

**The University of Texas at Tyler**  
**Department of Literature and Languages**  
**SPAN 4301 / SPAN 5301 Medical Spanish I**  
**Summer I 2024, Online**

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**Office hours: Please send an email for a Zoom link.**

**Course materials (available at UT Tyler Barnes and Noble Bookstore or online at MindTap at our Canvas course site [which may be more economical]):**

**Online/MindTap Access Card for:**

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

**NOTE:** I do not recommend the complimentary two-week access to MindTap as there is a tendency to forget about the time frame, and then students find that access is denied which causes considerable problems for everyone.

**Course Description:** SPAN 4301/5301 is the first of a two-course sequence. This course offers basic vocabulary, medical terminology, and 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 patients;**
- **understand basic grammatical structures.**
- **have a greater understanding of the cultures of Spanish-speaking clients / patients;**
- **be able to communicate in Spanish with Spanish-speaking patients about medical issues.**

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

**Exams:** There will be a final exam covering from the preliminary to Lección 10. The exam will be downloaded from Canvas and written answers will be sent to the instructor (via Canvas or email) for evaluation. Oral questions for the exam will be delivered by Canvas video. The student will be given at least 7 full days to complete the exam.

**Homework:** Weekly online homework exercises will be delivered through MindTap. Since this is a five-week course, each week there will be exercises from two (2) or more lecciones. They will be due by 11:59 p.m. on the following Sunday.

**Evaluation:**

Homework—weekly assignments on MindTap. . . . .	60%
Final Exam . . . . .	40%
	<b>100%</b>

**Grading Scale:**

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

**Course Schedule:**

- Week 1, June 3—Lección preliminar and 1
- Week 2, June 10 —Lecciones 2, 3, 4
- Week 3, June 17—Lecciones 5, 6 7
- Week 4, June 24—Lecciones 8, 9, 10
- Week 5, July 1—Final Exam

**LATE WORK WILL BE SUBJECT TO A SIGNIFICANT PENALTY UNLESS IT IS DUE TO PARTICIPATION IN A UNIVERSITY SPONSORED EVENT, RELIGIOUS OBSERVANCES, OR A DOCUMENTED ILLNESS OR EMERGENCY SITUATION.**



# University Policies and Information

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## Withdrawing from Class

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Students, you are allowed to [withdraw](#) (drop) from this course through the [Withdrawal Portal](#). Withdrawing from classes can impact Financial Aid, Scholarships, Veteran Benefits, Exemptions, Waivers, International Student Status, housing, and degree progress. Please read this page, speak with your instructors, consider your options, and speak with your instructor. UT Tyler faculty and staff are here for our students and often can provide additional support options or student assistance. Please read the implications for withdrawing from a course and the instructions on using the Withdrawal portal on the [Registrar's Withdrawal page](#).

Texas law prohibits students who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at 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 financial aid 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](#).

## 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; this is separate from the Application for Appeal form submitted to the Student Appeals Committee, which does not rule on grade disputes as described in this policy. 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 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](#).

## 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 University Center, # 3150, 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 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 and meet with the Office of International Programs 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

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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 approved absences as noted by the Student Manual of Operating Procedures ([Sec. 1 -501](#)).

## 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](#).

## 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>.

**Email:** Email for this class will be checked regularly on weekdays between 10:30 a.m.-5:00 p.m. Email will be responded to within twenty-four hours on weekdays (excluding any vacations periods). Email will not be responded to on weekends. On occasion, a faculty meeting, student meeting, illness, or appointment may prevent me from checking email during the scheduled time; however, email will be checked as soon as possible after any such occurrence.

**Note: This course is enrolled in Canvas. The instructor will use the site for posting the syllabus, exams, grades and for making announcements. The instructor reserves the right to make small 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.**