

Course syllabus for Spanish 412 – Fall 2009

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Office Location: B232

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

Class meeting times: Mon-Wed 6:45pm-8:50pm SCC A20

Prerequisite: Spanish 411 with a grade of "C" or better; or four years of High School Spanish

Course Materials and Resources

• **Textbook and materials**

- ◆ *Sueña: Español sin barreras*. Textbook by José A Blanco. Vista Higher Learning, 2007.
- ◆ *Sueña: Español sin barreras*, QUIA Online Student Activities Manual (SAM).
- ◆ The *Sueña* textbook site: <http://suena.vhlcentral.com> (code comes with textbook)

• **Recommended**

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

Course description:

This is a low-intermediate Spanish course designed to practice, improve and achieve accuracy of the four language skills: listening, speaking reading and writing.

Method of instruction:

Videos, cultural presentations, films, and music will be used to enhance your grasp of vocabulary and provide you with opportunities to express yourself in Spanish. This class will encourage oral communication by offering numerous opportunities for student participation in realistic, functional, and thematically set communicative exercises. We will also learn and explore the great variety of cultures in Spanish speaking countries by analyzing, comparing, contrasting and evaluating differences among them.

Course Policies

- The class will be conducted entirely 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.)
- This course is not designed to teach you grammar. You should already have learned the basics of Spanish grammar in previous courses. Although we will be reviewing some grammar structures in class, we will mostly be practicing and using the language. It is your responsibility to review structures that you are having trouble with and seek further help.

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. Assignments

Reading and writing assignments from the text should be expected every class. Students will also be required to complete written exercises in the Sueña Supersite and in the On-line Student Activities Manual (SAM) that complement those areas covered in class. There might be additional written assignments.

3. Written Projects

Each student will write two (2) essays during the semester. Topics and formats will be discussed in class beforehand.

4. Oral Presentation

Students will do an oral presentation in pairs at the end of the semester. Topics and format will be discussed in class beforehand.

5. Attendance

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.

Good attendance is mandatory for success in this class. Students who fail to meet this policy often miss vital information, discussions, teacher assistance and classroom practice time. If a student must be absent, it is his or her responsibility to find out what he or she missed. Any textbook assignment due on a day that a student is absent is due immediately upon his or her return to class, except for written projects 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, no exceptions.

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 the most advanced Spanish class offered at Sacramento City College, yet 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. Lesson exams: 30% of final grade

There will be three lesson exams. These will include grammar and vocabulary as well as cultural themes covered in each lesson. There is no midterm exam but each exam is cumulative and includes the content areas and functions developed in previous lessons.

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: 10% of final grade

Announced (see homework schedule) and unannounced quizzes will be given at the discretion of the instructor. There will be a minimum of one (1) vocabulary and one (1) cultural quiz per lesson.

3. Final exam: 20% of final grade

The final exam 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. Homework and Written projects: 20% of final grade

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

* See detailed information about homework on page 5.

5. Oral Presentations: 10% of final grade

There will be a cultural oral presentation at the end of the semester. This presentation will last between 15 and 20 minutes and it will be done in pairs. Check your homework schedule for specific dates. Topics and formats will be discussed in class beforehand.

6. Attendance and Participation: 10% of final grade

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

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.

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.

HOMEWORK

You will have **three** kinds of homework: **Textbook**, **Online Student Activities Manual (QUIA)** and **Sueña supersite**:

A. Textbook

This is homework in preparation for the next class meeting: **Estructuras** section (grammatical explanations and exercises) and **Literatura** section (reading and analysis).

- a. check the schedule** to find **out the pages** assigned
- b. study** the grammatical explanations on these pages
- c. do** the exercises on a **separate piece of paper**. Write **clearly** and write out **the entire exercise**, not just the answers.
- d. self-correct** the exercises at the next class meeting with a **different color of ink**
- e.** turn in the exercises for credit after self-correcting them.

- 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.
- You will receive **10 points** for each complete set of homework you turn in.
- Homework that is **not initialed**, is **incomplete**, or is **not self-corrected properly** will receive **no or partial credit**.

B. Online SAM (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 (*workbook*) AND listening comprehension exercises (*lab manual*) you need to complete in each lesson.
- Exercises need to be submitted **by the due date**. Please check the dates on-line.
- 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 lesson grade.

C. Sueña supersite

These are also exercises to get **additional practice** on the material already covered in class.

- You are only asked to complete written exercises in each chapter. (*Audio and video activities are not assigned.*)
- Exercises need to be submitted **by the due date**. Please check the schedule. (As a reference, exercises are due every Sunday night by 11:59 pm Pacific time.)
- The computer will grade some of the exercises you submit. Just like with QUIA, you are strongly advised to **resubmit** any exercises in which you do not receive **100%**. The

computer will use your best score to calculate your overall chapter grade. (Your instructor will manually grade your answers to open-ended questions)

- The final grade you earn in each lesson will be based on your online score. **The total score for each chapter will be counted as a percentage (100% being the total, regardless of the number of points).**

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 and on the Sueña Supersite
- 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.

How to set up your QUIA account and enroll in your Instructor's course



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

Course: SPAN 412 Fall '09
Code: DHJ363
Book: SUEÑA Student Activities Manual

Creating a Quia Account

If you do not have an 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.

I need to purchase a book key

Go to <http://books.quia.com> and log in.
Click **Bookstore** at the top of the Student Workstation window.
Enter search criteria for the book and click **Search**.
Locate the book in the search results and click **Buy**.
Enter the course code, DHJ363, and click **Next**.
Proceed through the purchase process.

I already have a book key

Go to <http://books.quia.com> and log in.

Enter the book key in the **Enter book key** field at the top of the Student Workstation window and click **Go**.

Click **Confirm** to confirm your registration information. The system displays the Student Workstation and lists the book under the **My books** heading.

Beside the book listing, enter the course code, DHJ363, in the **Enter course code** field and click **Go**.

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>

How to set up your SUEÑA Supersite account and enroll in your Instructor's course



Overview

So that you can see your assignments and due dates, receive important announcements, and communicate with your Instructor and classmates, you will need to set up an account on the SUEÑA Supersite, and then enroll as a registered student in your Instructor's course.

Instructions

1. Go to <http://suena.vhlcentral.com/registration.php>

2. On the *"Enter Your Passcode"* screen, enter your six-letter passcode and click **"Submit"**.

3. After the site confirms that your passcode is redeemable, you have two choices:

- Create a new account if you are new to Vista Higher Learning's Supersites.

a. In the *"Log In Information"* section, enter a new username of your choice and click **Check** to make sure that the username is available. After your username is confirmed, continue by entering and re-typing a password of your choice.

b. In the *"Personal Profile"* section, enter the required information. Be sure to enter your first and last name as you wish them to appear in your instructor's course roster.

c. In the *"Secret Question"* section, you will provide the answer to a secret question, which may later be used to help you retrieve forgotten login information. Select a secret question from the drop-down list and then enter your personal answer to the question.

d. After you have entered all of the required information, click the **Register** button.

- Or use your login information for an existing Supersite account for this textbook or another Vista Higher Learning textbook.

a. Click the link in the *"Already a Supersite User?"* section. Enter your existing username and password and click **Log In**.

4. When you successfully complete registration, you will see the main student view of your Supersite. From here, you must enroll in your instructor's course.

5. Click the **"Enroll"** link located at the top of the Student Tools sidebar.

6. On the *"Select School Location and Type"* screen, choose **"United States"**, **"California"** and **"Colleges/Universities"**. Click **Save & Continue**.

7. On the *"Select Your School"* page, select **"Sacramento City College"** from the list of schools and click **Save & Continue**.

8. From the list of available courses on the *"Select Your Instructor's Course"* page, look for instructor **"Lucas, Andrea"** and the course **"SPAN 412 Fall '09"** taught between **Aug 24, 2009** and **Dec 20, 2009**, and select the section labeled:

"Fall '09 (29784)"

Location: Auditorium 20

Day(s)/Time(s): M-W 6:45-8:50pm

9. Click **Save**. You should see a confirmation that you successfully enrolled in your instructor's course.