

Course outline for Spanish 401 – Spring 2009

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Office Location: B232

Office Hours: Mon-Wed 4:30-6:15 pm; Tue-Thur 12:00-12:45pm

Prerequisite: None

Materials required: Plazas: Lugar de encuentros Textbook by Hershberger, 3rd edition
Plazas QUIA (iLearn) Online Workbook/Lab Manual and e-Book, 3rd edition

Materials recommended:

A verb manual such as *501 Verbs in Spanish*
An English-Spanish dictionary

Course description:

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

Method of instruction:

The study program emphasizes communication, focusing on the four language skills: listening, speaking, reading and writing. Communication will be based on critical thinking, oral practice in class activities, cooperative learning projects and regular assignments.

Grammar should be studied by the students before class. Class time will be used to clarify concepts and to practice acquired knowledge.

Course policies

The class will be conducted almost entirely in Spanish. Students are required to use mostly 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 exercises this course requires active classroom participation. Students will also need to spend a significant amount of time doing outside preparation (approximately two hours for every hour of class).

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

Reading and writing assignments from the textbook should be expected every class. Students will also be required to complete exercises using their Quia (iLearn) Online Workbook/Lab Manual and QUIA textbook.

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 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 (not on-line) due on a day that a student is absent is due immediately upon his or her return to class, except for the written project, which **should be e-mailed** to the teacher by the due date. Any on-line assignment is due on the date specified on the QUIA Student Workstation.

6. Tardiness or leaving early

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.
- 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.

You should NOT use electronic dictionaries and translating programs, whether Internet-based or handheld. There are two reasons for this. Firstly, they are very unreliable and will give you the wrong word more often than not. Secondly, by using these devices you are taking a shortcut and not really learning the language.

Disability statement

Any student who feels he or she may need an accommodation based on the impact of a disability should contact me privately as soon as possible to discuss his or her specific needs.

Native speakers

This is a second 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 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)

There will be an exam at the end of each chapter, except for the Preliminary Chapter and 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 (1 or 2 per chapter = aprox.100 pts.)

Unannounced or "pop" quizzes will be given at the discretion of the instructor. Each one will be worth 10 or 15 points.

3. Final exam (300 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 can **NOT** be changed.

4. Writing and speaking project (200 points)

Written project: 100 points

Oral presentation: 100 points

5. Homework

Homework should be completed carefully and on time. Late assignments will not be accepted.

* See detailed information about homework on page 5.

6. Class participation (100 points)

Class participation is measured according to the following criteria:

- Ability and attempt at speaking with enough accuracy to be understood;
- Preparation shown that enables the student to understand and fully participate in class (this includes completion of homework);
- Initiative and participation that student demonstrates.

7. Attendance (100 points)

Five (5) points will be deducted from your grade per absence.

8. Grades

The grading system will be the following:

- | | |
|----------------------------------|------------------------|
| - Chapter exams: | 40% of the final grade |
| - Final Exam: | 20% |
| - Homework and written projects: | 20% |
| - 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.

HOMWORK

You will have **two** kinds of homework: **Textbook** and **QUIA Online Workbook (iLearn)**:

A. Textbook

(Homework in preparation for the next class meeting: vocabulary and new grammatical explanations and exercises)

The textbook homework consists of two (2) steps:

First step: in writing, for class time

- a. **check the schedule** to find **out the pages** assigned.
- b. **study** the vocabulary and grammatical explanations on these pages.
- c. **do** the ;A PRACTICAR! Exercises on a **separate piece of paper**. Write **clearly** and write out **the entire exercise**, not just the answers.
- d. **self-correct** the ;A PRACTICAR! exercises at the next class meeting as we go over the correct answers.
- e. go home (or a computer lab) and **complete the second step**.

▪ Please leave your assignment on my desk when you enter the classroom. I will **initial** the homework **before we start correcting it** to make sure it has been done before the start of class. You will receive it back after a few minutes.

Second step: on-line

- a. the same day an assignment is due in class, **it will be due on-line**.
- b. **go** to your QUIA (iLearn) account. Under “**book**” choose the **textbook** activities.
- c. Under “**section**” choose the corresponding chapter and assignment.
- d. enter the **corrected** answers (given in class) for each exercise.

- The number of points you receive for each exercise will be determined by QUIA. Make sure you correct your answers in class to achieve the maximum number of points.
- Each time you fail to bring an assignment to class **3 points will be deducted** from your participation score.
- If you are absent you need to complete the assignment on-line on the due date. **No late assignments will be accepted.**

B. Online Workbook (QUIA)

(Homework to get **additional practice on the material already covered in class**)

- **Please refer to the next page for instructions on how to start your QUIA account.**
- There are written (*práctica escrita*) and listening comprehension exercises (*práctica de comprensión auditiva*) you need to complete in each chapter. (*Video activities are not assigned.*)
- 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.***

Your responsibilities in this class:

- Read the syllabus
- Attend class regularly, speak Spanish and participate
- Bring your textbook to every class meeting
- Take notes of vocabulary and grammar explanations your instructor writes on the board
- Do the homework *at home*
- Complete all the assigned activities on QUIA (iLearn)
- Take all 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: Plazas

Code: PRT773

Books: Plazas: Lugar de encuentros, 3rd Edition Workbook/Lab Manual
Plazas 3rd Edition Textbook Activities

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, PRT773, 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, PRT773, 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>

NOTE: Make sure you enroll in the correct class, as you will see three different ones to choose from, 😊