

South Plains College
Arts and Sciences Division
Spring 2017
Span 1412-254 (4:3:2)
TR - 2:00 pm. – 3:20 pm.
FL 001 – TTU campus

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Tech Campus - Foreign Language Offices 208 and 280B
806-834-5523
Office Hours
MTWThF 11:00-12:00
M 2:00-3:00

TTh 3:30-4:30 and by appointment

SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE

Textbooks

These books will be used for four semesters – 1411, 1412 with SPC and 2301, 2302 with TTU

Required Material - Book packet from Pearson Publishers consisting of the:

- 1) **Text** - *Unidos 2nd Edition* - Guzmán, LaPuerta, Liskin-Gasparro
- 2) **24 month access code (called Book Key) for the Electronic Student Activities Manual** where the Online Coursework is done in MySpanishLab, the online platform for *Unidos*.
- 3) **The Course ID is: CRSKLVL-515099.**
- 4) You need the **Book Key** and the **Course ID** to register for MySpanish Lab.

Optional Material - 501 Spanish Verbs. 4th by Christopher Kendris. Hauppauge, N.Y.: Barrons Educational Series, 1996 / **Vox Spanish-English Dictionary** or any college level Spanish-English dictionary.

Course Description

This course will continue to expand the functional skills; speaking, listening, reading and writing, of the Spanish language through the study of vocabulary, grammatical structures and syntax with extensive practice in the classroom.

Spanish 1412 is a four-skills course. We will emphasize speaking, listening, reading and writing skills as well as learn vocabulary, spelling, and grammar through the online component of our course. Class is conducted in Spanish and active participation is encouraged. Please do not worry about making mistakes; we are all here to learn.

This is a computer-enhanced course, which means that your class meets three times a week (Monday, Wednesday, Friday) for 50 minutes each day. On the days you do not have class, you will utilize technology to learn and practice Spanish outside of class.

In hybrid classes, class time will be devoted to communicating in Spanish and using the structures and vocabulary that you have worked on and practiced on the computer **before coming to class**. Your instructor will play the role of "communication facilitator" in class. She will not provide explicit grammar or vocabulary instruction in class. Instead, this instruction will be accomplished through your interaction with technology and further understood through practice during the face-to-face class times.

Grammar is presented as a means to achieve effective communication through language by demonstrating the connection between meaning and linguistic form. We expect you to take responsibility for studying and learning by memory the basic rules of grammar, the uses of the tenses, and the endings of the verbs. Even though we do not expect perfection when you produce in Spanish, you still must strive for accuracy in your own knowledge of

the grammar and your use of the language. All grammar explanations have been written to be clear, concise, and comprehensible. You will be **required to study grammar outside of class**. The grammar explanations and tutorials are located in the Tutorials folders of each chapter in MySpanishLab and in the textbook. The *Tutorials* will help you both study and assess your comprehension of the rules of Spanish grammar. The *Readiness Check* and *Flashcard* activities will also accomplish the same goal.

If you need help with grammar and/or vocabulary, please take advantage of the help you may get at your instructor's virtual or face-to-face Office Hours. **DO NOT** expect your instructor to recreate a class that you missed nor to answer questions about online material which you have not studied yourself. Do your homework first and then see your instructor if you have further questions or concerns.

This computer-enhanced course offers the following advantages to you as you learn Spanish:

- **Self-pacing.** You can take the time you need to do the online portion of the course as long as you complete the assignments before the deadlines.
- **Immediate feedback.** The computer grades your electronic homework exercises instantly, tells you which items or activities are wrong, and helps you to learn by making suggestions on what to study before attempting the exercise again.
- **Opportunity for improvement.** The program is designed so you can attempt the exercises/activities as many as **three** times in order to earn your desired grade.
- **Easy access.** You can do your online assignments from any computer that accesses the internet through a reliable internet browser such as Internet Explorer (PC users) or Safari (Mac users). **However, we recommend that you do the online assignments in the language lab, where help will be available to you if you have any technical difficulties.**

Course Objectives:

In SPAN 1412 we will continue the study of the Hispanic culture and language and emphasis on oral communication. This course is designed for second semester beginning students. The prerequisite is Spanish 1411, 1511 or 2 or more years of Spanish in high school. Students will continue to learn to use Spanish for communication in real meaningful situations. By the end of the semester, it is expected that students will be able to handle successfully a wide variety of uncomplicated, basic tasks and social situations. Classroom time will be devoted to practicing skills for understanding and interacting in Spanish. Focus on form, vocabulary and basic grammar will be the responsibility of the students, by means of the textbook and the online components of the course.

This is beginning Spanish hybrid class which reviews the chapters Preliminar to Chapter 3 of the textbook, and covers Chapters 4, 5, and 6 in *Unidos*, supported by online coursework in MySpanishLab.

Student Expectations

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting. Specific policies for this class are listed further on in this syllabus.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

Spanish 1412 uses only Spanish as the medium of teaching. This class will therefore be taught in Spanish, and students are also required to interact with their peers and the instructor in Spanish. This is the method used in all of the Spanish courses at Texas Tech. This method is highly effective. Research has proved that this is the best way to study a second language. You can only learn it by being exposed to it sufficiently and using it for real communication, so that you can develop your own communicative ability. If you are confused and need some help in English, you can see the instructor in her office or arrange to see a tutor. **Do not try to disrupt the class and demand to be spoken to in English.** This will also result in reduction of your participation points.

Course Competencies/Expectations

The student will be able to perform on a "novice" to intermediate level, as defined by ACTFL Guidelines and SCANS, which are on file with the Dean of Instruction.

Your instructor is your resource for the language, and if I do not speak it to you, you will never know it. You can interact in Spanish even at this level. I will teach you some useful phrases that you can use. Use them. Also, use your imagination. You will not understand everything the instructor says, but your imagination can help you understand a lot of things that you would otherwise not understand. Do not complain. Instead, make an effort, and you will discover that it is within your reach.

Grading Procedure

My Spanish Lab Online Manual	20%
Written Exams (<i>Pruebas</i>)/ Compositions	20%
Daily work (<i>Quizzes, Participation, Homework</i>).	20%
Oral/ Auditory (<i>Mid-term, A Conversar</i>)	10%
Oral Final Exam	15%
Written Final Exam	15%

A=100-90 B=89-80 *C=79-70 / D=69-60 F=59-below

The final exam is scheduled for, **Thursday, May 11th, from 4:30 pm to 7:00 pm** It is comprehensive and must be taken at the scheduled time. This day and time follows the TTU Final Exam schedule and you should not have any conflict with any other classes. Be sure to check when all your final exams are early in the semester.

Your grade in this class will depend on your performance in the above-mentioned areas. Your instructor will guide and facilitate the process for you, but it is your responsibility to make the grade you want. No instructor can guarantee that you get a particular grade. Neither can they teach to any test or give you any special orientation regarding a test. You will not be told exactly how any test is going to be. If you do what is required of you, there will be no reason to worry about the tests and exams.

Spanish 1412 Policies

Attendance and Participation

Attendance - Class attendance is mandatory. You are expected to be on time and to remain the entire class period. If you leave prior to the dismissal of class, you will be counted absent. Three tardies will constitute an absence. Attendance will be taken at the beginning of each class period.

Class Attendance Policies: Students are allowed to miss 2 (TR) classes without penalty. For each additional unexcused absence the student's Final Grade average will be lowered 15 points (TR). The specifics of this policy are below:

- Students are allowed 2 (TR) absences for any reason.
- For each additional unexcused absence, 15 total points (TR) will be deducted from the student's overall final grade average
- Three tardies (1-20 minutes late TR) will count as one unexcused absence. Please Note: If a student misses more than 60 minutes (TR), it will count as an unexcused absence.
- For any of the 2 unexcused absences, if the student misses work in class, make-up work is not allowed.
- Please see the policies for Excused absences and make-up work below.

Excused Absences : Students will be allowed to present Excused Absence documents to excuse up to 2 (TR) additional absences.

- Absences which can be excused for this course are well-documented absences due to chronic illness, occasional illnesses, hospitalization, court appearances, funerals, 1 day for an out-of-town job interview, official university travel and attendance at scheduled religious observances covered by Texas House Bill 256.
- All original Excused Absence documents need to be presented to Profesora McNutt within 3 class days of the absence and are subject to verification. Any document which is found to be altered will be sent to the Office of Student Conduct. No scanned, emailed, or copied documents will be accepted.
- Anyone who has a chronic illness must present a verifying letter from his/her attending physician to Profesora McNutt before any related absence occurs. This letter will allow her to consider whether or not a doctor's note for an absence related to the chronic illness is a basis to have the absence excused above the allotted Excused Absence days.

Make-up Work:

- All acceptable Excused Absence documentation allows the student to make up the work missed in class the day of the absence. In order to reschedule a make-up time for the work missed, the student will need to present original documentation which fits in the Excused Absence Policy above to Profesora McNutt, within 3 class days of the absence. No scanned, emailed, or copied documents will be accepted.

Unexcused absences allowing make-up for missed work:

- An Unexcused Absence due to other unavoidable circumstances will allow make-up work. Included in this category are participation in a wedding, illness of one's child (duly documented), and family emergencies (duly documented). Acceptable original documentation for this type of absence includes, program from a wedding and note from a doctor, prescription received from a doctor or the doctor of an immediate family member. Please note that absences caused by travel to a wedding fall under this category only if the student is a member of the wedding party. All documentation is subject to verification.
- **PLEASE NOTE:** It is the student's responsibility to reschedule any work missed due to an Excused Absence document or unavoidable circumstances, by presenting the verifying documentation to Profesora McNutt, and then rescheduling the work missed in class. Students who miss such evaluations due to religious observances, official university travel, or other unavoidable circumstances will be allowed to take a make-up version. There is no rescheduling of missed online homework in MySpanishLab. All documentation must be provided to Profesora McNutt within three class days of the absence for all students seeking to excuse the absence and/or make up classwork missed. No documents are accepted after the last day of class.

Special Notice

If at any time you decide to drop the course, it is your responsibility to do so. Please follow the appropriate procedures. The last day to drop this course within the SPC system is **April 27th.**

Perfect attendance will be rewarded. Each student with: (1) perfect attendance AND (2) a “B” or better on the written exams for the semester may be **exempt** from taking the comprehensive **Written Final Exam**. This may not be a realistic expectation for all students - it will be the individual's choice. In order not to take the final, the student will have to be in class every day. **There will be a chance to make up 1 day when missed for valid reasons, (reasons which fit into the excused absence policy designated above),** if the student is striving for this goal. The student will have 3 class days after the absence to present verifying documentation for an excused absence to Professor McNutt. The make-up work will be assigned on an individual basis.

Please Note: Each student must take the Oral Final Exam.

No matter what the reason may be for being absent, failure to attend always results in missed opportunities to hear and speak Spanish and will have a negative impact on your performance. If you are absent, it is your responsibility to contact a classmate or your instructor to find out what was covered and the assignment for the next class (missing class will not be accepted as an excuse for not being prepared when you return). For this reason, each student should make it a point to take down the telephone numbers or e-mail addresses of at least two classmates.

Class Participation: Participation in class activities will be assessed on a weekly basis. Class participation assesses the quality and quantity of your class participation, as well as your collaborative attitude during in-class activities.

In order to receive participation points, you have to come to class prepared. Preparation for class includes studying your textbook very well before coming to class and doing the exercises as you go along, and also practicing what you have learned. You need to understand the concepts that are to be covered in class before you attend class. Before each class, you have to prepare your online coursework in MySpanishLab, so that you can understand what is going on in class.

Your daily preparation is to make sure you go over what was done in class, do the online activities you have been assigned daily, and prepare for the next class. In general, you will need to dedicate one hour to Spanish outside class every day. Some students may need more time. Other students may need less.

Please Note: If you do not understand something, you have to get help from the instructor or a tutor in the Language Lab before you attend class. Also, use a good dictionary for all the words you do not know.

Online assignments: MySpanishLab, the online platform of the course, contains flashcards, readiness check, pronunciation activities, interactive vocabulary and grammar presentations and tutorials, activities, and games. Online coursework is assigned before material is covered in class. Online activities are due at 11:59 pm. You will be allowed 3 attempts to complete each activity. The score will be based on your most accurate attempt. Spelling, punctuation, and accent marks will signal a difference in your performance, as will proper vocabulary and sentence structure.

Vocabulary quizzes: Quizzes evaluate your knowledge of the corresponding chapter's vocabulary: vocabulary section (*Unidos*) and vocabulary tutorials (MySpanishLab). Quizzes will be administered during the first 10 minutes of the class session. If you arrive late, you will not be allowed to take the quiz.

Pruebas: *Pruebas* are chapter tests and include the following sections: reading, use of vocabulary, language use, and culture. The reading and writing components of the test will be thematically and grammatically linked to material from the textbook and will bear a similar level of difficulty. Each *Prueba* evaluates your performance and knowledge of the material you have practiced.

A Conversar: This is an in-class oral activity. The day before A Conversar activity is scheduled, you will be asked to prepare a handout. Then, you will spend 50 minutes speaking to your classmates in Spanish. This activity will be evaluated based on your preparedness and the amount and the quantity of your participation.

A escribir: This activity consist of a prewriting activity, a composition and, finally, a revision of that composition.

Oral Exams: There are 2 oral evaluations in this course, one near the semester's midterm and the other at the end of the semester.

Final written exam: The final written exam will be divided in 6 parts: Listening Comprehension, Vocabulary, Grammar, Reading Comprehension, Culture, and a Composition.

Discipline and Civility in the Classroom

Each student is expected to assist in maintaining a civil and amicable environment in the classroom that is conducive to learning. In order to assure that all students have the opportunity to gain from time spent in class, students are asked not to engage in any form of distraction.

Please Note: Repeated inappropriate behavior in the classroom which continues after the initial warning **will** result in the student being dropped from the course. Troublesome behavior in the classroom may be classified as anything that disturbs the instructor and/or students during the class period. Here are some examples of inappropriate behavior in the classroom:

Speaking English	Chewing gum
Cellular phones and beepers (<i>Turn them off</i>)	"I paid for this" mentality
Leaving the lecture early	Reading other material during class
Excessive tardiness	Dominating discussions
Making class offensive remarks	Making unnecessary jokes
Chatting excessively to neighbors	Speaking out of turn
Overt and covert inattentiveness (includes talking while teacher is talking)	Shuffling backpacks and notebooks
	Sleeping or yawning loudly

Academic Integrity and Plagiarism

Please note that all graded writing (i.e., Quizzes, Pruebas, A Conversar handout, writing activities, and electronic workbook activities in MSL) done inside or outside of class must be your own work. This includes the take-home revision of the writing activities, or the preparation notes that you do in anticipation of A Conversar activities (Handout). Writing that appears to be the work of someone else (a friend more proficient in Spanish, a tutor, a web or print source) or that appears to be written in English and then translated by an online translation program or phone app, will not be accepted, and may entail severe penalties beyond just a zero on the particular assignment. Please be aware that the use of online translation in any form from websites on the Internet constitutes academic dishonesty and will be treated according to the regulations in the SPC and the TTU Student handbooks.

Religious Observance

Texas House Bill 256 requires institutions of higher education to excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day. The student shall also be excused for time necessary to travel. An institution may not penalize the student for the absence and allows for the student to take an exam or complete an assignment from which the student is excused. No prior notification of the instructor is required.

Students With Disabilities

The University is committed to the principle that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, national origin, age, sex, or disability, and that equal opportunity and access to facilities shall be available to all. Any student, who because of a disability may require special arrangements in order to meet course requirements, should contact me after class the first week to make any necessary accommodations. Students should present appropriate verification from South Plains College Special Accommodations Program or from the AccessTECH in the Student Counseling Center in West Hall. No requirement exists that accommodations be made prior to completion of this approved university procedure. Disability status is confidential and should be discussed in private with me once you have completed the appropriate SPC or AccessTECH verification procedures. Please avoid any announcement in class or other public

setting that you wish to discuss disability access. Ask to meet with the instructor in private. That way we can ensure your disability privacy is not compromised.

Language Learning Laboratory

The language lab is at FL 019. It is equipped with computers and audiovisual systems which can facilitate your learning process substantially. There are also many Spanish computer programs and audio and video tapes that will help enhance your performance

Office Hours

Except in exceptional cases, I will keep all of the office hours. If you need to talk to me at other times, contact me by e-mail. I will respond as soon as possible.

Note!

You have to read your syllabus very well and follow all the instructions. Listen very carefully to explanations with regard to both class work and regulations. Note that this document represents an agreement between the First Year Spanish Program and its students and must be taken very seriously.

Problems

If at any time you have concerns or questions about these policies or anything else that have to do with this class, you should arrange to speak with me in my office during my office hours, or by special appointment.

Have a wonderful semester!
