SPN1120 Syllabus Fall 2014

Instructor Contact
Instructor: Mónica Montalvo
Email: mmontalvo7@valenciacollege.edu

Course Information
Course Name: SPN1120 - Elementary Spanish I
Credit Hours: 4 Credit Hours
Semester/Year: Fall 2014
Location: WWW course

Course Description
Prefix: SPN1120

Description: This course is an introduction to the Spanish language and culture. It is the first class of two semesters. The purpose is to introduce you to the experience of learning a foreign language, and give you the basic tools to continue your other Spanish courses. Students should expect substantial commitment and study outside the time spent online. The level of proficiency you attain will depend on you as the student.

Catalog Description
Emphasis on everyday use of the language, integrating basic grammar, vocabulary, composition, and culture through a conversational approach to Spanish. Not open to native speakers. A minimum grade of C is required to pass this course if being used to satisfy the General Education Foreign Language Proficiency Requirement.

Prerequisite
None

About SPN1120 Online
This course requires self-discipline and time commitment. Students are expected to dedicate substantial time to study outside the time spent online in completing activities. The level of proficiency you attain will depend on you as the student. If you feel you lack the self-discipline, motivation, and time it requires for you to be successful in this course, you may want to consider the classroom setting instead. Keep up with the pace of the course and ask for help as soon as you feel you need it.

Course Objectives
At the end of the semester students are expected to use the target language to speak, listen, write and read about:

• Introduce self and others
• Describe self and others
• Ask and answer questions
• Express likes and dislikes
• Describe the physical environment
• Negotiate elements of time
• Describe daily routine

The linguistic objective is for the student to communicate at a novice high level of proficiency (using the American Council of Teachers of Foreign Language proficiency guidelines) when communicating in the target language.

In agreement with the Standards for Foreign Language Learning in the 21st Century, also known as the “5C’s”, this course will enable students to:
• Communicate in Spanish (according to proficiency level targeted in the course).
• Gain knowledge and understanding of Cultures of the Hispanic world.
• Connect with other disciplines and acquire new information.
• Develop awareness of similarities and differences (comparisons) among language and Culture systems around the world.
• Use the language and the knowledge gain in the course to participate in Communities at home and around the world.

ACTFL Proficiency Guidelines for novice high level of proficiency are:

SPEAK: Manage simple and formulaic communicative tasks in straightforward social situations. May sometimes sound surprisingly fluent and accurate.

LISTEN: Sometimes understand information from sentence-length speech, one utterance at a time, with contextual support. Understand standardized speech dealing with areas of basic practical need.

READ: Typically derives meaning from short, simple texts in context and/or with extra linguistic support. Understands formulaic language such as is found on train schedules, road maps, and street signs.

WRITE: Meets limited basic writing needs using lists, short messages, simple notes. Express ideas in writing within the context in which the language was learned.

Methodology and Activities
This course stresses communication skills in Spanish. Every effort will be made to make this class student-centered. To help students succeed in this course, the class will engage in a variety of activities and assignments, including but not limited to activities such as the following: Practice and communication using vocabulary and grammar learned in oral and written modes; Sociolinguistic practice and functions through communicative activities (paired activities using VHL Supersite); Reading activities and exercises, such as pre- and post-reading, intensive and extensive reading; Writing activities ranging from short paragraphs to developed compositions; Video/audio/computer exercises, presentations, and discussions.
Required Text


OR,

- If you prefer an ebook instead of a printed version, you can purchase the version called SupersitePlus. It includes: Supersite Plus + WebSAM Code (Supersite Plus + WebSAM + vText), ISBN 978-1-61857-066-6. This can only be purchased directly from the Vista Higher Learning (VHL) online. [http://vistahigherlearning.com/students/store/](http://vistahigherlearning.com/students/store/)

Supplemental Texts

- Christopher Kendris. 501 Spanish Verbs

Materials/Technology Requirements

- A reliable computer, either a PC running Windows XP or later, or a Mac running OS X or later
- A sound card and speakers (or earphones)
- A hi-speed modem (Cable or DSL strongly recommended to download audio and video without delays)
- A dependable Internet Service Provider (ISP)
- A working Email address
- Webcam/microphone: Most computers come with an integrated microphone, but it is better to purchase one to avoid audio background noise. You will need this to complete your projects and activities in Supersite.

Evaluation and Grading

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Points</th>
<th>Assignment</th>
<th>Percentage of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100 %</td>
<td>Chapter Tests</td>
<td>10%</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89 %</td>
<td>Oral Presentations</td>
<td>10%</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79 %</td>
<td>Supersite/e-book, Activities, quizzes, recording activities</td>
<td>35%</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69 %</td>
<td>Compositions</td>
<td>10%</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59 %</td>
<td>Blackboard Discussions</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Midterm</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final Exam</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

Assessments

**Chapter Tests (10%):** All tests will be administered online using Blackboard under time constrained. The best preparation method for tests is by keeping up with your homework and
participation in the discussions on Blackboard. Tests will be included at the end of each chapter listed under Learning Modules. Be aware that there will be no make-up tests under any circumstances. You will see an announcement on Blackboard letting you know when tests are opened. Such will remain opened for only 48 hours so you can plan when you will sit at a testing center to complete it. Due dates could vary from either Wednesdays or Saturdays but due time will always be at 11:59pm Eastern time.

Note: If you miss an exam you will receive a 0 (zero). You only have one attempt for each exam. Therefore, there will be no additional attempts for any reason. If you have technical problems you should contact me immediately via email at vgonzalez@valenciacollege.edu then continue checking your email for additional notifications from me about a course of action you should take after your issue is resolved. You should also contact Valencia’s tech support for additional help. Notice that you cannot wait until one hour before the due time to attempt the test then email me regarding any problems you encounter because you will miss the deadline.

Compositions (10%): You will write a minimum of two compositions in Spanish. The use of translators is strictly forbidden. Otherwise you will receive a failing grade for the assignment. You are only allowed to use vocabulary and grammatical forms learned in this course. Make sure you follow instructions carefully when attempting any assignment. You will find the instructions for the compositions in the learning modules.

Discussion board (10%): You are required to complete the activities listed in the discussion board, then to check regularly to review the responses of other students, and to add follow-up comments whenever applicable to contribute to a rich and deeper discussion. I will be monitoring your progress and the quality of your responses throughout the course. To receive full credit you are required to post one original comment and reply to a minimum of 3 or more postings.

The guidelines to receive full credit for discussions are as follows:

- Post an original comment
- Read at least five other responses
- Reply to a minimum of three (3) or more peers
- Observe the Rules of Netiquette when posting responses. For more information go to: http://www.albion.com/netiquette/corerules.html
- You are required to post on Wednesday before midnight and will have until Saturday to respond to other students. No late postings will be accepted.
- Do not post to comments with original postings with that have five (5) responses.

Oral Presentations (10%): You will be using Photo Story®/iMovie and YouTube for most oral presentations. If you do not know how to use Photo Story®/iMovie or YouTube, please refer to “Welcome to SPN1121 – Orientation – Start HERE!” tutorial which contains videos and written instructions. Remember that all oral presentations are to be recorded in Spanish. You will also need a Google account for YouTube.
Supersite Activities (35%)  

**VHL Supersite** is one of the two learning management systems you will use in this course. The activities assigned in the Supersite and “vText” are listed in the **Calendar** tab under “Assignment Calendar”. The activities assigned represent extensive grammar-driven practice that will assist students internalizing the language. These activities are graded and averaged as part of the overall grade. Homework will need to be completed by the dates that appear in the Supersite calendar. Other assignments might be graded differently, depending on the type of activity. Late homework is accepted with a penalty of 10% reduction for each day it is late. Submissions after 9 days of its due date will obtain a zero grade. As any site, you might experience tech issues with Supersite. Make sure you report tech issues with this to the Vista Supersite tech support. Do not email me before you do that. Any email referring to tech issues with Supersite should include the incident report number they will provide you.

**Activities with a partner and recording activities**

In the Supersite, there are activities that you will need to record your answers whereas there are other activities that you are required to record with a partner. In order to complete the activities recording with a partner, you need to have a webcam. You are responsible to contact and schedule to meet with your peer online before the due date. There are three alternatives to find a partner: (1) when you are online in the VHL Supersite: go to the **Communication** tab, then select “Chat”. A window will pop up including the names of all students that are online when you are. Select the name of any student to wish to partner with and ask to be your partner. (2) A second alternative is to post an announcement in the discussion board titled, “**El Cafe Latino**” on Blackboard. (3) The last alternative is to invite your peers via email using “Course Messages” on Blackboard.

**Midterm (5%) and Final Exam (20 %):** You’ll have to go to a Valencia testing centers or approved testing site near your location to take the midterm and the final exam. Midterm and Final Exam expectations are the same as for other exams. However, midterm and final exam are **NOT** open book/ open note.

1. These two exams must be taken in one of Valencia’s testing centers or approved testing center, using Blackboard.
2. If you do not live in the Central Florida area, you may arrange to take the exam at an accepted proctored site. You **must** make this arrangement at the beginning of the semester to make sure the site has Valencia’s compatible software. See the student resources link for exam sites to get you started.
3. When you take the exam you must show your Valencia ID.
4. Each of Valencia’s testing centers have different days and hours of operation. Some of their hours may be different than the times posted on their webpage. Please double check that the hours of operation at the Valencia’s testing center you intend to use are correct.
5. None of the testing centers are open on Sunday.
6. Saturday hours are limited.
7. None of the testing centers will allow you to sit for the exam one hour prior to the center's closing time.
8. The open hours I allow for the exam do not reflect the hours of the testing centers.
9. You are not allowed to have notes, books, or any other study aids during the exams.
The goal of the test is to assess your ability to assimilate what you have learned about Spanish grammar, vocabulary, language, and culture in each chapter. The test will consist of listening, reading and writing sections in which your overall knowledge of the course material will be evaluated. The test is not curved and no make-up test will be given. The final exam will be comprehensive and cumulative in nature. Consult Valencia’s final exam schedule for the day and time of your final exam. Midterm exam will open October 23 and it will close on October 25 on The final exam will open December 6 and will close December 10.

Email
E-mail will be an integral part of this course. Make sure you:

- Check your e-mail often. Use the communication tool inside Blackboard – Course Messages to communicate with me and peers about the course. Use Valencia’s Atlas email account only for emergencies, technical difficulties, or if Blackboard is down. If you send an e-mail outside Blackboard, please always write in the subject line Elementary Spanish I online and the course section number (crn) so your mail does not go to the spam folder. Do not use personal emails. You will not receive any response.
- Any email referring to tech issues with Supersite should include the incident report number they will provide you.
- Be patient. Don’t expect an immediate response when you send a message. I will get back to you within 48 hours Mondays – Fridays or sooner. Weekends emails will be answered next business day.
- You can use the discussion board at Blackboard to ask question to other students in the class. This discussion board is called "El café Latino" Just remember that this discussion board is exclusively for the students to help each other and I will not reply to any emergencies or questions about your grade topics in there.
- Be courteous and considerate. Being honest and expressing yourself freely is very important but being considerate of others online is just as important as it is in the classroom.
- Make every effort to be as clear as possible in your communications. Online communication lacks the nonverbal cues that fill in much of the meaning in face-to-face communication.
- Do not use all caps. This makes the message very hard to read and is considered "shouting." Check spelling, grammar, and punctuation (you may want to compose in a word processor, then cut and paste the message into the discussion or e-mail).
- Break up large blocks of text into paragraphs and use a space between paragraphs.
- Sign your e-mail messages and include the course you are taking.
- Never assume that your e-mail can be read by no one except yourself; others may be able to read or access your mail. Never send or keep anything that you would not mind being seen on the evening news.
- Be sure to communicate frequently in the required discussion boards.
- Do not use the VHL Supersite email.

Attendance Policy
This course is web-based, fully online and considered a "WWW" course. Students are expected to complete and participate in all online activities and assignments. Participation in online discussions are similar to attendance in a face-to-face class and joining in group discussions is an absolute requirement. Therefore, try not to miss these asynchronous activities because once a discussion
opportunity is missed, it would not be possible to make it up. Assignments that are not turned into Blackboard or the Supersite will receive 0 points and missed exams cannot be retaken. Be sure to provide pertinent documentation deemed acceptable by the instructor for any excused absence from a discussion group or delayed assignment.

VERY IMPORTANT: College policy requires that students who are not attending class the first week of classes to be withdrawn from the course. In an online class, attendance is documented by participation. Thus, it is very important that during the first week of class you complete the new student orientation, create your own supersite account, and complete the orientation quiz. Failure to do so will result in being withdrawn from the course. However, under the new policy if you do not withdraw prior to the deadline and you do not complete your work, you will receive an "F" as final grade. If you have an emergency please contact me immediately. Withdrawal Deadline Nov 7

Withdrawal from a Course Policy

A. A student is permitted to withdraw from a class on or before the withdrawal deadline, as published in the College calendar. A student is not permitted to withdraw from a class after the withdrawal deadline.

B. A faculty member is permitted to withdraw a student from the faculty member’s class for violation of the faculty member’s attendance policy with written notification to the student prior to the beginning of the final exam period, as published in the faculty member’s syllabus. A faculty member is not permitted to withdraw a student from his or her class as a response to student conduct which falls under the jurisdiction of the Student Code of Conduct (6Hx28:10-03).

C. A student who withdraws from a class before the withdrawal deadline will receive a grade of "W." A student who is withdrawn by a professor will receive a grade of "W." A student who is withdrawn for administrative reasons at any time will receive a grade of "W" or other grade as determined in consultation with the professor. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F". The grades of “WP” and “WF” are eliminated.

D. A student who receives a grade of “W” will not receive credit for the course, and the W will not be calculated in the student’s grade point average; however, the enrollment will count in the student’s total attempts in the specific course.

E. If a student withdraws from a class, the student may, upon request and only with the faculty member’s permission (which may be withheld at any time in the sole discretion of the faculty member), continue to attend the course. If a student is withdrawn by a faculty member or is administratively withdrawn, the student is not permitted to continue to attend the class.

For this course, the professor will not withdraw anyone. In order to get a grade of “W” it is your responsibility (the student) to withdraw from the course before the withdrawal deadline. After the deadline, you will receive a grade that will be calculated based on your progress until you stopped attending the course. There is no incomplete grade “I” posted as final grade in this class. Please do not ask.
Disability Statement
"Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determine accommodations based on appropriate documentation of disabilities. Please contact your home campus for more information." For East campus the number is Ph.: 407-582-2229. Here is the link to Valencia’s OSD website: http://www.valenciacc.edu/osd

Student Conduct and Academic Honesty

Valencia College is dedicated to promoting honorable personal and social conduct. By enrolling at Valencia, a student assumes the responsibility for knowing and abiding by the rules articulated in the Student Code of Conduct (6Hx28:10-03). The instructor reserves the right to refer students who engage in activities that are disruptive to the learning environment to the Dean of Students for disciplinary action. This include any composition where a translator have been used or where the level of proficiency is higher than the one shown in class.

Students may collaborate in group assignments. This does NOT include duplication of work. Collaboration should be used to edit or to clarify doubts. If anyone is involved in incidents of cheating will be given a zero grade (‘0”) for that assignment, quiz, exam, or project without regard to who did the original work or who may have benefited. Each student is expected to be in whole compliance with the college policy of Academic Honesty as set forth in the admissions catalog and the student handbook. Any student(s) cheating on an exam will receive a zero (0) grade, which cannot be replaced with the final score and the professor can at his/her discretion withdraw you from the class. This includes submitting work were a translator has been used or which the level of proficiency is higher than the one expected in the course. In addition, Valencia College strives to provide a drug-free learning environment for all those involved in the academic experience.

Drug-free Policy:
“In compliance with the provisions of the Federal Drug-Free Schools and Communities Act of 1989, Valencia College will take such steps as are necessary in order to adopt and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by Valencia College students or employees on college premises or as part of any college activity.”

Valencia College Expected student conduct: 10-03 Student Code of Conduct

<table>
<thead>
<tr>
<th>Specific Authority:</th>
<th>1006.60, FS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law Implemented:</td>
<td>1006.60, FS.</td>
</tr>
</tbody>
</table>

Valencia College is dedicated to the advancement of knowledge and learning, and to the development of responsible personal and social conduct. By enrolling at Valencia, a student assumes the responsibility for knowing and abiding by the rules of appropriate behavior as articulated in the Student Code of Conduct. The primary responsibility for managing the classroom environment rests with the faculty. Faculty may direct students who engage in inappropriate behavior that results in
disruption of a class to leave the class. Such students may be subject to other disciplinary action which may include a warning, withdrawal from class, probation, suspension, or expulsion from the college. Please read the Student Code of Conduct in the current Valencia Student Handbook. Here is the link to Valencia’s Student Code of Conduct http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0

**Atlas, Blackboard:** By now, I am sure you are familiar with Atlas. I highly encourage you to master all the features this program offers as I will be using mostly Blackboard email to communicate with you and Atlas when blackboard is down. Be sure to check your both e-mails daily. Valencia College is interested in making sure all our students have a rewarding and successful college experience. For that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

**Disclaimer Statement**

This document may be altered at the instructor’s discretion, during the course of the term. It is the responsibility of the student to make any adjustments as announced.