

University of North Texas at Dallas
Spring 2025
Syllabus for SPAN 4800-0001
Internship in Spanish

Department of	Languages, Linguistics and Rhetoric	School of	Liberal Arts and Sciences
Instructor Name:	Dr. Mara J. Q. Vaughn		
Office Location:	FH 204		
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Office Hours:	By appointment		
Classroom Location:	Field Learning		
Class Meeting Days:	TBA		
Course Catalog Description:	Enable advanced students to independently apply content-related language and skills in a real world setting in a business, school, agency, or industry related to their career choice. This Internship may be paid or unpaid.		
Prerequisites:	Completion of Spanish lower division courses or equivalent; near-native fluency; or departmental permission.		
Required Text:	<ul style="list-style-type: none"> N/A 		
Access to Learning Resources:		<p>UNT Dallas Library: phone: (972) 780-1616 web: http://www.untdallas.edu/library email: library@untdallas.edu</p> <p>UNT Dallas Bookstore: phone: (972) 780-3652 web: http://www.untdallas.edu/bookstore e-mail: untdallas@bkstr.com</p>	
<p>Supported Browsers: Chrome 67 & 68 Firefox 60 & 61 Flash 29, 30 (for audio/video) Respondus Lockdown Browser Safari 10, 11</p> <p>Supported Devices: iPhone Android Chromebook (Tablet users can use the Canvas app)</p>		<p>Access Canvas via untdallas.instructure.com</p> <ul style="list-style-type: none"> Username: your EUID # Password: your password <p>Getting Help with Canvas:</p> <p>Canvas 24/7 Phone Support for Students: 1-833-668-8634</p> <p>Canvas Help Resources:</p>	

<p>Screen Readers: VoiceOver (Safari) JAWS (Internet Explorer) NVDA (Firefox) <i>Note: There is no screen reader support for Canvas in Chrome</i></p>	<p>Web: Canvas Student Guide</p> <p>For additional assistance, contact Student Assistance (Distance Learning): DAL 1, Rm 157 phone: (972)338-5580 email: distancelearning@untDallas.edu</p> <p><i>If you are working with Canvas 24/7 Support to resolve a technical issue, make sure to keep me updated on the troubleshooting progress.</i></p> <p><i>If you have a course-related issue (course content, assignment troubles, quiz difficulties) please contact me during office hours or by email.</i></p>
<p>Course Overview: Designed to immerse students into their field of study.</p>	
<p>Learning Objectives/Outcomes: At the end of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Use academic language in the professional field. 2. Demonstrate academic written knowledge in formal documentation, 3. Engage with various populations and present information in Spanish for different purposes and audiences. 4. Translate and interpret simultaneously from English-Spanish and vice-versa. 5. Think critically in Spanish during oral and written discourse 6. Research on a topic and present the information using technology 	

Skills learned in this course

1. Academic Discourse
2. Research Technologies
3. PowerPoint Techniques
4. Video Presentation Techniques
5. Interactive Activities Design

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

50% - Participation: All students are expected to attend every scheduled meeting and arrive on time. Absence , tardiness, early departures, or unannounced breaks from job duties will affect your grade.

30% - Written Reports: Students will be given formal writing assignments throughout the internship. All assignments should be turned in on time. No late assignment will be accepted, unless documentation for the delay is provided

20% - Oral Reports: All students are expected to meet with UNT Dallas internship director regularly and prepare to present information about the internship.

Grading Matrix

Instrument	Percentage
Participation	50%
Written Reports	30%
Oral Reports	20%
Total:	100%

Instrument Total Points

Grading Scale

Outstanding work receives an A; outstanding work far exceeds what is expected (superior).

A = 90-100

Excellent work receives a B; excellent work exceeds what is expected (above average).

B = 80-89

Good work receives a C; good work basically meets expectations (average).

C = 70-79

Acceptable work receives a D; acceptable work is not particularly good, but is not failing (below average).

D = 60-69

Unacceptable work receives an F; unacceptable work demonstrates poor effort and/or understanding (failing).

F = 59 and below

Grade determination based on average of all quizzes and final:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 – 69

F = 59 or less

Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated via class email or Canvas announcement. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

Tentative Schedule

SCHEDULE	THEME	MAJOR ASSIGNMENTS DUE
Week 1 Aug 16- Sept1	Introduction to the Course ASSIGNMENTS – WEEK 1	Initial Meeting
Week 2 Sept. 2-8	ASSIGNMENTS – WEEK 2	Journal Week 1 due
Week 3 Sept. 9-15	ASSIGNMENTS – WEEK 3	Journal Week 2 due
Week 4 Sept. 16-22	ASSIGNMENTS – WEEK 4	Journal Week 3 due
Week 5 Sept. 23-29	ASSIGNMENTS – WEEK 5	Journal Week 4 due
Week 6 Sept. 30-Oct. 6	ASSIGNMENTS – WEEK 6	Second Meeting Report 1 Due
Week 7 Oct. 7-13	ASSIGNMENTS – WEEK 7	Journal Week 6 due
Week 8 Oct. 14-20	ASSIGNMENTS – WEEK 8	Journal Week 7 due
Week 9 Oct. 21-27	ASSIGNMENTS – WEEK 9	Journal Week 8 due
Week 10 Oct. 28-Nov. 3	ASSIGNMENTS – WEEK 10	Journal Week 9 due
Week 11 Nov. 4-10	ASSIGNMENTS – WEEK 11	Third Meeting Report 3 Due
Week 12 Nov. 11-17	ASSIGNMENTS – WEEK 12	Journal Week 11 due
Week 13 Nov. 18-24	ASSIGNMENTS – WEEK 13	Journal Week 12 due
Week 14 Nov. 25-Dec. 1	ASSIGNMENTS – WEEK 14	Journal Week 13 due
Week 15 Dec. 2-9	ASSIGNMENTS – WEEK 15	Journal Week 14 due
Week 16 Dec. 9-15	ASSIGNMENTS – WEEK 16	Final Meeting Final Report due

University Policies and Procedures

Students with Disabilities (ADA Compliance):

Chapter 7(7.004) Disability Accommodations for Students:

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see [Disability Services Office](#). You may also contact them by phone at 972-338-1777; by email at UNTDDisability@untdallas.edu or at Building PL, room 1104.

Disruptive Behavior in an Instructional Setting:

Students are expected to engage with the instructor and other students in this class in a respectful and civil manner at all times to promote a classroom environment that is conducive to teaching and learning. Students who engage in disruptive behavior will be directed to leave the classroom. A student who is directed to leave class due to disruptive behavior is not permitted to return to class until the student meets with a representative from the Dean of Students Office. It is the student's responsibility to meet with the Dean of Students before class meets again and to provide the instructor confirmation of the meeting. A student who is directed to leave class will be assigned an unexcused absent for that class period and any other classes the student misses as a result of not meeting with the Dean of Students. The student is responsible for material missed during all absences and the instructor is not responsible for providing missed material. In addition, the student will be assigned a failing grade for assignments, quizzes or examinations missed and will not be allowed to make up the work.

The Code of Student's Rights, Responsibilities, and Conduct (Policy 7.001) describes disruption as the obstructing or interfering with university functions or activity, including any behavior that interferes with students, faculty, or staff access to an appropriate educational environment. Examples of disruptive behavior that may result in a student being directed to leave the classroom include but are not limited to: failure to comply with reasonable directive of University officials, action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevents the right of others to freely participate, threatening, assaulting, or causing harm to oneself or to another, uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, and harassment. You are encouraged to read the Code of Student's Rights, Responsibilities, and Conduct for more information related to behaviors that could be considered disruptive.

Canvas Instructure Accessibility Statement:

University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with

technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. [Canvas Instructure Accessibility Statement is also provided.](#)

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Course Evaluation Policy:

Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

Assignment Policy:

Papers must be typed. **NO LATE WORK IS ACCEPTED!** Late work is only accepted only with the instructor's prior approval. *Late school work will only be accepted only with proper documentation and/or the instructor's prior approval due to a special circumstance. Even if the work is accepted, without proper documentation a late penalty will always apply. In some circumstances, a student may be allowed to re-submit an assignment on which a low grade was achieved. However, the student **MUST obtain the instructor's approval to re-submit an assignment. Assignments must be re-submitted within one week of receiving feedback from the instructor. All papers must be typed.***

Exam Policy:

Exams should be taken as scheduled. **No makeup examinations will be allowed except for documented emergencies (See Student Handbook).** Tests will contain information from the textbook as well as information discussed in class that may not be in the textbook. Information from the textbook may be included on tests even if it is not discussed in class. The availability of make-up tests will be determined on a case-by-case basis. Make-up tests may contain a different selection of questions than was on the regular test.

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to [UNT Dallas' Student Code of Academic Integrity](#) for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Web-based Plagiarism Detection: Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

Classroom Policies

Remote Virtual Attendance and Participation Policy:

Class attendance and participation is essential because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. **The nature of this course makes it impossible for students to make-up or to receive credit for missed classes.** Attendance and participation in all class meetings is necessary to the integration of course material and your ability to demonstrate proficiency. **Students are also responsible for any work covered in class the day of the absence.** It is highly recommended that students contact another classmate to get information about the missed class assignments. Since attendance and participation is part of the grade book, absences will highly affect final grades, unless UNTD approved documentation has been provided by the student the day after he/she returns. Tardiness and early departure from class without the professor's authorization may be counted toward the daily grade. The University attendance policy is in effect for this course. Please refer to Policy 7.005 Student Attendance at <http://www.untDallas.edu/hr/upol>.

Online Attendance and Participation:

The University attendance policy is in effect for this course. Class attendance in the Canvas classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency.

Attendance for this hybrid course is considered when you are logged in and active in Canvas, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to [UNT Dallas' Registrar](#) for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course.

Inclement Weather and Online Classes: Online classes may or may not be effected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

Online "Netiquette":

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper "netiquette" (i.e., no writing in all caps (usually denotes yelling), no curse words, and no "flaming" messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Refer to [UNT Dallas Student Code of Conduct](#). Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

Technology Assistance: In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the first page of the syllabus.

If you experience difficulty accessing or using components of the course, try using Google Chrome browser. If you still experience technical difficulties, first, notify your instructor.

If the problem is still not resolved, call Student Assistance (Distance Learning) at the phone number listed on the first page of the syllabus. Also, no matter what browser you use, always enable pop-ups. For more information see:

- [UNT Dallas Canvas Technical Requirements](#)
- [Canvas Instructure Supported & Unsupported Operating Systems](#)