Course syllabus for Spanish 412 – Spring 2009

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Office Location: B232
Office Hours: Mon-Wed 4:30-6:15 pm; Tue-Thur 12:00-12:45pm

Class meeting times: Mon-Wed 6:45pm-8:50pm SCC B140

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, 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 and on the Sueña Supersite website, 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. I will deduct one (1) point for every two (2) mistakes.

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 Spring ’09
Code: RPXH479
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, RPXH479, 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, RPXH479, 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


4. On the "Already have an account?" screen, follow the on-screen instructions. Select the choice that best applies, then click continue to move to the next step.

5. On the "Login information" screen, follow the on-screen instructions. You will be asked to either:
Enter a username and password if you already have an existing account. Click Verify after entering the requested information. Once you receive a boxed, red confirmation message that the information you entered is valid, click Continue to move to the next step.

Or enter a username and email address if you do not have an account or are not sure. Click Search after entering the requested information. Once you receive a boxed, red confirmation that the information you entered or chose is valid, click Continue to move to the next step.

6. On the "Instructor or student" screen, select the choice that best applies to you, then click Continue to move to the next step.

7. On the "Enter your passcode" screen, follow the on-screen instructions. Note that you can redeem passcodes for different sections of the Supersite. Be sure to read the on-screen instructions carefully. After entering your passcode(s) and clicking Redeem, wait for a boxed, red confirmation that the passcode(s) is valid. After the confirmation message appears, click Continue to move to the next step.

8. On the "Confirm information" screen, you need to review your account information and enter your personal information. When done, click Continue to move to the next step.

9. On the "School Region" screen, find your school by selecting Colleges/Universities in California.

10. On the "School Name" screen, select Sacramento City College from the list of schools.

11. From the list of available courses on the "Course information" screen, select SPAN 412 Spring '09 taught by instructor Andrea Lucas, from Jan 19, 2009 to May 22, 2009 and the section labeled: "SPAN 412 Spring '09": Location: Business 140 Day(s)/Time(s): Mon-Wed 6:45-8:50pm

12. You are now at the "Complete" screen. Click the Print link to print a copy of your account information for future reference.