Main Campus · College of Arts, Culture and Scientific Inquiry · English, Film, Languages and Performing Arts

Elementary Spanish II

SPAN-1002

Spring 2021 Sections 04, 05 3 Credits 01/09/2021 to 05/11/2021 Modified 12/09/2020

Description

Continued listening, speaking, reading and writing in Spanish with further study of the culture of Spanish-speaking regions.

Requisites

Prerequisites:
SPAN 1001 Minimum Grade: C or SPA 101 Minimum Grade: C or SPAN 1001C Minimum Grade: C
Corequisites:

Contact Information

Professor: Dr. Jeffrey Zamostny

Email: jzamostn@westga.edu
Office: Cobb Hall 103

Feel free to call me Dr. Zamostny or Dr. Z!

You can reach me most easily via email. Please email my westga.edu address from your my.westga.edu address. I do not regularly check emails sent over CourseDen. When emailing me, please include a greeting (for example, Hola, Dr. Zamostny), your name and section number (SPAN 1002-04 or 05), and your message. Please use professional language including capitalization and punctuation.

I make every effort to respond to professional, respectful emails within 48 hours, and often much sooner.

Office Hours

Monday, Wednesday, 2:00 PM to 3:00 PM, Cobb Hall 103

(Face-to-face)

Tuesday, Thursday, 1:30 PM to 3:00 PM, Cobb Hall 103

(Face-to-Face)

By appointment in person, By appointment via Google Meet (email jzamostn@westga.edu for an appointment)

Meeting Times

Section 04

Tuesday, Thursday, 3:30 PM to 4:45 PM, Callaway 205

Section 05

Tuesday, Thursday, 5:30 PM to 6:45 PM, Anthropology 7

Materials

Textbook

SPAN 1002 uses *Un paso adelante*, the UWG SPAN 1002 Textbook. This is an in-house, open-access textbook created by professors at the University of West Georgia with the aid of a grant from Affordable Learning Georgia. The textbook is available as a navigable PDF under the Content tab in CourseDen.

We will make extensive use of the textbook throughout the course. I strongly recommend that you print out the textbook at the beginning of the semester, or that you print out the relevant pages as we move through the course. You may print the textbook however you see fit. Print Services at UWG (previously called Pub & Print) offers several options for gaining access to a printed copy of the textbook.

In order to purchase a printed copy of the textbook from Print Services:

(1) Email Print Services at **printservices@westga.edu**. Print Services will be taking orders by two deadlines: **Monday, January 18** and **Friday, January 29**. In your email, indicate:

(a) that you wish to purchase a printed copy of the textbook for **SPAN 1002**

(b) your 917 number

(c) the format in which you wish to purchase your printed copy. You may choose from the options below. ***Important Note:** Prices do not include tax. Ordering after the deadlines may incur an added fee and will result in a wait time of approximately two business days. Prices are subject to change and will be confirmed by Print Services.

$16.00 Package #1: black & white, 3-hole punched, no covers
$20.00 Package #2: black & white, spiral bound, no covers
$25.50 Package #3: black & white, spiral bound, protective covers
$40.50 Package #4: color, spiral bound, protective covers

Print Services will notify you when your order is ready. If you choose to print using this option, you or a representative will need to pick up and pay for your order in person at Print Services on the UWG Carrollton campus. Print Services is able to send copies to the Newnan campus; indicate in your order if you require this service. You will not be able to cancel your order after the order deadlines. If you order a book but do not pick it up and pay for it, Print Services will place a hold on your student account. These prices apply only to the SPAN 1002 textbook.

CourseDen Materials

I will make videos, activities, assignments, exams, etc. available on CourseDen throughout the semester. Per the section on Institutional Policies/COVID-19 below, you must "mak[e] plans for internet access at whatever location participation may occur."

To use the materials on CourseDen, you minimally need to be able to access the internet, open a PDF file (the textbook), play videos within CourseDen from YouTube and Video Note, complete online activities using the Quizzes feature of CourseDen, and upload brief videos and/or voice recordings to CourseDen. I will provide or refer you to technical support as necessary. Please take advantage of the UWG Knowledge Base (https://uwgonline.service-now.com/kb/?id=kb_home) in CourseDen.

Outcomes

SPAN 1002 fulfills the learning outcomes of UWG's Core Areas B and C. Upon successful completion of the course, you will demonstrate the ability to:

- Adapt written and oral communication to specific rhetorical purposes and audiences.
- Identify, evaluate, and use information, language, or technology appropriate to a specific purpose.
- Demonstrate knowledge of the foundational concepts of artistic, intellectual, or literary achievement, adapting written communication to specific purposes and audiences.
- Recognize and make informed judgments about the fine, literary, or performing arts from various cultures.

Additionally, the course is based in part on the following National Standards for Foreign Language Learning:

Standard 1.1: Students engage in conversations, provide and obtain information, express feelings and emotions, and exchange opinions

Standard 1.2: Students understand and interpret written and spoken language on a variety of topics

Standard 4.1: Students demonstrate understanding of the nature of language through comparisons of Spanish and English

Upon successful completion of the course, you will achieve the following competencies in Spanish:

- Describe present and past experiences
- Navigate written and oral directions and instructions using formal and informal commands
- Make written and oral presentations using past and present tenses. Express ideas using coherent and accurate grammar, a varied vocabulary, and good pronunciation
- Read, respond to, and create various types of written texts
- Acquire information and recognize that cultural differences do exist and that learning a language enables a person to better understand and interact with the people and the culture of various Spanish speaking countries
- Establish connections with English by understanding the nature of language

✔ Evaluation

Criteria

Type	Weight	Topic	Notes
Chapter Exams	21% (7% each)	Chapters 6, 7, and 8	The chapter exams will give you the opportunity to demonstrate the knowledge and skills you have developed in each chapter. The exams will focus primarily on the material from the indicated chapters. However, language learning is a cumulative process, so there will necessarily be some cumulative elements. I will provide study tips and practice materials for the chapter exams and the other exams described below. However, consistent, ongoing engagement with the material in the chapters is the key to succeeding on exams in this course. You will complete the chapter exams online via CourseDen. You will be able to access each exam during a 48-hour period. Once you begin each exam, you will have a maximum of 75 minutes to complete it prior to the close of the exam window. Do not begin an exam unless you plan to complete it at that time. I will not accept any late exams except under rare and unusual circumstances as determined by me. Please contact me immediately if you need an exam to be reopened or you need to take an exam at an alternate date. I will grant such requests in rare and unusual circumstances, which will typically be accompanied by medical or legal documentation. I will typically not grant any such requests that are made after 7 calendar days following the due date of the exam in question. For the chapter exams and other exams described below, the following non-exhaustive list of actions constitute cheating and may lead to a grade of 0% on an exam: --completing any part of the exam with the help of another person --consulting any materials, including the textbook and online resources --using an online dictionary or translator --using grammatical constructions and other language not covered in SPAN 1001-1002 The exams will be designed to make cheating difficult. However, if I notice signs that you may have cheated, I will assign you a grade of a 0% on the exam. If you would like to contest that grade, you will have a maximum of 7 calendar days to contact me by email (jzamostn@westga.edu) to set up an appointment in person or via Google Meet to discuss the exam.

Type	Weight	Topic	Notes
SPAN 1001 Review Exam	4%	SPAN 1001 Review	The SPAN 1001 Review Exam will take place at the end of a review of key points from SPAN 1001 at the beginning of the semester. Language learning is a cumulative endeavor, so it is important to reactivate your knowledge and skills from SPAN 1001 before adding more in SPAN 1002. The SPAN 1001 Review Exam will help you refresh this important baseline knowledge. You will complete the exam online via CourseDen. You will be able to access the exam during a 48-hour period. Once you begin the exam, you will have a maximum of 75 minutes to complete it prior to the close of the exam window. Do not begin the exam unless you plan to complete it at that time. I will not accept any late review exams except under rare and unusual circumstances as determined by me. Please contact me immediately if you need the review exam to be reopened or you need to take the exam at an alternate date. I will grant such requests in rare and unusual circumstances, which will typically be accompanied by medical or legal documentation. I will typically not grant any such requests that are made after 7 calendar days following the due date of the review exam. See the description of chapter exams above for additional information and policies regarding academic honesty on exams.
Final Exam	15%	Chapters 6-9, cumulative	The final exam will give you the opportunity to demonstrate the knowledge and skills that you have developed throughout the course, in Chapters 6-9. You will complete the final exam online via CourseDen in accordance with University policies as publicized on the Scoop. I will provide detailed instructions for completing the final exam at least two weeks prior to Final Exams week. I will not accept any late final exams except under rare and unusual circumstances as determined by me. Please contact me immediately if you need the final exam to be reopened or you need to take the exam at an alternate date. I will grant such requests in rare and unusual circumstances, which will typically be accompanied by medical or legal documentation. See the description of chapter exams above for additional information and policies regarding academic honesty on exams.

Type	Weight	Topic	Notes
Compositions (2)	20% (10% each)		The compositions will give you the opportunity to demonstrate the written Spanish skills that you have developed at two points in the semester. They will allow you to creatively use the vocabulary and grammar that we have studied. I will provide instructions and practice activities a minimum of one week before each composition. You will not know the exact prompt before the composition, but the practice materials will give you a good sense of what to expect. You will complete the compositions online via CourseDen. You will be able to access the prompt and instructions during a 48-hour period. Once you begin the composition, you will have a maximum of 75 minutes to complete it. Do not begin the composition unless you plan to complete it at that time. I will not accept any late compositions except under rare and unusual circumstances as determined by me. Please contact me immediately if you need the composition to be reopened or you need to complete the composition at an alternate date. I will grant such requests in rare and unusual circumstances, which will typically be accompanied by medical or legal documentation. I will typically not grant any such requests that are made after 7 calendar days following the due date of the composition in question. For the compositions, the following non-exhaustive list of actions constitute cheating and may lead to a grade of 0% on a composition: --completing any part of the composition with the help of another person --consulting any materials, including the textbook and online resources --using an online dictionary or translator for all or part of the composition --using grammatical constructions and other language not covered in SPAN 1001-1002 --pre-writing the composition and cutting and pasting it into the CourseDen submission I will be able to see how long you spent writing the composition in CourseDen. I will be suspicious if I see that it took less than 15-20 minutes, minimum. It will be difficult to cheat on the compositions. However, if I notice signs that you may have cheated, I will assign you a grade of a 0% on the composition. If you would like to contest that grade, you will have a maximum of 7 calendar days to contact me by email (jzamostn@westga.edu) to set up an appointment in person or via Google Meet to discuss the composition.
Oral Exam	10%		The oral exam will give you the opportunity to demonstrate the Spanish speaking skills that you have developed over the course of the semester. I will provide information regarding the format of the oral exam at least two weeks prior to the exam. I will also provide practice activities at that time.

Type	Weight	Topic	Notes
Online Activities	20%		You will complete written online activities ("Quizzes") on CourseDen on a regular basis. These activities will provide you with essential practice to reinforce the knowledge and skills that you are developing throughout the course. You will have multiple attempts to complete many of these low-stakes activities. In those cases, only your highest score will be recorded in my grade book. Some online activities allow only one attempt. Please read the instructions carefully before completing each activity. Each activity will have a due date and an end date. The due date is the date by which I suggest you complete the activity to best follow the course material. The activity will remain open on CourseDen after the due date until the activity's end date. I will make every reasonable effort to establish the due date and end date of activities in CourseDen at least one week before the end date. It is your responsibility to check CourseDen frequently to keep up with dates. I will not accept any online activities after their end date except under rare and unusual circumstances as determined by me. Please contact me immediately if you need an activity to be reopened or you need to complete an activity at an alternate date. I will grant such requests in rare and unusual circumstances, which will typically be accompanied by medical or legal documentation. I will typically not grant any such requests that are made after 7 calendar days following the end date of the activity or activities in question. **NOTE:** The online activities are called Quizzes in CourseDen. I am unable to change this label. The online activities are not meant to be quizzes in the traditional sense of that term but rather practice exercises to help you master knowledge and skills.
Oral Practice, Attendance & Professionalism	10%		**Guiding Principles** Studies show that exposure to comprehensible input (listening, reading) and the production of meaningful output (speaking, writing) are essential for developing skills in a language. Attending class is the single most important way you will be able to receive input and produce output in our course this semester! For that reason, attendance is vital for all students and will be factored into your overall class grades. **Attendance Policy** To promote safety and social distancing during the Covid-19 pandemic, our sections of SPAN 1002 will run according to the dual modality delivery model in Spring 2021. All students will be assigned to a particular day of class (Tuesday or Thursday) and will attend class in person on that day. All students regardless of day will have access to online instructional materials and will complete online activities throughout the week, with due dates on Tuesdays, Thursdays, and Saturdays. Only students who receive official accommodations from the University of West Georgia to complete the course 100% online for all or part of the semester will be able to do so with no penalty to their grade. Students in that situation should contact the instructor immediately to learn what additional activities they will need to complete to make up for the oral practice component of SPAN 1002. Assuming there are no unexpected cancellations, there will be 15 class sessions in Spring 2021**Students will be expected to attend and actively participate in 12 class sessions (or the equivalent for students with official UWG accommodations) for an oral practice, attendance, and professionalism grade.** Attendance at additional sessions will count as extra credit, with a maximum of 5 additional points in this category per additional session attended. **Attendance at fewer sessions will negatively impact a student's grade in the following ways:** • **the student will receive a 0 on their oral practice, attendance, and professional grade for the missing day (a nominal impact on the overall class grade)** • **the student's overall class grade will be reduced by 5.0% per missing class during the calculation of final grades at the end of the semester** Please reserve the 3 allowable absences for University-sponsored activities, religious holidays, illnesses, court dates, emergencies, and the like. Your instructor will begin recording absences from the start of your enrollment in the course. Students who will miss class due to University-sponsored activities or religious holidays should provide their instructor with advance notice as soon as possible and should expeditiously make arrangements to complete any missed work. According to the Undergraduate Catalog, "University-sponsored activities include but are not limited to the following: intercollegiate athletic competitions; musical/theatrical/art

Type	Weight	Topic	Notes
			performances or exhibitions associated with a degree program; debate competitions; and research conferences. Activities not considered to be university-sponsored include participation in clubs, even if they are affiliated with UWG, or events associated with social organizations such as fraternities or sororities" (2018-2019 Undergraduate Catalog, "Class Absence," page 69). You must take responsibility for learning the material covered on days when you are absent from class. Please do not email your professor asking if you missed anything important, as we always cover something important in class. The best way to know what you missed is to consult the syllabus, your classmates, or your instructor during office hours or at another mutually agreed upon time. The instructor reserves the right to mark as absent a student who misses more than 25 minutes of a class session due to **arriving late, leaving early, disappearing for a part of class**, or a combination thereof. **Rubric for Assigning Oral Practice, Attendance & Professionalism Grades** The maximum grade for each day of class with be 5 points, and grades will be assigned according to the following rubric: **5 points:** Student shows excellent participation, both in quantity and quality. Student participates voluntarily, frequently, and enthusiastically. Student shows evidence of out of class preparation. Student works well with classmates, and makes an excellent effort to speak only Spanish. Student brings required materials to class and actively uses them. **4 points:** Student shows good participation, both in quantity and quality when called on. Student shows evidence of some out of class preparation. Student works well with classmates, and makes some effort to speak only Spanish. Student brings required materials to class and actively uses them. **3 points:** Student shows average participation, both in quantity and quality. Student shows little evidence of out of class participation. Student works well with classmates, but makes little effort to speak only Spanish. Student brings required materials to class and uses them. **2 points:** Student is present, but participates minimally, in groups or individually. Student makes little effort to speak only Spanish. Student may fail to bring some or all required materials to class or to use them. **1 point:** Student is present but does participate, in groups or individually. Students make no effort to speak Spanish. Student fails to bring required materials to class. **Missing class due to tardiness, leaving early, or disappearing during class:** Student misses 1-5 minutes of a class – subtract 1 point. Student misses 6-10 minutes of a class – subtract 2 points. Student misses 11-15 minutes of a class – subtract 3 points. Student misses 15-25 minutes of a class – subtract 4 points. Student misses more than 25 minutes of a class – subtract 5 points and assign an absence for the day. I reserve the right to dismiss students who display disrespectful or disruptive behavior and to assign an absence on that day.

Breakdown

Grade	Range	Notes
A	90.0-100%	
B	80.0-89.9%	
C	70.0-79.9%	A grade of C or higher is required to move on to SPAN 2001: Intermediate Spanish I.
D	60.0-69.9%	
F	59.9% and below	

Schedule

When	Topic	Notes
Week 1 (January 11-15)	Course Introduction	I reserve the right to modify this tentative schedule to best suit the needs of the class. This schedule is only an outline. A detailed schedule of textbook pages and online activities will be accessible under the Content tab of CourseDen in the course units.
Weeks 1-3 (January 11-29)	SPAN 1001 Review	Friday, January 15, 11:59 pm: Add/Drop ends Monday, January 18: Martin Luther King, Jr. Holiday, no classes Tuesday, January 19: University fee payment deadline Thursday, January 28-Saturday, January 30: SPAN 1001 Review Exam open on CourseDen
Weeks 4-6 (February 1-19)	Capítulo 6: En la ciudad y el pueblo	Thursday, February 18-Saturday, February 20: Chapter 6 Exam open on CourseDen
Weeks 7-9 (February 22-March 12)	Capítulo 7: En tu tiempo libre	Thursday, March 4-Saturday, March 6: Composition 1 open on CourseDen Thursday, March 11-Saturday, March 13: Chapter 7 Exam open on CourseDen
Spring Break		March 15-19: Spring Break, no classes
Weeks 10-12 (March 22-April 9)	Capítulo 8: En la tienda de ropa	Thursday, April 8-Saturday, April 10: Chapter 8 Exam open on CourseDen
Weeks 13-15 (April 12-May 3)	Capítulo 9: ¡Qué rico! La comida	Saturday, April 24: Due date of Oral Exam Thursday, April 29-Saturday, May 1: Composition 2 open on CourseDen
Weeks 16-17 (May 5-11)	Semana de exámenes finales	I will provide detailed instructions for the final exam at least two weeks in advance. In the meantime, please reserve the following times listed on the Scoop. Per the Scoop as of December 6, 2020, final exams are scheduled for: Section 04 (Tuesday/Thursday, 3:30-4:45 pm): Thursday, May 6, 2:00-4:00 pm Section 05 (Tuesday/Thursday, 5:30-6:45 pm): Tuesday, May 11, 5:00-7:00 pm

Course Policies and Resources

Dual Modality Delivery

As of December 6, 2020, Sections 04 and 05 are scheduled to be delivered using the dual modality delivery method. See the section on "Oral Practice, Attendance & Professionalism" above under "Evaluation" for complete information about what that means for attendance in our class.

You will complete and submit all graded assignments (exams, compositions, oral exam, online activities and exercises) online using CourseDen with the exception of oral practice, attendance & professionalism grades. It is your responsibility to check CourseDen frequently, engage with all materials posted in CourseDen, and keep up with due dates for online assignments and activities.

Language learning is most effective when you engage with the language frequently and consistently, even for a short time each day (20-30 minutes, for example). For that reason, I strongly recommend that you log in to CourseDen and engage with the material therein no fewer than four times per week.

The face-to-face class sessions will cover some of the same material as the online CourseDen units and are not a substitute for

engaging with the units online. The face-to-face sessions will offer an opportunity for spontaneous, real-time interactions that facilitate language learning, particularly in the areas of speaking and listening. Attendance in face-to-face sessions will be required for a grade as detailed above in the subsection on "Oral Practice, Attendance & Professionalism" under "Evaluation."

Communication

All online content for our course will be available in CourseDen. I will post important announcements relevant to the entire class on the Announcements page on CourseDen. It is your responsibility to log in to CourseDen frequently and to review any new announcements.

I do not use email within CourseDen. If I need to communicate with you individually or in a small group, I will email you from my westga.edu email address. I will occasionally email the entire class from my westga.edu email address to highlight important announcements. It is your responsibility to check your email regularly. Please see other guidelines regarding communication in the section titled Contact Information above and the section titled Institutional Policies below.

🏛 Institutional Policies

Academic Support

Accessibility Services: Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact Accessibility Services (https://www.westga.edu/student-services/counseling/accessibility-services.php).

Center for Academic Success: The Center for Academic Success (http://www.westga.edu/cas/) provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or cas@westga.edu.

University Writing Center: The University Writing Center (https://www.westga.edu/writing/) assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or writing@westga.edu.

Online Courses

UWG takes students' privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the UWG Online (https://uwgonline.westga.edu/) site.

Students enrolled in online courses can find answers to many of their questions in the Online/Off-Campus Student Guide (http://uwgonline.westga.edu/online-student-guide.php).

If a student is experiencing distress and needs help, please see the resources available at the UWG Cares (http://www.westga.edu/UWGCares/) site. Online counseling (https://www.westga.edu/student-services/counseling/index.php) is also available for online students.

Honor Code

At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of

academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student's conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student's account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the Student Handbook (https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php).

UWG Email Policy

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

Credit Hour Policy

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

HB 280 (Campus Carry)

UWG follows University System of Georgia (USG) guidance: http://www.usg.edu/hb280/additional_information# (http://www.usg.edu/hb280/additional_information)

You may also visit our website for help with USG Guidance: https://www.westga.edu/police/campus-carry.php (https://www.westga.edu/police/campus-carry.php)

Mental Health Support

If you or another student find that you are experiencing a mental health issue, free confidential services are available on campus in the Counseling Center. Students who have experienced sexual or domestic violence may receive confidential medical and advocacy services with the Patient Advocates in Health Services. To report a concern anonymously, please go to UWGcares.

ELL Resources

If you are a student having difficulty with English language skills, and / or U.S. culture is not your home culture, specialized resources are available to help you succeed. Please visit the E.L.L. resource page for more information.

COVID-19

Proctored Exams/Online Instruction: Students should be aware and plan ahead for the possibility of having to complete all courses and/or exams online or in a proctored environment. This means talking with your instructors about what minimum technical requirements (software and hardware) will be required should your class move online or a student's personal needs dictate. This also includes making plans for internet access at whatever location participation may occur.

Virtual or in-person proctored exams, if your instructor should require them, may result in an additional cost to the student. Please discuss these details with your instructor or see the information provided here.

Face Coverings: Effective July 15, 2020, University System of Georgia institutions, including the University of West Georgia, will

require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.

Face coverings are not required in campus outdoor settings where social distancing requirements are met. Anyone not using a face covering when required will be asked to wear one or must leave the area.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

Student FAQs: For more information about UWG COVID-19 guidance for students visit the Student FAQ webpage (https://www.westga.edu/student-services/health/coronavirus-info/return-to-campus/students-faq-return-to-campus.php).

Additional Items

Spanish Placement Exam

SPAN 1002 is appropriate for you if you (1) have successfully passed SPAN 1001 with a grade of C or higher, (2) have taken SPAN 1002 before and received a grade of D or lower, or (3) were placed into SPAN 1002 by taking the Spanish placement exam at the University of West Georgia or for another reason approved by the Program in International Languages & Cultures.

If you have not yet taken the Spanish placement exam and believe you could test out of SPAN 1002 and into a higher level, doing so can save you time and money. Additional information about the Spanish placement exam is available at the following link:

Spanish Placement Exam Info (https://www.westga.edu/academics/coah/international-languages-and-cultures/placement-exam.php)