

**The University of Texas at Tyler**  
**Department of Literature and Languages**  
**SPAN 4302/5302 Medical Spanish II**  
**Spring 2025, Online**

<p><b>Instructor:</b> Gregory Utley, PhD <b>Office:</b> CAS 246 <b>Phone:</b> 903-566-7464; <b>Main Office:</b> 903-566-7373 <b>Email:</b> <a href="mailto:gutley@uttyler.edu">gutley@uttyler.edu</a> <b>Office hours:</b> by email and through Zoom (please email for time and link).</p>
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**Course material (available at UT Tyler Barnes and Noble Bookstore):**

Jarvis, Ana C and Raquel Lebrede. *Spanish For Medical Personnel*. 2<sup>nd</sup> ed. Boston: Cengage Learning, 2021. ISBN: 9780357663950.

**NOTE: IF YOU TOOK THE FIRST HALF OF THE COURSE IN THE FALL, THEN YOU SHOULD STILL HAVE ACCESS TO MINDTAP AND NOT NEED TO PURCHASE FURTHER ACCESS.**

**Course Description:** SPAN 4302/5302 is a continuation of SPAN 4301/5301 (it is not necessary to have taken the first half of the course in order to take the second half; you may take the first half next summer or fall if you wish). This course offers the basic vocabulary, medical terminology, as well as pertinent grammatical structures to facilitate communication with the Spanish-speaking community.

**Course Objectives and Learning Outcomes:**

- be familiar with “real-world” medical terminology necessary to communicate with Spanish-speaking clients/patients.
- understand basic grammatical structures.
- have a greater understanding of the cultures of Spanish-speaking patients.

**Note:** Student’s learning will be verified through homework assignments and two examinations.

**Exams:** There will be two exams during the term. The first exam will cover the material from Lecciones 11-15; the second exams will cover Lecciones 16-20. Exam weeks are given below in course schedule. Exams will be downloaded from Canvas and written answers will be sent to the instructor (via Canvas) for evaluation. Oral questions for the exams will be delivered by Canvas video. The student will be given two (2) weeks to complete each exam.

**Homework:** Weekly online homework exercises will be delivered through Cengage MindTap.

**Evaluation:**

Homework—weekly assignments . . . . .	60%
Examinations . . . . .	40%
	<b>100%</b>

**Grading Scale:**

- 100-90%=A
- 89-80% =B
- 79-70% =C
- 69-60% =D
- 59-00% =F

**Course Schedule (NOTE: Each week/lección refers to homework exercises on MindTap):**

- Week 1, Jan. 13: Lección 11
- Week 2, Jan. 20: Lección 12
- Week 3, Jan. 27: Lección 13
- Week 4, Feb. 3: Lección 14
- Week 5, Feb. 10: Lección 15
- Week 6, Feb. 17: EXAMEN I
- Week 7, Feb. 24: EXAMEN I
- Week 8, Mar. 3: Lección 16
- Week 9, Mar. 11: Lección 17
- Week 10, Mar. 17: Spring Break—No homework given
- Week 11, Mar. 24: Lección 18
- Week 12, Mar 31: Lección 19
- Week 13, Apr. 7: Lección 20
- Week 14, Apr. 14: EXAMEN II
- Week 15, Apr. 21: EXAMEN II

**University Policies and Information**

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Last Update – 5/30/2024  
Withdrawing from Class

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Students may [withdraw](#) (drop) from this course using the [Withdrawal Portal](#). Withdrawing (dropping) this course can impact your Financial Aid, Scholarships, Veteran Benefits, Exemptions, Waivers, International Student Status, housing, and degree progress. Please speak with your instructors, consider your options, speak with your advisor, and visit the One-Stop Service Center (STE 230) or email [enroll@uttyler.edu](mailto:enroll@uttyler.edu) to get a complete review of your student account and the possible impacts to withdrawing. We want you to make an informed decision. UT Tyler faculty and staff are here for you and often can provide additional support options or assistance. Make sure to carefully [read the implications for withdrawing from a course and the instructions](#) on using the [Withdrawal](#)

[portal](#).

Texas law prohibits students from dropping more than six courses during their entire undergraduate career\*. The six courses dropped include those from other 2-year or 4-year Texas public colleges and universities. Consider the impact withdrawing from this class has on your academic progress and other areas, such as financial implications. We encourage you to consult your advisor(s) and Enrollment Services for additional guidance. CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see the [Tuition and Fee Refund Schedule](#). CAUTION #2: All international students must check with the [Office of International Programs](#) before withdrawing. All international students are required to enroll full-time for fall and spring terms. CAUTION #3: All UT Tyler Athletes must check with the Athletic Academic Coordinator before withdrawing from a course. CAUTION #4: All veterans or military-affiliated students should consult with the [Military and Veterans Success Center](#).

\* Students who began college for the first time before 2007 are exempt from this law.

Artificial Intelligence Statement

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Final Exam Policy

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Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the Dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members must maintain student final examination papers for a minimum of three months following the examination date.

Incomplete Grade Policy

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If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in place of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress

in the course; (b) the student is unable to complete all coursework or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor, and (c) the student presents these reasons before the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average.

The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to meet all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has yet to be assigned within one year, then the Incomplete will be changed to an F, or NC. If the course was initially taken under the CR/NC grading basis, this may adversely affect the student's academic standing.

### Grade Appeal Policy

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Disputes regarding grades must be initiated within sixty (60) days from the date of receiving the final course grade by filing a Grade Appeal Form with the instructor who assigned the grade. A grade appeal should be used when the student thinks the final course grade awarded does not reflect the grades earned on assessments or follow the grading scale as documented in the syllabus. The student should provide the rationale for the grade appeal and attach supporting document about the grades earned. The form should be sent via email to the faculty member who assigned the grade. The faculty member reviews the rationale and supporting documentation and completes the instruction section of the form. The instructor should return the form to the student, even if a grade change is made at this level. If the student is not satisfied with the decision, the student may appeal in writing to the Chairperson of the department from which the grade was issued. In situations where there is an allegation of capricious grading, discrimination, or unlawful actions, appeals may go beyond the Chairperson to the Dean or the Dean's designee of the college from which the grade was issued, with that decision being final. The Grade Appeal form is found in the [Registrar's Form Library](#).

NOTE: The Grade Appeal Form is different from the Application for Appeal form submitted to the Student Appeals Committee, which does not rule on grade disputes as described in this policy.

### Disability/Accessibility Services

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In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA), the University of Texas at Tyler offers accommodations to students with learning, physical, and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler/> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with the Assistant Director Student Accessibility and Resources/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage

at <https://www.uttyler.edu/disability-services>, the SAR office located in the Robert Muntz Library, LIB 460, email [saroffice@uttyler.edu](mailto:saroffice@uttyler.edu), or call 903.566.7079."

### Military Affiliated Students

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UT Tyler honors the service and sacrifices of our military-affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with your faculty member if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make your faculty member aware of any complications as far in advance as possible. Your faculty member is willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. The [Military and Veterans Success Center \(MVSC\)](#) has campus resources for military-affiliated students. The MVSC can be reached at [MVSC@uttyler.edu](mailto:MVSC@uttyler.edu) or via phone at 903.565.5972.

### Students on an F-1 Visa

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To remain in compliance with Federal Regulations requirements you must do the following:

- **Traditional face-to-face classes:** Attend classes on the regular meeting days/times.
- **Hybrid Classes:** Attend all face-to-face classes convened by the instructor according to the schedule set for your specific course.
- **Online course:** Only one online course can count toward your full-time enrollment. Students are expected to be fully engaged and meet all requirements for the online course.

### Academic Honesty and Academic Misconduct

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The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy](#) in the Student Manual Of Operating Procedures (Section 8).

### FERPA

### University Policies and Information

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Last Update – 5/30/2024

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UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in [University Policy 5.2.3](#). The course instructor will follow all requirements to protect your confidential information.

#### Absence for Official University Events or Activities

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This course follows the practices related to [Excused Absences for University Events or Activities](#) as noted in the Catalog.

#### Absence for Religious Holidays

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This course follows the practices related to [Excused Absences for Religious Holy Days as noted in the Catalog](#).

#### Absence for Pregnant Students

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This course follows the requirements of Texas Laws SB 412, SB 459, SB 597/HB 1361 to meet the needs of pregnant and parenting students. Part of the supports afforded pregnant students includes excused absences. Faculty who are informed by a student of needing this support should make a referral to the Parenting Student Liaison. NOTE: Students must work with the Parenting Student Liaison in order to receive these supports. Students should reach out to the Parenting Student Liaison at [parents@uttyler.edu](mailto:parents@uttyler.edu) and also complete the [Pregnant and Parenting Self-Reporting Form](#).

Campus Carry

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We respect the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>.

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You can use AI programs (ChatGPT, Copilot, etc.) in this course. These programs can be powerful tools for learning and other productive pursuits, including completing assignments in less time, helping you generate innovative ideas, or serving as a personalized learning tool. However, your ethical responsibilities as a student remain the same. You must follow UT Tyler's Honor Code and uphold the highest standards of academic honesty. This applies to all uncited or improperly cited content, whether created by a human or in collaboration with an AI tool. If you use an AI tool to develop content for an assignment, you must cite the tool's contribution to your work. ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course (see below) is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy.

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**Email:** Email for this class will be checked on weekdays between 9 a.m.-5:00 p.m. Email will be responded to within twenty-four hours on weekdays (excluding vacations periods). Email will not be responded to on weekends. On occasion, a faculty meeting, student meeting, or appointment may

prevent checking email during the scheduled time; however, email will be checked as soon as possible after the meeting or appointment.

**Important Information:** This course is enrolled in CANVAS. The instructor will use the site for posting the syllabus, grades and for making announcements. The instructor reserves the right to make slight changes to the syllabus at his discretion and according to how the course develops during the term. Any such changes will be announced in class and posted on CANVAS. Not reading or understanding the syllabus does not excuse a student from course deadlines and obligations. Please direct all questions about the syllabus to the instructor.

Students' academic work will be held to the highest standards of integrity in this course. Cheating, plagiarism, and other forms of academic dishonesty will be pursued by disciplinary actions. If there is any question about what is explicitly allowed for specific assignments, please do not hesitate to ask. You may consult with your classmates and/or friends about homework and other assignments, but you may not copy someone else's work or have them do any part of it for you. All tests must be completed on your own. All sources in written work must be properly acknowledged.