These statements are addenda to and are hereby incorporated into your course syllabus.

Addendum rationale:
This addendum has been prepared in order to save paper and energy and also to provide consistency among courses and sections. It is not intended as a replacement or modification to your syllabus. In the event of contradiction, your course syllabus supersedes this addendum.

Diversity Statement:
From the Diversity Action Council, Office of the President: "PSU recognizes that diversity in faculty, staff and student populations enriches the educational experience, promotes personal growth, strengthens communities and the workplace, and enhances an individual's personal and professional opportunities." This Spanish course promotes the appreciation of diversity through cultural learning, language development and dialogue. [http://diversity.pdx.edu/](http://diversity.pdx.edu/)

Equal Opportunity statement:
Portland State University supports equal educational opportunity for all regardless of sex, race, national origin, age, marital status, handicap, religion or sexual orientation. Para más información, por favor referirse a “Policy Statement on Rights, Freedoms and Responsibilities of Students,” [http://www.ess.pdx.edu/osa/osa_ahtm](http://www.ess.pdx.edu/osa/osa_ahtm).

Accommodation statement:
Students needing accommodation should inform the instructor as soon as possible. In order receive accommodation, the student must register with the Disabilities Resource Center (DRC). The DRC will recommend appropriate accommodation(s) to your teacher. If you have questions about accommodations but aren't sure if you should have them, please ask the DRC. They are here to help all students. The DRC is located in Smith Memorial Student Union (SMSU), room 435. Telephone: (503) 725-4150 or (800) 547-8887. Website: [http://www.pdx.edu/uasc/drc.html](http://www.pdx.edu/uasc/drc.html)

Counseling statement:
All students are also welcome to call or stop by Counseling & Psychological Services in the Student Health and Counseling Center, in the University Services Building (UCB, the building where McDonald's is). Phone: (503) 725-2800. [http://www.shac.pdx.edu/caps/](http://www.shac.pdx.edu/caps/)

Veteran's Services statement:
The Office of Veterans' Service at PSU assists military veterans in making a smooth transition from military life to that of a student. The office can assist with admissions, program planning, DVA educational benefits and career planning. The office is located in Smith Memorial Student Union, Suite 425. Contact the Veterans' Services Coordinator, Chris Goodrich, at (503) 725-3876, or the Veterans Certification Officer, Robert Hindahl, at (503) 725-5523, in Neuberger Hall room 104 (Lobby). [http://www.pdx.edu/uasc/veterans.html](http://www.pdx.edu/uasc/veterans.html)

Withdrawal statement:
If you decide to stop attending class or are unable to continue in the course, please submit a drop form to the Registrar to avoid receiving a letter grade. The Registrar will not allow us to submit this form for you.

Final Exam statement:
Please review the schedule of classes to be sure that you can attend the final exam. Family travel (e.g. weddings, vacations, etc.) and educational travel (even to Spanish-speaking countries) are not approved reasons for missing exams.

Make up Exam statement:
The only reasons for which alternate exams will be provided are documented cases of illness, emergency work, and mandatory court appearances. It is the student’s responsibility to present written documentation from attending

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physicians, commanding officers, work supervisors or the courts. If the professor exam approves an alternate exam, it will be conducted in the PSU Testing Center. The Testing Center charges students a $10 fee for proctoring exams.

**Closed-book Exam statement:**
No notes or books or other aids may be used in closed-book exams. Once you receive your exam, you may not leave the room unless you turn in your exam for grading. You will not be allowed to return and continue the exam.

**Take Home Exam statement:**
Take home exams are individual assignments unless the exam specifies otherwise. Take home exams are not accepted late because it would be unfair to other students.

**Course Add/Registration statement:**
The deadline for adding a Spanish course in Fall, Winter or Spring is the end of the first week. The instructor will not add you after the first week. The deadline for adding a Spanish course in Summer is before the second class meeting. After missing two class meetings, you will not be accepted into the course. If you add this course after the first class meeting, please be aware that the class sessions missed are counted as absences. Assignment deadlines will not be extended because you added the course after it had begun. You will have less time than other students to complete the assignments.

**Coursework Delivery statement:**
Unless specified otherwise, all work is to be delivered in class. Do not send assignments by email. All work is considered late if it is not ready when class begins. If you cannot deliver it at the beginning of class, bring it to the next class meeting. Ten percent will be deducted from the grade. Delivering it later that day or the next day or sliding it under the professor’s door or leaving it in his/her office mailbox will have the same effect: 10% will be deducted from the grade. Coursework two class meetings late will not be accepted. This rule does not apply to take home exams. Take home exams are not accepted late. Coursework due at the end of the term will not be accepted late. Your professor needs sufficient time to evaluate your work and report your final course grade.

**Grade Scheme statement:**
The PSU grade scheme is: A =100-94, A- =93-90, B+ =89-87, B =86-84, B- =83-80, C+ =79-77, C =76-74, C- =73-70, D+ =69-67, D =66-64, D- =63-60, F =59-0. A grade of 70% is required to receive a Pass if you are enrolled Pass/No pass.

**Pass/No Pass and Major Credit statement (for 300 & 400-level courses):**
Credits received with a grade of Pass are not applicable to the major in Spanish. All credits applied to the Spanish major must receive a grade of C or above. C- and P are not accepted.

**Coursework Archiving statement:**
If applicable, student exams and quizzes will be kept for one year. Other assignments, such as proposals, outlines and essays, will be kept for ONE term. Afterwards, all student work will be recycled. It is the students’ responsibility to obtain their assignments before they are recycled.

**Email Contact statement:**
Your teacher may need to use your pdx.edu email address to send you important information regarding your course. It is your responsibility to activate your pdx.edu email address and to check it regularly.

**School Closure statement:**
In the event that two or more consecutive class meetings are cancelled due to inclement weather, health measures or other emergencies, class meetings will be held virtually and assignments will be completed/delivered via the internet. This may be done through Blackboard, a wiki site, a social networking site or other website, or by email. Your instructor will provide you instructions by email or through the website used for your course (e.g. Blackboard, MySpanishLab, etc.). Email correspondence may be sent to your pdx.edu email address. It is your responsibility to activate your pdx.edu email address now and to check it in the event of a school closure. Your teacher will not be able to contact you at other email addresses. It is also your responsibility to provide PSU with your current telephone

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Tardiness Statement:
Every three late arrivals will be counted as an absence.

Absence statement:
No absences will be excused for any student unless s/he presents written documentation from attending physicians, commanding officers, work supervisors or a written court order. This includes class meetings the student may have missed before registering for the course. Special consideration will be made during flu season for students who suspect they may have the H1N1 virus.

H1N1 virus statement:
Please consider the following recommendations:

- Stay home when ill
- Avoid touching your eyes, nose, or mouth. Germs are spread that way.
- Cover your cough with a tissue (or your sleeve), not your hand. Discard the tissue.
- Wash your hands frequently. Alcohol-based hand sanitizers are also effective.
- If you are very ill please call the Health and Counseling Center at 503-725-2800

Symptoms of swine flu are:

- Similar to seasonal influenza
- Fever of (of 100 degrees or more), cough, sore throat, body aches, headache, chills, and fatigue. sometimes vomiting and diarrhea.
- Severe disease includes pneumonia and/or respiratory failure.

You should suspect that you may have swine flu if you have the above symptoms AND:

- Within 7 days of onset of symptoms have had contact with a person who has a confirmed case of swine influenza A, or
- Within 7 days of onset of symptoms have traveled to a community where there are one or more cases of confirmed swine flu cases, or
- Reside in a community where there are one or more cases of swine flu.

Swine influenza is transmitted by respiratory droplets (coughing, sneezing) and by contact with infectious material and then touching one's mouth or nose. It is not transmitted by eating pork. If you meet the above criteria for flu, you should contact your doctor. Students should call the Center for Student Health and Counseling at (503) 725-2800 for advice about what to do.

The United States government has set up a site for current information at PandemicFlu.gov. There is also a free Oregon State Flu information hotline at 1-800-978-3040.

Will missing class hurt your grade? Class provides opportunities to practice Spanish in a communicative context. It is very important for your development as a Spanish speaker. But, if you are ill, you should stay home. Your teacher will excuse your absence. You should continue to do your assignments.

What if the university closes or I have an extended illness? Absences due to closure or illness will be excused, but all of the other coursework must still be completed. You’ll want to keep doing it on a regular schedule.

Scent allergen statement:

Revised: 3/3/2010
PSU strives to ensure the comfort and safety of faculty and students by encouraging a fragrance-free environment. Thank you for not using scented products.

**Energy Conservation Statement:**
Did you know that every day dozens of PSU classrooms are left empty with the lights on? Please check to see if you are the last one to leave the classroom, and if so, turn off the lights. Also, please ask your teachers to include an energy conservation statement in their syllabi.

**Academic Integrity statement:**
The following constitutes conduct proscribed by Portland State University for which a student or student organization or group is subject to disciplinary action: All forms of academic dishonesty, cheating, and fraud, including but not limited to: (a) plagiarism, (b) the buying and selling of course assignments and research papers, (c) performing academic assignments (including tests and examinations) for other persons, (d) unauthorized disclosure and receipt of academic information and (e) falsification of research data. Plagiarism may result in an F in your assignment and/or the course, and you may be reported to the Dean of Students for disciplinary action.

**Spanish listserv statement (for 300, 400 and 500-level students):**
Subscribe to the Spanish listserv to receive emails about volunteer opportunities, job opportunities, community events, social events, conversation groups, etc. Subscribe at: [https://www.lists.pdx.edu/lists/listinfo/spanish](https://www.lists.pdx.edu/lists/listinfo/spanish)

**Textbook Quality and Price statement:**
Your Spanish professors are concerned with the cost of textbooks. We take great efforts to choose texts that will serve you for more than one term and that will be of value to other students after you. We negotiate prices with publishers and never adopt texts without considering value and cost. When possible, we place copyright-free photocopies in electronic reserve to provide you with the most economical access to material. When the appropriate course material is drawn from multiple copyrighted sources, we prepare course packets instead of requiring you to purchase all of the source books. For courses with wide-ranging scope and extensive sequence (such as 1st, 2nd, and 3rd-year Spanish), textbooks offer a valuable systematic approach to the content. For courses that involve many short selections of canonical, genre-, or theme-specific texts (such as SPAN 341, 342, 343, 344 or Major Topics courses), anthologies provide excellent organization of these texts within historical and theoretical frameworks. Textbooks and anthologies have lasting value for your studies or for resale. Resale and exchange of textbooks allows re-use, whereas extensive photocopying is energy intensive and leads to recycling. We encourage you to obtain your textbooks through local retailers, resellers, and exchanges.

**Addendum statement:**
The PSU Spanish Program Syllabus Addendum is hereby incorporated into this syllabus. You are required to observe the rules established in the Addendum. If you do not already have the Addendum, please ask your teacher for a copy.

**Internet resources: MLA, RAE, etc.**

Información institucional, historia, noticias académicas, búsqueda en los diccionarios académicos, consultas lingüísticas, etimologías, etcétera.

**Using MLA Formatting.** 23 March 2007 [http://owl.english.purdue.edu/owl/resource/557/01/](http://owl.english.purdue.edu/owl/resource/557/01/)
Comprehensive guide from Purdue University on using MLA guidelines in research papers, and citing all sources from a single book to government documents.

Quiosco virtual; diccionarios digitales; búsquedas en español; herramientas y normas del idioma; rincón del traductor; listas de discussion; páginas literarias; debates sobre el idioma; páginas hispánicas sobre bellas artes, música, filosofía, etcétera.

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Gramática y ortografía española. 23 March 2007 [http://www.indiana.edu/%7Ecalle/lengua.html](http://www.indiana.edu/%7Ecalle/lengua.html)

Reglas (participios de pasado irregulares, reglas de acentuación, subjuntivo, verbos), ejercicios, herramientas (tarjetas de vocabulario, conjugador electrónico, diccionarios).