

## Course outline for Spanish 401 Hybrid – Fall 2009

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**Office Location:** B232

**Office Hours:** Mon-Wed 2:30-4:00 pm; Tue-Thur 12:00-1:00pm

**Note:** This is a hybrid course. In addition to the 2 hours a week in the classroom, 2 hours of online class work per week is required. Furthermore, homework equivalent to 2 hours per week for every hour of class work is expected.

**Prerequisite:** None

**Materials required:**

**Plazas 3rd Edition iLrn: Heinle Learning Center**

It includes:

- a. Plazas: Lugar de encuentros Textbook by Hershberger, 3<sup>rd</sup> edition
- b. Plazas QUIA (iLearn) Online Workbook/Lab Manual
- c. Plazas electronic textbook (e-book)

**Desire2learn (D2L) access** (<http://d2l.losrios.edu>)

**Computer** with microphone and speakers

**Materials recommended:**

An English-Spanish dictionary

**Course description:**

This is a first semester course. It emphasizes the development of language skills in listening, reading, speaking, and writing by focusing on the application of simple grammatical concepts.

**Class times:**

- Mondays 4:30-6:35 pm: **On-line**, using **Voice board** in the iLearn/QUIA student workstation. (Instructions to use Voice board on separate handout)
- Wednesdays 4:30-6:35pm: **Face-to-face (F2F)**, in AUD 20

**Note:** Your instructor will be logged onto **Voice board** every Monday from 4:30-6:35pm to answer questions and to conduct scheduled speaking evaluations. Although students are not required to be logged onto Voice board every Monday during those hours, it is highly recommend using that time every week to complete recorded pair activities and to contact the instructor for help.

### **Method of instruction:**

Classroom time (F2F) will be devoted almost entirely to activities that will allow you to practice your skills of understanding and producing Spanish. Classroom time will **NOT** be spent doing lengthy explanations of grammar. Please read the grammar explanations in your textbook and do the exercises on-line **before** class time. If you feel that you need to be drilled in grammar, please arrange for help from your instructor outside of class time. You can also request a tutor at the Learning Resource Center (LRC). Tutoring is free for SCC students enrolled in the subject for which tutoring is requested.

### **Course policies**

The class will be conducted mostly in Spanish. Students are required to use only Spanish as well. When you don't know the right word, look for another way of saying what you want to say. (Circumlocution is a valuable skill in learning a language.)

#### **1. Participation and preparation**

Since class time will be spent doing a variety of individual, pair and group activities this course requires active classroom participation.

#### **2. Listening and speaking**

This class will encourage oral communication by offering numerous opportunities for student participation in realistic, functional, and thematically set communicative exercises. Oral pair and group activities will be performed in every class.

#### **3. Reading and writing**

Students will be required to complete reading and writing exercises using their Quia (iLearn) Online Workbook/Lab Manual, QUIA textbook (e-book) and in D2L.

#### **4. Writing and speaking project**

Students will be assigned one (1) project to write, utilizing the main grammatical concepts and vocabulary covered in class. This project **will be presented orally** in pairs at the end of the semester.

#### **5. Attendance**

Students are expected to attend **ALL** face-to-face sessions of the class. As there are no excused absences, **a total of 3 absences is allowed**. Anything exceeding this maximum will result in the student being dropped from the class.

If a student must be absent, it is his or her responsibility to find out what he or she missed. Any written assignment due on a day that a student is absent must be sent to the instructor using the **Dropbox** tool in D2L **before** the end of that day. Any on-line assignment is due on the date specified on the QUIA Student Workstation or on the D2L website.

## 6. Tardiness or leaving early

**Face-to-face** (F2F) classes will start on time. Tardiness to class is strongly discouraged. After a first tardy (15 minutes or more) every two will count as one absence. The same rules apply to leaving the class early. If (on rare occasions!) you cannot avoid arriving late, please do not disturb the class when you come in but do greet the class and professor. “Buenas tardes” is sufficient.

You should let the professor know if you are going to leave the class early and sit near the door to minimize disruption.

## 7. Other important information

- No food is allowed in the classroom; this includes chewing gum. Drinks are OK.
- Cellular phones and laptop computers must be turned off and put away before entering the classroom. **NO TEXT MESSAGING is allowed in class.** If a student needs to be asked to put his/her cell phone away more than once, his/her phone will be placed on the professor’s desk until the end of class time.

**A note on academic honesty and language learning:** Learning to communicate in another language requires real sensitivity about intellectual and academic honesty. It is often helpful to study with a classmate or a tutor, and you are encouraged to do so. Some assignments in this course require you to do so. Nonetheless, you must be sure the work you hand in is exclusively your own. Do not expect tutors to correct your work; they are there to help you find the answers, not to give them to you.

As you learn Spanish you will be copying from good examples; this is not necessarily plagiarism. Usually you are simply borrowing a phrase or word that is new to you. When you are borrowing images, ideas or concepts from a source (whether it be human, printed or electronic), be sure to give them credit.

## Disability statement

If you have a physical, emotional, medical or learning disability that may impact on your ability to carry out assigned course work, please contact the Disability Resource Center, in SS101. DRS will review your concerns and determine, with you, what accommodations are necessary and appropriate. All information and documentation is confidential.

## Native speakers

This is a first semester Spanish class offered at Sacramento City College and it may be too easy for an educated native speaker of Spanish. If you do not wish to take a “Spanish for native speakers” class or to learn another language and choose to be in this class in order to meet a college language requirement, keep in mind that your instructor will only give you credit for what you accomplish/complete in this class and not for what you already know.

## EVALUATION

Your grade will be determined as follows:

### 1. Chapter exams (100 points each)

**All exams will be given face-to-face!**

There will be an exam at the end of each chapter, except for chapter 5 which will be included in the Final exam. There is no midterm exam but each chapter exam is cumulative and includes the content areas and functions developed in previous chapters. **Each test includes a speaking section.**

The **listening comprehension section** is always the first part of each exam. If you are late you will **not be able** to complete this section and you will lose those points.

**There will be no make-up exams.** However, if a student anticipates a time conflict, there may be an opportunity to take an exam at a prior date.

Any student caught in an act of dishonesty during a test or exam will be given a score of zero in that exam. This includes talking, copying from somebody else's test and using material that is not allowed for that test. Please refer to the Student Code of Conduct in the Student Guide for more details.

### 2. Quizzes (2 per chapter = 100 pts.)

**Quizzes will be given both face-to-face and on-line.**

Vocabulary quizzes will be given frequently. **There will be no make-up quizzes.** No exceptions! I will drop your lowest quiz grade.

### 3. Final exam (200 points)

The final exam will be both **written and oral** and it will include every aspect of grammar, vocabulary and culture learned during the course. Students will be evaluated in the four language skills: listening, speaking, reading and writing.

Dates and times for the Final Exams are set by the college and **cannot** be changed.

### 4. Writing and speaking project (200 points)

Written project: 100 points

Oral presentation: 100 points.

### 5. On-line assignments

All on-line assignments should be completed carefully and on time. Late assignments will not be accepted.

\* See detailed information about homework on page 6.

### 6. Class participation

#### A. In-class participation:

In-class participation is measured according to the following criteria:

- How much a student participates
- Student's attitude toward his/her classmates, instructor and the activities
- Student's preparedness for class

- Student's attentiveness during class
- Student's effort to use only Spanish

In other words, **participation** means: **being in class, being on time, constructively and actively participating in individual, pair, small groups and whole-class activities, coming to class prepared and ready to participate on a regular basis in small groups as well as volunteering frequently without dominating conversation, staying in class for the entire time, constantly interacting in Spanish with your professor and classmates.**

**If a student misses one of the class sessions, s/he will be considered "not participating" for the entire class.**

### **B. On-line participation:**

Regular and active on-line participation is not only a requirement; it is an essential aspect of the hybrid course process.

On-line participation is measured according to the following criteria:

- How often and consistently you visit and use **D2L** to complete assigned activities.
- How often and consistently you visit and use **Voice board** to complete recorded paired activities and/or to communicate with your professor.
- iLearn/QUIA assignments submitted by the due dates.

### **7. Attendance (100 points)**

Ten (10) points will be deducted from your grade per absence to a face-to-face session. Remember, a maximum of 3 absences are allowed.

### **8. Grades**

The grading system will be the following:

- |                                  |                        |
|----------------------------------|------------------------|
| - Chapter exams:                 | 30% of the final grade |
| - Final Exam:                    | 20%                    |
| - Homework and written projects: | 30%                    |
| - Attendance/Participation       | 10%                    |
| - Oral Presentation and Quizzes: | 10%                    |

Passing grades are A to C.

Grade scale:	90% to 100% of total points =	A
	80% to 89%	B
	70% to 79%	C
	60% to 69%	D
	50% and lower	F

**Important: THE STUDENTS ARE RESPONSIBLE FOR ANY WRITTEN OR VERBAL AMENDMENTS TO THE SYLLABUS GIVEN BY THE INSTRUCTOR DURING CLASS.**

## ON-LINE ASSIGNMENTS

**Note:** Please refer to page 8 for instructions on how to start your iLearn/QUIA account.

**On-line class work** is equivalent to 2 hours of classroom time.

**On-line homework** is equivalent to 2 hours per every hour of classroom time (approx. 8 hours per week).

You will have **three** kinds of on-line work: **Textbook (e-book), Online Workbook/Lab Manual and D2L:**

### **A. Textbook (e-book)**

The textbook (e-book) homework consists of two (2) parts:

#### **I. Vocabulary, and new grammatical explanations and exercises in preparation for the next class meeting.**

These exercises require you to study and understand concepts before attempting to do them.

- a. check the schedule to **find out the pages** assigned.**
- b. study the vocabulary and grammatical explanations on these pages.**
- c. go to your QUIA (iLearn) account. Under “**book**” choose the **textbook** activities.**
- b. Under “**section**” choose the corresponding chapter and assignment.**
- c. Complete each exercise by the due date.**
- d. Re-do any exercises in which you do not get 100%. QUIA will use your best score to calculate your overall grade. You have unlimited attempts for each exercise.**

#### **II. Video, reading and speaking exercises**

These exercises provide you with additional practice to acquire all language skills.

- a. go to your QUIA (iLearn) account. Under “**book**” choose the **textbook** activities.**
- b. Under “**section**” choose the corresponding chapter and assignment.**
- c. Complete each exercise by the due date.**
- d. Re-do any exercises in which you do not get 100%. QUIA will use your best score to calculate your overall grade. You have unlimited attempts for each exercise.**

- The number of points you receive for each exercise will be determined by QUIA.
- **No assignments** submitted after 11:59 pm on the due date **will be accepted** by QUIA.

## **B. Online Workbook/Lab Manual**

(Homework to get **additional practice** on the material already studied and reviewed in a F2F class)

- There are written (*práctica escrita*) and listening comprehension exercises (*práctica de comprensión auditiva*) you need to complete in each chapter (*including video activities*).
- Exercises need to be submitted **by the due date**. Please check the dates on-line. (As a reference, there will be workbook and lab exercises due every Sunday).
- The computer will grade the exercises you submit. You are strongly advised to **resubmit** any exercises in which you do not receive **100%**. This will allow you to further practice and learn structures you may be having difficulties with. You may submit each exercise as many times as you would like to. The computer will use your best score to calculate your overall chapter grade.
- *As it is the case with any computer program, technical difficulties may occur. Make sure you do not leave your online homework for the last minute.*

## **C. Desire to Learn (D2L)**

Most assignments will consist of participating in discussion forums and taking quizzes.

### **Your responsibilities in this class:**

- Read the syllabus and review it every time you have a question. If the answer is not found, talk to your instructor.
- Attend the mandatory orientation
- Attend class regularly, participate in-class and on-line, and speak Spanish
- Bring your textbook to every class meeting
- Take notes of vocabulary and explanations your instructor writes on the board
- Access the D2L course site often
- Complete all the assigned activities on QUIA (iLearn) and on D2L by the due date
- Take all quizzes and exams when they are given
- Contact your instructor or a classmate to find out about any material missed during an absence
- Take responsibility for your “out-of-class” learning. In addition to completing all assignments on time, make sure you find ways to use/practice the language. Some ideas: read Spanish-language magazines and newspapers, watch Spanish TV, converse with native speakers as often as possible, start a journal in Spanish, spend time with others students of Spanish (and speak only Spanish, of course), etc.

## Instructions to enroll in your course using QUIA (iLearn)



Your instructor, Andrea Lucas, invites you to enroll in the following course.

**Course:** SPAN 401 Hybrid

**Code:** XAHDM388

**Books:** Plazas 3rd Edition iLrn: Heinle Learning Center

### Creating a Quia Account

If you do not have a Quia account, you need to create one. To do so, follow these steps:

1. Go to <http://books.quia.com> and click **Students**, then click **Create a new account**.
2. Select a username and password and enter your information, then click **Submit**.

**Note:** Remember to write down your username and password and be sure to select the correct time zone. Also, please enter a valid e-mail address so we can send you your password if you forget it.

### Entering the Book Key and Course Code

Enter the book key and course code to complete the enrollment process. You may need to purchase a book key, you may already have a book key that you purchased separately, or you may already have activated the book for a previous course. Depending on your situation, use one of the procedures below. The course code is listed at the top of this page.

Once you have completed this step, the system lists the course and book on the Student Workstation home page. To enter additional books, enter a book key in the **Enter book key** field and click **Go**.

**Note:** Book keys can only be used once. Your book key will become invalid after you use it.

### If you need to purchase a book key

1. Go to <http://books.quia.com> and log in.
2. Click **Bookstore** at the top of the Student Workstation window.
3. Enter search criteria for the book and click **Search**.
4. Locate the book in the search results and click **Buy**.
5. Enter the course code, XAHDM388, and click **Next**.
6. Proceed through the purchase process.



### **If you already have a book key**

1. Go to <http://books.quia.com> and log in.
2. Enter the book key in the **Enter book key** field at the top of the Student Workstation window and click **Go**.
3. Click **Confirm** to confirm your registration information. The system displays the Student Workstation and lists the book under the **My books** heading.
4. Beside the book listing, enter the course code, XAHDM388, in the **Enter course code** field and click **Go**.
5. If necessary, select a class (section) and click **Submit**.

### **Using Quia**

To access your Student Workstation in the future, go to <http://books.quia.com> and log in. Here, you can open your book, submit activities, view your results, and view your instructor's feedback. If you have any questions, contact Quia Support at <http://books.quia.com/support.html>