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<tr>
<td>April 5</td>
<td>Last day to drop a class</td>
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<tr>
<td>April 30</td>
<td>Last day to withdraw from the University</td>
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<tr>
<td>May 1</td>
<td>Last day of classes Regular Spring &amp; 2nd 7-Week Session and Final exams 2nd 7-Week Session</td>
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<tr>
<td>May 2</td>
<td>Reading Day</td>
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<tr>
<td>May 3, 6-9</td>
<td>Final examinations</td>
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<tr>
<td>May 11-14</td>
<td>Grading days</td>
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</tbody>
</table>
Disabilities Accommodations

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

Academic Advising

The College of Liberal Arts requires that students meet with an Academic Advisor as soon as they are ready to declare a major. Degree plans are prepared in the CLA Academic Advising Center. The University uses an online Degree Audit system. Any amendment must be approved by the Department Chair and the Office of the Dean. All courses and requirements specified in the final degree plan audit must be completed before a degree will be granted. The CLA Academic Advising Office is located in Driftwood #203. For more information please call 361-825-3466.

Dropping a Class

I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with your academic advisor, the Financial Aid Office, and me, before you decide to drop this course. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class.

Grade Appeals

As stated in University Procedure 13.02.99.C2.03, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable
evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.03, Student Grade Appeals. These documents are accessible online at: http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.C0.03_student_grade_appeals.pdf.

For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean’s office in the college in which the course is taught. For complete details on the process of submitting a formal grade appeal in CLA, please visit the College of Liberal Arts website, http://cla.tamucc.edu/about/student-resources.html.

Classroom/professional behavior

Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

Statement of Civility

Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

Academic Integrity/Plagiarism

University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in (a grade of 0 for the assignment(s) in question).
**Academic Honesty/Plagiarism**

**Definition:** In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source. Plagiarism is a violation academic expectations, but it is sometimes difficult to understand what plagiarism actually is. Often, students commit unintentional plagiarism (not citing sources properly, for example), because they are unaware of the standards that apply. Plagiarism includes:

- Using the work of another as your own,
- Downloading or purchasing ready-made essays off the web and using them as your own,
- Using resource materials without correct documentation,
- Using the organization or language of a source without using quote marks and proper citation.
- Turning in a researched project without citing sources in an appropriate documentation style.

When you are confused about citation of quotes or ideas, please visit the Writing Center or me to get help. Information on MLA documentation rules is available at Purdue University’s OWL: [http://owl.english.purdue.edu/](http://owl.english.purdue.edu/), and from our local Writing Center at CASA.

**Statement of Academic Continuity**

In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi, this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.

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**PROGRAMA DE ESTUDIO (TENTATIVO)**

Semana 1
- Introducción general (xv-xx); Gramática: presente de indicativo e infinitivo

Semana 2
- La descripción
- Gramática: sustantivos, artículos y adjetivos; concordancia ser/estar, verbos copulativos

Semana 3
- Gramática: Verbos, conjunción, negación, adverbios, interrogativos
- Gramática: el diccionario; verbos complejos

Semana 4
El reportaje Borrador: Composición # 1: Descripción

Gramática: sujeto, objeto directo y reflexivos; pronombres personales; clíticos

Semana 5

Gramática: posesivos; objeto directo e indirecto; gustar y verbos como gustar

Composición # 1  Prueba # 1

Semana 6

reportaje

Gramática: subjuntivo e imperativo; discurso indirecto y cláusulas sustantivas

Semana 7

La narración personal

Gramática: pretérito e imperfecto; pasado subjuntivo; adverbios de manera y tiempo

Semana 8

Gramática: Gramática de la narración

. La narración compleja

Borrador: Composición # 2: Reportaje

Vacaciones de primavera

Semana 9

Gramática: participio y tiempos perfectos; futuro y condicional

Prueba # 2

Semana 10

Gramática: cláusulas adverbiales y condicionales; gerundio y progresivos

Composición # 2  La exposición

Semana 11

Gramática: frase sustantiva, artículos, partitivos; adjetivos que cambian de sentido

Gramática: cláusulas relativas e indicativo, subjuntivo, infinitivo; números, dinero, dimensiones
Semana 12

Gramática: Sustantivación, neutros, lo; comparación e intensificadores

Borrador: Composición # 3: Narración o exposición  La argumentación

Semana 13

Gramática: preposiciones, uso fijo de preposiciones

Composición # 3  Gramática: énfasis, voz pasiva

Semana 14

Gramática: Desénfasis y voz pasiva; se pasivo e impersonal

Prueba # 3

Semana 15

Gramática: conectores y transiciones; subordinación (312-316); nominalización (317-321)
EXAMENES FINALES: please see registrar’s dates for final examinations.

SPRING 2019 FINAL EXAMINATION SCHEDULE

<table>
<thead>
<tr>
<th>Final Exam Time</th>
<th>Final Exam schedule for courses that begin at the following times</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m. – 10:30 a.m.</td>
<td>10:00 MWF 9:00 S 8:00 MWF 8:00 TR 9:00 MWF 9:30 TR</td>
</tr>
<tr>
<td>11:00 a.m. – 1:30 p.m.</td>
<td>1:00 MWF 12:00 S 11:00 MWF 11:00 TR 12:00 MWF 12:30 TR</td>
</tr>
<tr>
<td>1:45 p.m. – 4:15 p.m.</td>
<td>2:00 F 3:30 MW 2:00 TR 2:00 MW 3:30 TR</td>
</tr>
<tr>
<td>4:30 p.m. – 7:00 p.m.</td>
<td>4:20 M 4:20 T 5:30 TR 4:20 W 5:30 MW 4:20 R</td>
</tr>
<tr>
<td>7:15 p.m. – 9:45 p.m.</td>
<td>7:00 M 7:00 T 7:00 TR 7:00 W 7:00 MW 7:00 R</td>
</tr>
</tbody>
</table>

Your final exam will take place on: Friday May 03, Saturday May 04, Monday May 06, Tuesday May 07, Wednesday May 08, Thursday May 09

About Final Examinations

Final examinations must be scheduled during the regularly scheduled examination time listed. If papers or take-home examinations are assigned in lieu of a final examination, the due date must be at the regularly scheduled examination time listed in the official class schedule. If final presentations or final critiques assigned in lieu of final examinations require multiple days to complete, then the final day for the critiques/presentations must occur on the regularly scheduled exam day. Students are not required to take more than two final examinations in any one day. Any student with three or more final examinations scheduled on the same day may request to take one of the examinations on another day during the final examination period. The process is described below.

1. The student should first try to resolve the matter with the appropriate instructor(s).
2. If the matter remains unresolved, the student should submit a request for an alternative final exam time in writing to the Division of Student Engagement and Success. This request must be submitted by the drop date (the last day to drop a course for the semester with an automatic grade of W as stated in the semester class schedule).
3. The Division of Student Engagement and Success will select which of the exams should be taken at an alternative time and formally contact the faculty member at least 15 working days before the final examination period. Preference for selection of which course would have an alternative final exam time must be based on the course with the smaller class size and, then, courses with final exam times in between other exams.
4. The faculty member will then arrange an alternative time for the student to take the final exam for that course that does not conflict with the student’s final exam schedule or require the student to take more than two final exams in one day. If students have difficulties in rescheduling the examination, they should consult with the Division of Student Engagement and Success. Final exams given outside the regularly scheduled time may vary in content and format at the discretion of the faculty member.