



**Course Syllabus
Spanish 1 Online
SPN 1120 – CRN 21957
Term: Spring 2024
January 8 – April 28, 2024**

CONTACT INFORMATION:

Professor Sra. Concepción Cranston

West Campus

Phone: 407-733-5239

Email: ccranston@valenciacollege.edu

Office Hours: By phone from 6-8 pm. Leave voice message if I do not answer.

CONTACT YOUR INSTRUCTOR

You may contact me in various ways during this semester.

- You may contact me through the Canvas inbox Monday – Friday. I will respond to your message within 48 hours with exception of days and times when college is closed.
- If you experience a problem contacting me using Canvas mail, you may email me at my Valencia e-mail indicated which is indicated above. Otherwise, please use Canvas course email for course related communication.
- In your message, please indicate your course number (CRN) so that I may better assist you.
- If you need to speak to me directly, call me at my phone number: 407-733-5239. Please, leave a message if I do not immediately answer your call. If you leave me a message with your name, telephone number, course and purpose of your call, I will return your call. I will contact you within 48 hours with the exception of days and times when the college is closed.

COURSE TITLE: Elementary Spanish 1 Online

COURSE DESCRIPTION

This course emphasizes every-day use of the Spanish language, integrating basic grammar, vocabulary, composition and culture through a conversational approach to Spanish. The course is not for native or near-native speakers. This course is designed for students who have not had two years of high school Spanish recently (within the last three years) or for students who have department approval; for students who want to achieve a basic level of proficiency in the target language (in writing, speaking, reading, and listening) as well as to develop a greater awareness of Spanish-speaking cultures, and to prepare students to continue to Elementary Spanish 2.

CREDIT HOURS: 4 credit hours upon passing the course

MAJOR LEARNING OUTCOMES

- **Speak** the language well enough to initiate and sustain conversation on specific factual topics of personal interest and cultural information in the present and past tense.
- **Listen to** and **comprehend** the main idea and some supporting pieces of information from conversations that deal with topics of personal interest and cultural information.
- **Read** and **comprehend** the main idea and some details from authentic written text types such as dialogues, advertisements, magazine, and newspaper articles.
- **Write** compositions on familiar topics.
- **Appreciate** other languages and other cultures, by developing a mature attitude towards cultural differences

COURSE COMPETENCIES

The course seeks to strengthen students' skills applicable to Valencia's Student Core Competencies: **Think, Value, Communicate, and Act.**

PREREQUISITES

There are no course prerequisites.

NATIVE SPEAKERS AND HERITAGE LEARNERS OF SPANISH

SPN 1120 (Elementary Spanish 1) is a class specifically designed for non-native speakers or non-heritage learners. If you are a **native speaker** or **heritage learner**, this class is not for you.

A **native speaker** is one who was born and raised in a Spanish-speaking country and has studied the language formerly in elementary school and/or high school in a Spanish speaking country.

A **heritage learner** is one who was born in the United States or moved to the United States from a Spanish-speaking country at a very young age, has never formerly studied the language, but speaks/spoke Spanish at home. A heritage learner can communicate orally with a limited vocabulary but has not fully developed writing or reading skills. In addition, proper sentence formation, correct grammatical usage, and good pronunciation are usually lacking in their conversation.

In short, *“a student who is raised in a home where a non-English language is spoken, who speaks or merely understands the heritage language and who is to some degree bilingual in English and the Heritage language”* (Valdes, 2000)

If you are a native speaker. You are strongly encouraged to take another language class such as Portuguese, French, German or Latin. Another option is to take the CLEP (College Level Examination Program) Test which awards college credit for demonstrating achievement in a subject by means of a computer-based exam.

If you are a Heritage learner, Valencia has created courses for you that will count as Foreign Language credit. This course is called Spanish for Heritage Speakers I and II (SPN 1340 and SPN 1341). These classes are designed for students who have some level of fluency but wish to become more fluent, become better readers in Spanish and become better at expressing themselves orally and in written form in Spanish all while improving their vocabulary and grammar.

For Heritage Spanish, please contact the Arts and Humanities department (Ask for Van or Ikie) during the first week of class, so that you can administratively be put in the course. Please refer to the Valencia College course catalogue for course availability.

Heritage speakers also have the option of taking Portuguese I. If you choose Portuguese, you can register yourself as these courses will be left open. You can register for the following courses:

- CRN 10870 or CRN 13991

See:

http://net5.valenciacollege.edu/schedule/?_ga=1.237540352.1817027156.1450276038

To both Native Speakers and Heritage Learners: You are strongly encouraged to drop this course. Nevertheless, all students will be asked to **take a Spanish Heritage Speaker placement exam** at the beginning of the semester to help determine their ability level in the Spanish language.

Native/Heritage-Speaker of Spanish Placement Exam link:

(https://valenciacc.ut1.qualtrics.com/jfe/form/SV_06YcoxtYyKV9XYV)

If the results of this exam indicate that you are indeed a Native speaker or Heritage learner, you will be asked to drop the course. If you do not, you will be dropped administratively. If the results of this exam indicate that you belong in Elementary Spanish but later your work indicates that you are a Native speaker or Heritage learner, you will be dropped from the course. That is to say, it is within your best interest to do your very best on the placement exam so that in the event you are a Native speaker or Heritage learner you will have time to register in a different class or take the CLEP test. If you do not do your very best on the placement exam and weeks into the semester you demonstrate that you are a native speaker or Heritage learner, you will be dropped from the course leaving you no time to register for another class.

For Elementary language courses, students are not allowed to use any elements of the language that we are not specifically learning in the class. Why is this? Because this is a good indication that somebody else is doing their work for them or they are using an online translator. If this happens, they receive a very low grade or a zero. For students that have some level of fluency (Native speakers or Heritage learners), it is inevitable that they use elements of the language that is not in our learning parameters. They as well, receive a low grade or a zero. As a result, in order to get a good grade, Native speakers and Heritage Learners feel forced to use a level of the language that is lower than the level they are at. As a result, no real learning is taking place. For this reason, we offer many other languages or Spanish for Heritage Speakers.

COURSE FORMAT & METHOD OF INSTRUCTION

This is a course focused on student-centered learning, designed to accommodate a diversity of learners and the ways that they are able to learn languages. The teaching style follows the ACTFL (American Council of the Teaching of Foreign Languages) 5C's (communication, cultures, connections, comparisons and communities).

This is a fully online course that requires the students to use a computer with internet access to work from two instructional platforms:

1. Valencia's Online Learning Platform (Canvas)
<https://online.valenciacollege.edu/>
2. *Portales 2.0* Supersite platform (the publisher's platform) www.vhlcentral.com

Valencia's Online Learning Platform (CANVAS)

To access **CANVAS**, Valencia College's Online learning platform), log into <https://online.valenciacollege.edu/>. This is your course homepage. Students will use CANVAS to access:

- course syllabus and calendar of activities
- course announcements
- course discussions, exams and links to the textbook publisher's resources
- course email
- course grades

The course content is arranged in modules. They will be your roadmap through the course. Each module corresponds to a specific chapter/lesson from the course text book *Portales 2.0*. In this course, we will cover Lecciones 1-5.

If you experience Canvas-related technical problems, contact Canvas through the course global navigation menu Help (?) link or through the Course Support Module.

PORTALES 2.0 SUPERSITE PLATFORM

To access your *Portales 2.0* Supersite platform, you will first have to acquire the required instructional materials (***Portales Supersite access code***) to be able to create an account, activate your code and register in the course. This should be done during the first week of class in order to be able to keep up with the course readings and assigned work due dates.

If you have any questions or technical problems related to ***Portales 2.0 Supersite*** activities, or for **technical support call (800) 248-2813**, click www.support.vhlcentral.com, or submit help request.

Students will use *Portales 2.0* Supersite platform to:

- access media and study tools,
- receive announcements of upcoming lesson's activities and due dates,

- complete and submit graded activities for each lesson, and later view your results, and your instructor's feedback
- request instructor help

REQUIRED TEXT ***Portales 2.0*** AND INSTRUCTIONAL MATERIALS

It is imperative that students acquire the required instructional materials during the first week of class to avoid missing submission (due) dates since late submissions are not accepted. All students, including those receiving Financial Aid are responsible for meeting submission dates regardless of whether or not they have yet received funds to purchase the required materials for this course.

However, **In the event that you cannot purchase your *Portales 2.0* textbook and Supersite access code right away, you can still go to www.vhlcentral.com (Links to an external site.)** This is the textbook website where you will be doing the activities, create your username and password, and enroll in the course. Once you have registered/enrolled in the course, I will see your name and **can give you a temporary two-week access**, so that you do not fall behind. This temporary access allows access to the ***Portales 2.0* ecompanion/vtext** and permits students to work on assigned coursework within the Portales Supersite learning platform.

Text: ***Portales 2.0*** Introductory Spanish 1

Publisher: José A. Blanco 2022

The loose-leaf printed version of the student textbook is available at Valencia College Bookstore

However, you do not need to purchase a hard copy of the textbook ***Portales 2.0*** since a virtual copy (e-companion / v-text) will be available to you online when you purchase your package:

- Supersite Plus + WebSAM Code (Supersite Plus + WebSAM + vText)

Vistas Higher Learning has created a website especially for Valencia College students. You can now order your book through this link ahead of time. <http://vistahigherlearning.com/store/valenciacollege.htm>

Do not buy your textbook in Amazon or any other website. It is very possible/probable that you will not be receiving online access.

To register in our course, SPN 1120 Elementary Spanish 1 Online CRN 21957, go to Valencia College LMS (Learning Management System) *Canvas*. Click on VHL Central in the course navigation menu. You will be taken to the VHL course registration page.

For **CRN 21957** see: https://www.vhlcentral.com/section/6f5a5f49-f2cc-4373-b72a-b4568b67cb00/student_instructions for instructions.

Click redeem a code to activate your Supersite access code. Once it is activated, you will have access to the VHL Vista Supersite course activities.

TECHNOLOGY REQUIREMENTS

1. A reliable computer with up to date operational system capable of running the required browsers (only Firefox or Google Chrome) and required programs.
2. Webcam/microphone. Most computers come with an integrated microphone, but it may be better to purchase one to avoid audio background noise. You will need this to complete your course assignments in Canvas and Supersite activities.
3. A sound-card and speakers (or earphones). For the best audio quality, a USB headset is also recommended when you are using a laptop or a desktop computer. You can find Webcams and headset on Amazon.com or at local stores such as Walmart, Target or Best Buy or at the Valencia bookstore.
4. A high-speed modem (Cable or DSL strongly recommended to access audio and video without delays.)
5. A dependable Internet Service Provider (ISP)
6. A working Valencia email address.
7. Canvas App (recommended).

ATTITUDES, REQUIRED SKILLS AND TIPS FOR SUCCESS

The following characteristics can significantly contribute to your success in this online class:

- A positive attitude towards technology
- An open mind towards online education
- Willingness to share your experiences with others
- Strong writing skills needed for expressing yourself in the discussion area
- Strong analytical and critical thinking skills for when you "get stuck"
- Resourcefulness - don't be afraid to click on links and explore and ask questions
- Time management- by dedicating specific time periods to study Spanish every week
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Online learning requires only basic technical skills:

- Competency with file management (for example, creating a folder on your desktop, moving files from one location to another, finding a saved file)
- Internet navigation skills
- Download plug-ins from the Internet
- Update your Internet browser
- Send and receive email
- Create and save documents (Word, PowerPoint, Excel or HTML)
- Toggle between two open software applications on your computer
- Copy text from a word processing program and paste them into another program

Important Tips for Success as an Online Learner

- Begin planning now for private, uninterrupted time in your schedule to complete the assignments – preferably in at least one-hour blocks and at least three times a week. It can be easy to fall behind!
- **Remember that this class lasts for 16 weeks. You must study diligently and frequently to be successful in this course.**
- Check your VC email account and course announcements regularly (at least three times weekly) for updated information. We will be using your Valencia College email account for communication.
- Use e-mail for private messages to the instructor and other students. The discussion forum is for public messages.
- If you have questions or confusion about an assignment, take action promptly! Check the Frequently Asked Questions FAQs forum to see if your concern has been addressed already. If not, post your question in the Ask Questions Here forum.
- Read directions carefully.
- For posts to online discussion forums, conventions of on-line etiquette ("netiquette") which include courtesy to all users, will be observed. Please see Communication and Etiquette Expectations for detail.

IMPORTANT DATES

- | | |
|---|---------------------------|
| • First Week Attendance | 01/08/24 through 01/15/24 |
| • No Show Reporting | 01/18/24 through 01/27/24 |
| • Drop/Refund Deadline (11:59 p.m.) | 01/16/24 |
| • Spring Break | 03/18/24 through 03/24/24 |
| • Withdrawal Deadline- "W" Grade (11:59 p.m.) | 03/15/24 |

- Final Exams 04/22/24 through 04/28/24
- Term ends 04/28/24
- Final grades viewable in Atlas 04/30/24

COURSE POLICIES

First Week Required Attendance Activities /No-Show Policy

Class attendance is required for online classes. Students must log into the course during the first week of class, and complete the **Quiz Acknowledgement** and the **Discusión Presentación** by the Sunday ending the first week of class @ 11:59 pm (Eastern Standard Time). Both activities constitute evidence of attendance for the first week of class. Failure to complete both activities will result in students being withdrawn from the course as a "no show". If you are withdrawn as a "no show," you will be financially responsible for the class and a final grade of "WN" will appear on your transcript for the course.

- Simply logging into the course during the first week of class does not constitute attendance.
- Logging into *Portales 2.0* Supersite and working on and/ or submitting activities does not constitute attendance for the first week of class.
- Sending me an email during the first week of class does not constitute attendance.
- Students must use a computer with reliable internet access because excuses or failure to complete your attendance assignments due to computer error will not be accepted.
- If you do not comply with these requirements, even if you have worked on other assigned work due in the course, you will be withdrawn from the course for non-attendance after the Drop deadline and during the No Show period.

HONORLOCK

Proctored Exam Requirement

This course utilizes Honorlock, an online exam proctoring service, to promote academic integrity during online testing. You do not need to create an account, download software, or schedule an appointment in advance. Honorlock is available 24/7. After you verify your identity and scan your room, you can begin your exam. Honorlock will record you via webcam, as well as record your screen activity. Honorlock's system also

includes a process that can detect inappropriate search-engine use, while protecting the privacy of your personal information. The recorded information will be subject to the protection of the College's policy on Student Records.

Exams

To take an online exam, you will need:

- A laptop or desktop computer with a microphone (not a tablet or phone)
- A webcam
- Reliable Internet connection
- Photo identification in the form of a Valencia-issued student ID card or government-issued ID card (i.e. driver's license, passport)
- [Google Chrome \(Links to an external site.\)](#) downloaded (required browser)
- [Honorlock Chrome Extension \(Links to an external site.\)](#) downloaded

Honorlock support is available 24/7/365. Support access is built into Honorlock in real-time.

If you encounter any issues during an exam, you can contact support by live chat within the Honorlock window in Canvas, by phone (855-828-4004), and/or by email at support@honorlock.com. For answers to common questions on online proctoring, visit the [Student FAQLinks to an external site.](#) page or [Honorlock's student information website \(Links to an external site.\)](#).

Valencia has a contract with Honorlock that requires Honorlock to be FERPA compliant and to use securely encrypted protocols to save and view all test taker assets. Honorlock may only collect, process, and store student data for contracted services and this information cannot be sold or transferred for any purpose. Honorlock's certified proctors and your institution's faculty are able to review test session videos until deleted based on the school's retention policy. See the Honorlock Security and [Honorlock Privacy Statement \(Links to an external site.\) \(Links to an external site.\)](#) for more information.

Also see in our course module titled:

Prerequisite Assignments: Required Heritage Placement Exam/Honorlock practice exam

ATTENDANCE POLICY

- Regular course attendance is a significant factor that promotes success in college. Virtual attendance is required for this online course. Your virtual attendance for this online course will be demonstrated based on your participation in the course through your weekly submission of *Portales 2.0* Supersite assigned activities and Canvas assignments and assessments.
- If you do not log in weekly to Portales 2.0 Supersite and submit some of the assigned activities, you will be considered non-attending. Just taking each course lesson's exam and completing each lesson's assignments and/or discussion on Canvas, is not considered as attending this online course.
- If you stop participating in the course, and you do not contact me, I will not withdraw you from the course. You must withdraw yourself in order to avoid receiving an F as your final grade due to non-attendance/participation in the course.
- In the event of a personal emergency, you should contact me via email or phone as soon as possible, and before the next graded assignment/assessment submission deadline in order to be considered for a submission deadline extension.
- ***“Your continued participation in this course after the drop-add deadline period constitutes an agreement with and an acceptance of the conditions presented in this syllabus.”***

WITHDRAWAL POLICY

- A student is permitted to withdraw from a class on or before the withdrawal deadline, as published in the College calendar.
- A student is not permitted to withdraw after the withdrawal deadline.
- Per [Valencia policy](#) a student who withdraws from class before the established deadline for a particular term will receive a grade of “W”.
- After the withdrawal deadline, faculty will not withdraw a student and the student will receive the grade earned at the end of the course.
- Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.” If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal deadline.
- Students are responsible for their own withdrawal from the course, and must not depend on their instructor(s) to withdraw them.
- I will not withdraw students neither before nor after the withdrawal deadline under any circumstances, nor will I assign an “I” (*incomplete*) grade in order to save students from receiving a non-passing grade in the course due to: student inactivity, low grades in the course, or failure to take the Final Exam. Although generally not advisable, in rare circumstances an incomplete grade may be granted to a student who is passing the course but requires emergency long-term hospitalization during the semester that prevents that student from completing the course work.

- Students who receive financial aid should consult an advisor or counselor before withdrawing from a course since there may be financial implications to the student, which he or she must know about to make an informed decision before withdrawing from a course.
- Some scholarships and/ or scholarship sponsors require students who withdraw or are withdrawn from a class to pay the college/sponsor for the cost of the class.
- An approved Medical Withdrawal allows a student to withdraw from classes at any point during the quarter for medical reasons without facing punitive consequences on their academic record. Students granted a medical withdrawal may also request and be granted a tuition refund.
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- *According to Valencia Colleges Catalogue:*
- ***A student who has documented major extenuating circumstances may petition to be dropped or withdrawn after the published deadlines. Major extenuating circumstances are defined as, and limited to, the following:***
 - ***Death of an immediate family member (spouse, mother, father, sister, brother, son, daughter, or legal equivalent thereof),***
 - ***Documented medical emergencies resulting in medical confinement or incapacitation of a defined length,***
 - ***Military Recall to active duty.***
- ***Students wishing more information about the petition process should review the procedure published with the “Late Withdrawal Without Refund/Late Drop with Refund” form, available via Atlas.***
- ***See Statute below:***
- http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1004/Sections/1004.07.html

For a complete policy and procedure overview on Valencia Policy 4-07 please go to: http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&navst=0

MAKE-UP POLICY

- No late discussions or assignments will be accepted.
- Exams and Final Exam cannot be made up.
- Late work will be accepted only if students provide written legal documentation of long-term hospitalization, medical emergency or ongoing medical condition (accompanied by doctor's name, license number and phone

number), incarceration, jury duty, and/or active military service that is submitted no later than the first day of the student's return to the course.

- Traveling for personal reasons (family/friend hospitalization or funerals, preplanned vacation), and conflict with personal work schedule do not constitute an exemption from timely submission of course work and exams.
- Students must inform the instructor of any of these issues that may affect timely submission of course work and exams prior to the course work and exam due dates.
- If you wait until the last day of the submission period to work on or to submit any course assignment or assessment, and you experience an unforeseen event that affects your ability to submit your work on time, I will not accept your late submission, nor will I reopen a test.
- Saying that this is the last course that you need to graduate, and that you really need to pass is not considered to be a valid reason to reopen a test or accept late work.
- Being sick but not hospitalized, providing a doctor's diagnosis of illness excusing you from class or indicating that you need to rest or having to take care of a sick family member or family business are not necessarily acceptable excuses. However, if you have recently been diagnosed with a serious illness, and believe that your illness may interfere with your ability to timely submit all assigned graded activities, send me an official copy of your diagnosis prior to the due date/s and recommendations signed and dated by your physician. Nevertheless, each incident will be considered on a case- by-case basis.

INCOMPLETE GRADE POLICY

Incompletes are rarely given when a student has completed and submitted at least 85% of all required coursework and only for extreme and officially documented situations such as:

- Severe illness or accident
- Pregnancy complications
- Military obligations

Incompletes are not given for situations such as:

- "I couldn't get my work done because of my job
- "I had a family reunion or a prepaid vacation/cruise"

EXTRA CREDIT POLICY

No extra credit is given in this course. Simply complete and submit your work by the posted due dates.

EXPECTATIONS OF STUDENTS/ INSTRUCTOR

Expectations of Student	Expectations of Instructor
<ul style="list-style-type: none">• Students are expected to check their Atlas email and Canvas inbox on a regular basis throughout the week.• Students can expect to devote at least 6-8 hours each week to this course.• For guidelines on how to interact with your instructor and peers in an online learning environment, read through Our Practice of Respect and Community Building from Valencia's Peace & Justice Institute. Some highlights from these principles are:<ul style="list-style-type: none">◦ Create a hospitable and accountable community◦ Suspend judgment◦ All voices have value	<ul style="list-style-type: none">• The Instructor will provide a variety of feedback on submitted assignments within 7 days.• The Instructor will address students following the guidelines as indicated in Our Practice of Respect and Community Building from Valencia's Peace & Justice Institute.• The Instructor will notify students of changes to the course work via the Inbox or Announcements tools.

STUDENT CONDUCT:

<https://valenciacollege.edu/about/general-counsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf>

Valencia College is dedicated to the advancement of knowledge and learning as well as the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. For further detail, refer to the Student Code of Conduct in the current Valencia Student Handbook.

Student behavior or speech that disrupts the instructional setting or is clearly disrespectful of the instructor or fellow students will not be tolerated. Disruptive conduct may include but is not limited to:

- Failure to adhere to instructor's directions

- Rude, vulgar, obscene and/or disrespectful language; slurs, or other forms of intimidation and/or verbal abuse
- E-mailing classmates with negative/derogatory comments about the college, class, other students and/or the instructor.
- Student's behavior that is inappropriate may result in disenrollment from the course.

CLASS PROBLEM RESOLUTION:

- For information related to the academic grievance process/ student dispute resolution, please refer to the following link:
- <https://secure.valenciacollege.edu/students/disputes/>
- Students cannot initiate a grievance about an assignment, only final grades.

ACADEMIC DISHONESTY

All forms of academic dishonesty are prohibited at Valencia College. [Academic dishonesty](#) includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

Plagiarism is defined as "to take ideas, writing, etc., from another source and to pass them off as one's own."

I expect you to generate your own work in this class. When you submit any kind of work (including projects, exams, quizzes, or discussions), you are asserting that you have generated and written the text unless you indicate otherwise by the use of quotation marks and proper attribution for the source. Submitting content that has been generated by someone other than you, *or was created or assisted by a computer application or tool, including artificial intelligence (AI) tools such as ChatGPT* is cheating and constitutes a violation of the Student Conduct Code. You may use simple word processing tools to update spelling and grammar in your assignments, but you may not use AI tools to draft your work, even if you edit, revise, or paraphrase it. There may be opportunities for you to use AI tools in this class. Where they exist, I will clearly specify when and in what capacity it is permissible for you to use these tools.

If it is suspected that you are using an online translator or a native or heritage speaker is doing your work for you, you will receive a zero on your assignment.

Most of the time it is obvious when you are not doing your own work; especially in your writing assignments and short answer assignments. By use of verb tenses that we are

not learning, sentence structure that we are not learning, slang, and advanced vocabulary. Only use what we are doing in class. In doing so, I can be fairly certain that you are doing your own work. The aforementioned statement refers to exams as well.

If a student is caught submitting plagiarized work a first offense will result in a warning. A second offense results in a zero score on the assignment, and the offense will be reported to the college dean. A third offense will result in expulsion from class (and very possibly from the college) and a course grade of F.

All graded work submitted must be your own.

- Online translators or help from native/heritage speakers of Spanish or other persons is considered cheating.
- The use of idiomatic expressions, and grammatical structures that are beyond the level taught in this course, in any course work is considered cheating.
- Having someone talking to you and/or you not looking at the camera, and/or wearing sunglasses, and/or reading while speaking during the recording of an Oral Presentation assignment and/or VHL Supersite Partner Chat / Speaking activities is considered cheating.
- If a student is caught cheating, a first offense will result in a warning and a grade of zero on assignment.
- Second offense: the offense will be reported to the Department Supervisor and the College Dean.:
- A third offense will result in expulsion from class, and quite possibly from Valencia College and a course grade of F.

COPYRIGHT POLICY

To avoid copyright infringement, any materials produced specifically for this class can only be used during this term for this class.

FERPA POLICIES

FERPA, The Family Educational rights and Privacy Act is a Federal law that protects the privacy of student education records.

To learn more about FERPA see: <http://valenciacollege.edu/ferpa/>

STUDENTS WITH DISABILITIES

- *"Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first*

two weeks of class; accommodations will not be applied retroactively. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities."

- **Medical Records** are maintained by the Office of Students with Disabilities for students who have disclosed a disability and have provided the College with appropriate documentation. This documentation may include medical, learning, or psychiatric evaluations. All documentation provided to the Office for Students with Disabilities will remain strictly confidential. No information, except as provided by law, will be released to anyone, including parents without the student's written consent.
- **Stephanie Crosby---Assistant Director Disability Services SSB 102C 407-582-2039**

BAYCARE STUDENT ASSISTANCE SERVICES

- *"Valencia is committed to making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. Students have 24-hour unlimited access to the **Baycare Behavioral Health's confidential student assistance program** phone counseling services by calling (800) 878-5470. Three free confidential face-to-face counseling sessions are also available to students."*

IMPORTANT VALENCIA WEBSITE LINKS

- College Calendar: <http://valenciacollege.edu/calendar/>
- College Catalogue: <http://valenciacollege.edu/catalog/>
- [Valencia College Student Code of Conduct:](#)
- [Student Readmission](#)
- [International Student Services](#)
- Valencia College Student Handbook: [VC Student Handbook](#)
- Valencia Policy and Procedures: <http://valenciacollege.edu/generalcounsel/policy/>
- [Valenciacollege.edu/laptop](http://valenciacollege.edu/laptop)
- Distance Tutoring: [Libguides](#)
- FERPA: <http://valenciacollege.edu/ferpa/>
- ADA: <http://valenciacollege.edu/osd/handbook/sec4.htm>

- Medical records:
<http://valenciacollege.edu/generalcounsel/policy/ValenciaCollegePolicy.cfm?policyID=186>
- The C.A.R.E.S. Act: <https://valenciacollege.edu/students/cares-act/index.php>
- C.A. R. E: <https://valenciacollege.edu/students/advising-counseling/>
- VC 2021 Legislative Session Report (See: CS/CS/HB 233 (Roach) Intellectual Freedom <https://valenciacollege.edu/about/general-counsel/documents/2021-legislative-session-report.pdf>

IMPORTANT NUMBERS

1. Library 1574
2. Security 1000
3. After business hours- 407 582-1030/321-689-3539
4. Student Services: SSB Room 106
5. Tech Support 5555
6. Audio visual 1488
7. Testing Center 1323
8. Word Processing 1266
9. Computer Access Lab 1646
10. Information/Reference Desk 1432
11. To schedule a class at the library please use our Instruction Request Form:
<http://valenciacollege.edu/library/west/instructionRequest.cfm>

STUDENT SUCCESS INFORMATION

Learning Spanish is a cumulative process; you must build a strong foundation in order to understand and work with upcoming concepts. Students are expected to log in and work on *Portales 2.0* Supersite at least three times a week to practice listening, writing, reading, and speaking skills, to complete all of their assignments and to participate in discussions.

- All students should plan to devote three hours of study time per week for each credit hour of class time. Example: when taking a typical 3-credit hour course, students should plan to spend at least 9 hours per week doing coursework and studying for that course regardless of the mode of delivery (online, hybrid, face-to-face).
- I have organized the course into **five lessons 1-5**, identified in the course homepage and course schedule. Please plan to work every day.
- To succeed in Lesson 2, you must understand and know the vocabulary and grammatical structures from Lesson 1.

- To succeed in Lesson 3, you must understand and know the vocabulary and grammatical structures from Lessons 1 and 2.
 - To succeed in Lesson 4, you must understand and know the vocabulary and grammatical structures from Lessons 1-3.
 - And to succeed in Lesson 5, you must understand and know the vocabulary and grammatical structures from Lessons 1-4.
 - Begin each lesson with the vocabulary. In *Portales* Supersite, there are many activities and tutorials with listening activities. Some are assigned and some are not. All will help you learn and retain the course content. Repeat everything as you go along! You'll want to develop your own system (flashcards, note cards, labeling, rote repetition, etc.).
 - Then you'll move to the structures where you'll learn how to put the language together. Again, there are activities and tutorials to help.
 - After that, you'll move to the cultural information and use the *Portales* video program to tie everything (vocabulary, culture, and structures) together.
- **Tutoring services** are available in Valencia College West Building 7-247 between 10:00 a.m. and 1:00 p.m. and 2:00p.m. and 4:00 p.m. on Mondays and Wednesdays and between 10:00 a.m. and 1:00 p.m. on Fridays. Stop by Building 7-247 to schedule an appointment.
 - **The Testing Center** is located in Bldg. 11 Room 142 Phone: 407-582-1323
 - **The Writing Center, Math Lab and a Computer Lab** are available on campus.
 - **Smarthinking** (smarthinking.com) is an online on-demand student support site.
 - Valencia College offers a variety of **SkillShops**: short seminars covering a variety of topics which deal with student success, goals and purpose. To check out Valencia's Skillshop offerings, go to:

<http://valenciacollege.edu/student/services/skillshops.cfm>

West Campus SSB, Rm. 102 Phone: 407-582-1523 Fax: 407-582-1326

Distance Tutoring & Technology Support at Valencia: You can easily access Valencia's free distance tutoring and tech support from a computer, laptop or mobile device.

Distance tutoring services are provided fully online via Zoom. Through this service, you will receive real-time assistance via a Valencia tutor. Online tutoring is offered in: mathematics, sciences, accounting & economics, computer programming, EAP and foreign languages, and writing.

Online Learning Technology Support services are also available. Students can receive assistance with navigating: Canvas, OneDrive, Zoom, YouTube, and Microsoft Office (Word, Excel, & PowerPoint). Support is also provided for video editing (via iMovie and MovieMaker) and converting documents from a Mac to PC. Tech support is

available live (on-demand) via Zoom, by appointment, or via email. Students are encouraged to use the 24/7 Canvas Help located inside Canvas by clicking on the “Help” icon.

To get started using the Distance Tutoring and Learning Technology Support services, please visit <https://libguides.valenciacollege.edu/distancetutoring> and www.valenciacollege.edu/tutoring. Through these sites, you can view the schedule of tutors and tech support assistants, find available times, learn more about the services, and access a collection of supplemental resources that are available 24/7.

Hours of Operation:

Monday-Friday: 8 am – 10 pm

Saturday & Sunday: 9 am – 7 pm

GRADING SCALE

The following grading scale is used:

90–100%	A
80–89.99%	B
70–79.99%	C
60–69.99%	D
0 - 59.99%	F

GRADES

- Students are responsible for keeping track of their grades.
- I do not calculate student grades. The grade average is weighted and calculated automatically by Canvas gradebook. If your calculations differ, chances are good that they are incorrect.
- Grades are not curved or “rounded/bumped up”.

COURSE ASSIGNMENT WEIGHTING

• VHL Portales 2.0 Supersite Activities Lecciones 1-5	25%
• 5 Canvas Discussions:	5%
• 2 Canvas Oral Presentations	10%
• 3 Canvas Lesson Exams (1, 2 &4)	15%
• 1 Canvas Midterm Exam (with Zoom Speaking Exam)	10%
• 3 Canvas Writing Assignments	15%
• 1 Canvas Comprehensive Final Exam (with Zoom Speaking Exam)	<u>20%</u>
	100%

COURSE ASSIGNMENT INFORMATION

- All assigned course work such as Supersite activities and Canvas activities have specific submission due dates. Refer to those dates in the **Schedule of Course Activities** found at the end of this syllabus.
- All activities are due at 11:59:00 p.m. Eastern Time on the published due date.
- Submissions are not accepted after the due date.
- It is a good idea to perform a browser check prior to beginning the coursework.
- Remember that during the course it is always possible to have Canvas and Internet related problems. Manage your time wisely in order to avoid last minute submissions. Excuses like... "The system crashed when I was submitting..." will not be taken into consideration.
- For this reason, do not procrastinate in finishing your course work. Be organized and stay ahead. Always attempt to finish and submit your course work early.
- If a student has any problems keeping up with the course, it is the student's responsibility to contact the instructor prior to the due date of the assignment or discussion.
- Once the due date has passed for a specific assignment, exam or discussion, if the student has not submitted it, and there has not been prior communication with the instructor related to submission difficulties, the assignment, exam or discussion will not be re-opened for late submission, and the student will be assigned a grade of 0.
- Assigned coursework will not be reopened for late submission at the end of the semester. Excuses such as "This is the last class that I need to graduate.", and "My life has been difficult lately." will not be considered.

ASSIGNMENTS:

PORTALES 2.0 SUPERSITE ACTIVITIES (25% of course grade)

- The activities from **Lección (lesson) 1 through Lección 5** are mandatory.

- The assigned activities with their due dates for each lesson appear in the **Portales Supersite** Activities and Calendar tabs.
- Supersite activities are accepted up to five days late for Lessons 1-4 with a 20% decrease in numerical grade for each day late. Lesson 5 activities are not accepted late.
- Students are expected to work daily and submit completed activities that may have multiple due dates weekly; Sundays and Thursdays on **Portales 2.0 Supersite** to practice listening, writing, reading, and speaking skills needed to successfully complete all assigned course work. It is through this practice that students learn and master the language in this course.

Each lesson's **Supersite** activities are divided into four categories, and each represents a specific percentage of your total Portales 2.0 Supersite grade.

Homework/(Tarea) 30%

Speaking/ (communicative activities) 30%

Writing 20%

Quizzes/Pruebas 20%.

The combination of these four categories is averaged and worth a potential 100 percent per lesson (lección).

Before beginning and as you complete the *Portales 2.0* Supersite activities, you will have to read the pages corresponding to each one of the assigned *Portales or ecompanion/* vtext lessons (*lecciones*) for this course.

Supersite Homework(tarea) activities are found in each area or strand in a Supersite lesson. They are under the Explore, Learn and Practice headings. All dated activities are mandatory. Some are tutorials, and some are graded activities. All are vital to your understanding of each lesson.

Supersite Speaking activities are found under the heading of Communicate within a strand. They are **Partner Chat activities that require a recording partner, or they are avatar activities in which students answer the questions posed by an avatar, which is a person's voice recorded online.**

- These activities allow students to use online chat as a way to express themselves effectively and appropriately during oral conversation in Spanish. With Partner Chat activities, students work in pairs to synchronously record a conversation in Spanish. Students can select who to partner up with by inviting classmates to complete the activity and record by chatting via video.
- Students have to send a Canvas email to their instructor during the first week of each lesson availability period with the name of their partner/s for the chat

activities. Students can find a partner by using the Discussion Ask Questions Here or contact a classmate using the VHL Supersite chat.

- Since *Supersite* constitutes 25% of your course grade, and *Supersite* Speaking activities constitute 30% of your total *Supersite* grade, failure to submit your *Supersite* Speaking activities may result in a failing grade for the course.
- Students are responsible for contacting/ making appointments with other classmates to synchronously complete and submit the *Speaking* activities for each course lesson (check the **Schedule/Calendar of Activities** at the end of this course syllabus for the due dates for each *Portales 2.0* Supersite lesson activity).
- Students will find information on how to record with a partner on *Portales* Supersite Help.
- Students are advised to not wait until the last day to attempt to complete and submit their Speaking activities to avoid unforeseen problems.
- Students may change partners and are encouraged to have multiple partners throughout the course. They are also encouraged to help those without partners, even if they themselves have completed a specific activity.
- If your Speaking partner does not respond to your attempts to communicate and/or does not show up for any scheduled Speaking/Partner chat activities, **it is your responsibility to communicate this situation to your instructor ASAP (not the day before the due date) and also to arrange a new partnership.** The non-participating student will receive a 0 and the activity will not be reopened.

Supersite Writing Activities.

- In order to practice and receive your instructor's feedback, you must complete and submit all the assigned/mandatory writing activities for each Lección. These are found in homework/tarea and more specifically under the heading of Communicate within a strand. They will help you to be prepared for the writing portion of each Lección exam on Canvas. **Even though Supersite permits it, do not submit files as responses to writing activities as they will receive a grade of 0.** Simply type your response in the space provided.
- Before starting to work in *Portales 2.0* Supersite, students should make sure that they have the required technology to successfully complete the activities.
- **Use of vocabulary/grammar that is beyond the scope of the lesson or course** in writing activities is not permitted and can **result in a failing grade.**

Quizzes/Pruebas 20%.

The Quizzes/Pruebas category of the Supersite gradebook contains Self-Check activities called Autoevaluación. These are small quizzes related to what you have learned and practiced in Supersite.

Supersite Tutorials

- The tutorials are helpful learning tools. Use them as often as needed. If you do not understand a concept, you may request my help immediately. You can do so via Supersite or Canvas mail.
- Don't wait until after the exam to tell me that you did not understand the lesson.

Be proactive; dedicate specific times to study during the week.

In this 16-week course, expect to study almost daily and at least 5-6 hours per week.

Quiz yourself often; especially before exams. There are Supersite activities, apart from those assigned, available to you if you need extra practice.

CANVAS DISCUSSIONS (5% of course grade)

Discussions review a specific theme, reading, or incident provided by the instructor via Canvas. An online discussion should mirror a face-to-face discussion in that the participants are constantly enriching the topic, giving it a life of its own.

This enriched content imbues all discussion participants with an enhanced perspective, enabling and encouraging them to contribute even more insightful postings. For this cycle to take place, everyone's postings should be comprised of more than just one or two lines, and be on topic. **Discussion postings are in English.**

Please check your postings to ensure that they meet the criteria specified in the Canvas discussion rubric. Remember, the initial spark of your thoughts can be the catalyst to ignite another person's mind.

- **There are five assigned discussions** in this course, one discussion per lesson (Lección): Discussion Lección 1, Discussion Lección 2, Discussion Lección 3, Discussion Lección 4, and Discussion Lección 5. Each discussion is worth 100 points. The discussions treat a specific topic related to the Spanish language and/or Spanish-speaking cultures.
- There is no direct link to Discussions in the Course Menu. Discussions are located on Canvas inside the corresponding course module (Lección). You must go into each Lección link to access the discussion.
Discussions are open for the first week of each lección.

- **To access a discussion**, go to and click on each Lección name indicated on the left-hand side of the course homepage. Scroll down through the Lección menu, read the discussion instructions and click on the discussion. You may type in a web address to convey an information source to a classmate. Of course, use discretion and direct others to legal, decent and academically appropriate websites.
- **To obtain full credit for a discussion, students must post to a discussion forum by creating a thread, posting their own original comments and then will reply to the postings of two classmates.**
- Do not just attach a file as your posting or responses to classmates. Simply type in the provided text areas.
- Your original posting must be 100 words or more.
- It may be necessary to enter the discussion forum more than once to reply to other classmates; especially, if you are the first student to post in the forum.
- Present an objective informed opinion of the topic...not just "I like, I agree/I don't like, I don't agree..."
- Please, stay on topic, use respectful language and respect other people's ideas.
- Discussions must be submitted by the due dates to receive a grade. Not contributing to discussions, late contributions to the discussions or contributions sent via email will *not* be accepted, and will result on a grade of "0".
- Manage your time wisely in order to avoid last minute submissions. Excuses like... "The system crashed when I was submitting, "I completely forgot" or "I've been having a hard time lately..." will not be taken into consideration.
- I will not reopen any discussions.

CANVAS ORAL PRESENTATIONS (10% course grade)

There are two oral presentation assignments in this course: Oral Presentation 1 and Oral Presentation 2. Each oral presentation is worth 100 points.

Oral Presentation 1 is based on Lección 1 and Lección 2.

- **To access Oral Presentation 1**, go to the course homepage and click on **Lección 2** located on the left-hand side in the content menu. Scroll down through the Lección menu to **Oral Presentation 1**, read the instructions and click on the link to open the assignment. This assignment has specific opening and closing dates. **After the closing date, you will not be able to upload your oral presentation. Late submissions are not accepted.** Be proactive, and do not

wait until the last day to work on your oral presentation. You will find more information about Oral Presentation 1 on Canvas.

Oral Presentation 2 is based on Lección 3 and Lección 4.

- **To access Oral Presentation 2**, go to the course homepage and click on **Lección 4** located on the left-hand side in the content menu. Scroll down through the Lección menu to **Oral Presentation 2**, read the instructions and click on the link to open the assignment. This assignment has specific opening and closing dates. **After the closing date, you will not be able to upload your oral presentation. Late submissions are not accepted.** Be proactive, and do not wait until the last day to work on your oral presentation. **You will find more information about Oral Presentation 2 on Canvas.**
- Oral Presentations must be submitted through the corresponding lesson drop box by the due date. **An Oral Presentation sent via Canvas e-mail or Atlas e-mail as a link or a video file will not be accepted and will receive a grade of "0".**
- **Submission of a screen shot of a YouTube video, or a YouTube link, will not be accepted as an Oral Presentation submission and will receive a grade of 0. It is the student's responsibility to make sure that they send their Oral Presentations with image and sound. Oral Presentations with neither image nor sound will receive a grade of "0".**
- You should contact me well in advance of the submission due date if you have problems submitting your Oral Presentations in Canvas.
- Student emails sent on the last day of the Oral Presentation submission or afterwards with excuses such as "I cannot submit my Oral Presentation because I do not understand how to record/submit the video on Canvas" will not be taken into consideration, and if the Oral Presentation is not submitted, the student will receive a grade of "0".
- Students must be within three feet of the computer camera and must look at the computer camera as they speak. Students cannot read a written script or notes.
- **Oral Presentations must be recorded in a well-lit quiet area without noise in the background** such as people talking, children crying, music or television playing, etc. If I cannot hear/understand you due to background noises, you will receive a grade of 0.
- Students must not have others talking to them while they record their video. That would be considered cheating and will result in a grade of 0.
- Student's faces must be completely visible. Students cannot wear sunglasses while recording the video unless a letter from the Office of Students with Disabilities is sent to me at the beginning of the term.

- Not looking at the camera and/or reading while speaking will result in a grade of “0” for the assignment (refer to the Academic Dishonesty section of this syllabus).
- Any of the above mentioned situations present in an Oral Presentation submission or VHL Supersite Partner Chat activity (Speaking activities/Conversaciones) may result in a grade “0”, and students will not be able to resubmit their Oral Presentation (see Oral Presentation rubric in Canvas).
- Failure to comply with any of the above Oral Presentation guidelines will result in a grade of 0 for the assignment.

CANVAS MIDTERM EXAM CANVAS and MIDTERM SPEAKING INTERVIEW EXAM VIA Zoom. (10% of course grade)

Midterm Exam (Listening, Reading and Writing)

Students will complete a Midterm Exam that includes information from lessons 1-2-3. Prior to the Midterm Exam, students will receive notification from their instructor related to a preliminary Zoom chat with their professor.

- Their grade from the Midterm Speaking Interview Exam via Zoom that includes information from lessons 1-2-3 and assesses their speaking skills in Spanish (see following bullets) will be added to the grade from the Midterm Exam to create one Midterm Exam grade.
- In order to score well on the Midterm Exam, students must complete the Midterm Speaking Interview Exam via **Zoom**.
- The avatar speaking activities in *Supersite* will help you prepare for the Midterm Speaking Interview Exam via Zoom. You can also use *VHL chat* to practice with your peers.
- You will need a **reliable computer, reliable internet connection, and a working webcam and audio**.

Each student will take the exam during the **Midterm Speaking Interview Exam time period**, on a specific date and time. You will receive more information in Canvas announcements and email.

Information About Your Time Slot to take the Midterm Speaking Interview Exam

- Make sure that you sign into Zoom 10 minutes before your appointment time on the day of your Midterm Speaking Interview Exam, and later, for your Final Speaking Interview Exam.
- Changing the time-slot appointment on the same day of your appointment will result in no interview.

- Plan ahead of time and mark your calendar with the day and time-slot selected. **You don't want to miss it, or you will miss your appointment to take the Mid Term Speaking Interview Exam with your professor.**
- Please contact your instructor via email before your appointment date if you have any issues with taking the exam.
- **Failure to take the Midterm Speaking Interview Exam and the Final Speaking Interview Exam in Zoom will result in a grade of 0 for the speaking component of each Exam.**

INFORMATION ABOUT Speaking Interview Exams

- Your professor will ask you questions based the VHL avatar-speaking activities on what you have learned in the class from Lessons 1 – 3 for the Midterm Speaking Interview Exam and Lessons 4,5 for the Final Speaking Interview Exam.
- **These speaking assessments will be video and audio recorded.**
- This speaking assessments will take approximately 15 minutes.
- I will be the one allowing you to enter from the Zoom waiting room to take the Mid Term Speaking Exam and the Final Oral Interview Exam speaking assessments. Failure to respond to my call during the **first 5 minutes** of the exams will result in you missing your appointment and your opportunity to take the **Mid Term Speaking Interview Exam** and/or the **Final Oral Interview Exam** speaking assessment.

CANVAS WRITING ASSIGNMENTS (15% of course grade)

- In order to be better prepared for each of the **three writing assignments**, you must complete and submit all the assigned/mandatory writing activities in Supersite and read your instructor's feedback to understand how to improve your writing.
- The Canvas writing assignments are to be completed by you individually without assistance from other persons, AI, or online translators.
- Use of vocabulary/grammar that is beyond the scope of the lesson/course constitutes cheating and can result in a grade of 0. Also, the Chair of the Foreign Languages Department when cheating is suspected.

Canvas Lesson Exams (15% of course grade)

- There are **three lesson exams** in this course:
- Examen Lección 1, Examen Lección 2 and Examen Lección 4.
- **Exams are located in Canvas inside the corresponding course Lección.** The exams are multiple choice/true false and are worth 100 points.

- **To access an exam**, go to and click on each Lección name indicated on the left-hand side of the course homepage. Scroll down through the Lección menu, read the exam instructions and click on the exam.
- The exams have specific opening and closing dates. You will only have one attempt per exam. **After the closing date, you will not be able to take the exam. I will not reopen exams after the submission due date has passed, and you will receive a grade of “0”.**
- The purpose of the second attempt on exams is for the event that a student experiences technical problems while taking an exam; not for the purpose of attempting to improve one’s grade.
- In the event that you experience a Canvas technical problem **when taking the exam, immediately contact Canvas technical support (407-582-5600)** and obtain a ticket number prior to taking the second attempt.
- A Canvas ticket number demonstrates a student’s attempt to resolve a Canvas-related issue.
- Having a Canvas ticket number does not automatically grant a student another exam attempt. The Canvas ticket has to specify that the technical issue that prevented the student from completing/submitting the exam was related to Canvas learning platform.
- Some other reasons that may lead you to problems when taking an exam and that will not be considered for reopening it are: computer/browser issues, being kicked out of the exam because you took it during the last minutes of test availability or between 2 a.m. and 6 a.m. (Canvas maintenance hours), having the ecompanion/ vtext open when taking the exam, you forget to submit it, etc.
- Exams must be submitted by 11:59:00 p.m. on the due date.
- Remember, be proactive and do not wait until the final hours of submission availability to take your exams.
- If you take an exam during the final minutes of availability, and the time expires, only what you have submitted will count towards your grade.
- Non-answered questions will receive a grade of 0, and you will not be able to retake the exam.

CANVAS COMPREHENSIVE FINAL EXAM: (20% of course grade)

The Final Exam is a required component of this course.

The Final exam will have listening, speaking, reading and writing components.

Students will complete the speaking part of the final exam on their computers with their instructor via Zoom.

Prior to the final exam week, students will be directed to sign up for a time “slot” during which they will have a short conversation with their instructor via Zoom that will serve as the speaking component of the Final Exam.

The Final Exam is in Canvas and is cumulative; (Lecciones 1-5) and consists of **32** questions in multiple choice / true false, short answer essay and speaking format.

- You have three days wherein you can take the Final exam.
- The final will not be re-opened after the closing date.

Students must complete the Final Exam in order to pass the course.

Make sure to plan ahead and adjust your schedule accordingly in order to be able to take the exam during the time period available.

If you fail to take the Final Exam, you will fail the course.

The Final Exam will not be reopened under any circumstances.

DISCLAIMER

Changes to this syllabus may be made at the instructor's discretion at any time during the course of the semester, and students will be notified of any changes in class and/or via the Canvas Inbox, Canvas Announcements, and *Portales* 2.0 Supersite. Therefore, students are responsible for frequently checking the Canvas Inbox, Canvas Announcements, and *Portales* Supersite.

SCHEDULE OF COURSE ACTIVITIES

Very Important: First Week Attendance 01/08/24 - 01/14/24:

First Course Activity: Quiz Acknowledgement

After reading the course syllabus and course schedule, **you must take the Quiz Acknowledgement on Canvas during the first week of class.** By taking this quiz, you acknowledge that you have read and understood the course syllabus and that you are willing to abide by its policies.

Once you are registered in this course, log on to www.vhlcentral.com

- Choose **Portales 2.0** Supersite. On the dashboard, under Content find all assigned activities and assessments.
- Before working on the activities read the corresponding **Portales 2.0** textbook/ eCompanion (vtext) pages indicated in this schedule.
- Complete all the activities by the indicated due date. I advise you to keep up with the readings and related activities in order to be successful and not fall behind in the course.

Valencia College SPN 1120 CRN 21957 Spring 2024 SCHEDULE OF CANVAS AND SUPERSITE ACTIVITIES DUE DATES Supersite activities are due on Sundays and Thursdays. All course activities must be submitted by due date before 11:59:00 pm.		
Lección 1: Hola, ¿qué tal?		
Week 1: 01/08/24 - 01/14/24	Open	Close
CANVAS: Prerequisite Assignments - Read Course Syllabus CANVAS: Preliminary Assignments Quiz Course Acknowledgement (First Week of Attendance) - Discusión Presentación (First Week of Attendance) - Complete Course Orientation Module. CANVAS: Read Module Course Orientation (opens after submitting Preliminary Assignments) CANVAS: Read Course Announcements and Canvas emails. CANVAS: Module Lección 1: Hola, ¿qué tal? opens after completing Module Course Orientation	01/08/24	01/14/24
SUPERSITE: Buy the course textbook (eCompanion) and Supersite code. If you lack the funds to purchase them, send me an email the first day of class. I will give you access to VHL Supersite Portales 2.0 for a 15-day grace period. - Register in VHL Portales Supersite www.vhlcentral.com - Complete the assigned Supersite tutorials, activities and quizzes by the indicated due date. I advise you to keep up with the readings and related activities in	Check assigned activities and due dates on Supersite Calendar	

<p>order to be successful and not fall behind in the course.</p> <ul style="list-style-type: none">- <u>You will lose 20% of your grade per day for each day that an activity is submitted late.</u>- Complete the Submit assigned homework, writing, and speaking activities.- Submit assigned quizzes due throughout week 1.- You can access the assigned activities either from the dashboard under Assignments or in the Supersite calendar.- Send me an email with the names of at least 2 partners for the Supersite speaking activities (to request a partner use the Discussion Ask Questions Here or contact them using the VHL Supersite chat).- You and your partner(s) should send me an email to confirm your partners' name.		
Week 2: 01/15/24 – 01/21/24	Open	Close
CANVAS: Discusión 1 Saludos y besos Lección 1 Drop/Refund Deadline 01/16/24 by 11:59 p.m.	01/14/24	01/21/24
Week 3: 01/22/24 - 01/28/24		

<p>CANVAS: Examen Lección 1</p> <p>Preliminary Zoom Chat T 01/23 6-8:00 pm, R 01/25 6-8 pm Zoom chat with the professor.</p> <p>During this non-mandatory meeting, students have the opportunity chat with their professor about the Midterm- and the Final Speaking Interview Exams and any other course-related topic.</p> <p>Students must access our course calendar, which is found in the calendar icon of the VC global navigation menu on the left side of our course homepage. Upon accessing the calendar, look to the right side of the page to make sure that the box next to their course is checked in order to see its course calendar. Then students choose a 15-minute time slot from either of the two days on which the Preliminary Zoom Chat is scheduled, during which they can speak with their professor.</p> <p>Students will then ask to join the Zoom meeting at the time that corresponds to their date and time slot.</p> <p>Meeting ID: 944 0657 4603</p> <p>Registration URL: https://valenciacollege.zoom.us/join/tJApd--tqT8sGtewE3HD5PyeZdEsiI04ku8S</p> <p>Security Passcode: 078790</p>		
<p>SUPERSITE: Complete the assigned Supersite readings and tutorials.</p> <ul style="list-style-type: none"> - Submit assigned homework, writing, and speaking activities. - Submit assigned quizzes due throughout week 3. 	<p>Check assigned activities and due dates on Supersite Calendar</p>	
<p>Lección 2: En la universidad</p>		

Week 4: 01/29/24 – 02/04/24	Open	Close
Discussion 2	01/29/24	02/04/24
SUPERSITE: Complete the assigned Supersite readings and tutorials. <ul style="list-style-type: none"> - Submit assigned homework, writing, and speaking activities. - Submit assigned quizzes due throughout week 4. 	Check assigned activities and due dates on Supersite Calendar.	
Week 5: 02/05/24 – 02/11/24	Open	Close
CANVAS: Writing Assignment 1 (Lecciones 1 y 2)	02/05/24	02/11/24
SUPERSITE: Complete the assigned Supersite readings and tutorials. <ul style="list-style-type: none"> - Submit assigned homework, writing, and speaking activities. Submit assigned quizzes due throughout week 5.	Check assigned activities and due dates on Supersite Calendar.	
Week 6: 02/12/24 - 02/18/24 CANVAS: Review before taking all the assessments for Lección 2. Oral Presentation 1 Examen Lección 2	02/12/24 02/12/24	02/18/24 02/18/24
Lección 3: La familia		
Week 7: 02/19/24– 02/25/24	Open	Close
CANVAS: - Discusión 3: Adult Children at Home	02/19/24	02/25/24
SUPERSITE: Complete the assigned Supersite readings and tutorials. <ul style="list-style-type: none"> - Submit assigned homework, writing, and speaking activities. - Submit assigned quizzes due throughout week 7. 	Check assigned activities and due dates on Supersite Calendar.	
Week 8: 02/26/24– 03/04/24	Open	Close
CANVAS: Writing Assignment 2 (Lecciones 1- 3)	02/26/24	03/03/24

<p>SUPERSITE: Complete the assigned Supersite readings and tutorials.</p> <ul style="list-style-type: none"> - Submit assigned homework, writing, and speaking activities. - Submit assigned quizzes due throughout week 8. 	<p>Check assigned activities and due dates on Supersite Calendar</p>	
<p>Week 9: 03/04/24 - 03/10/24</p> <p>CANVAS: Midterm Speaking Interview Exam via Zoom (T 03/05 and R 03/07)</p> <p>Students will converse with their instructor about topics covered in assigned VHL avatar speaking activities from Lecciones 1, 2 and 3.</p> <p>Meeting ID: 981 7070 7782</p> <p>Registration URL: https://valenciacollege.zoom.us/meeting/register/tJwscOmvrjwEtanQqV_vwtf1pEz5M8pcwVT</p> <p>Passcode: 518446</p> <p>Midterm Exam Lecciones 1-3</p>	<p>03/04/24</p>	<p>03/10/24</p>
<p>Lección 4: Los pasatiempos</p>		
<p>Week 10: 03/11/24 – 03/17/24</p>	<p>Open</p>	<p>Close</p>
<p>CANVAS: Discussion 4</p> <p>Withdrawal Deadline 03/15/24 @11:59 pm</p>	<p>03/11/24</p>	<p>03/17/24</p>
<p>SUPERSITE: Complete the assigned Supersite readings and tutorials.</p> <ul style="list-style-type: none"> - Submit assigned homework, writing, and speaking activities Lección 4. - Submit assigned quizzes due throughout week 10. 	<p>Check assigned activities and due dates on Supersite Calendar</p>	
<p>Week 11: 03/18/24 – 03/24/24</p> <p>Spring Break ...College Closed</p>	<p>Open</p>	<p>Close</p>

SUPERSITE: Complete the assigned Supersite readings and tutorials. <ul style="list-style-type: none"> - Submit assigned homework, writing, and speaking activities Lección 4. - Submit assigned quizzes due throughout week 11 		Check assigned activities and due dates on Supersite Calendar.	
		Open	Close
Week 12: 03/25/24 - 03/31/24 CANVAS: Oral Presentation 2 Examen Lección 4 Supersite activities due in week 12		03/25/24 03/25/24	03/31/24 03/31/24
Lección 5: Las vacaciones			
Week 13: 04/01/24– 04/07/24			
CANVAS: Discussion 5			
SUPERSITE: Complete the assigned Supersite readings and tutorials. <ul style="list-style-type: none"> - Submit assigned homework, writing, and speaking activities. - Submit assigned quizzes due throughout week 13. 		Check assigned activities and due dates on Supersite Calendar.	
Week 14: 04/08/24 – 04/14/24		Open	Close
CANVAS: Writing Assignment 3 (Lecciones 4,5) Review and study for the Final Exam.		04/08/24	04/14/24
SUPERSITE: Complete the assigned Supersite readings and tutorials. <ul style="list-style-type: none"> - Submit assigned homework, writing, and speaking activities. - Submit assigned quizzes due throughout week 14. 		Check activities and due dates on Supersite Calendar.	
Week 15: 04/15/24 - 04/21/24			

CANVAS: Final Speaking Interview Exam via Zoom T 04/16 6-8 pm and R 04/18 6-8 pm Meeting ID: 997 2128 4207 Registration URL: https://valenciacollege.zoom.us/join/tJ0gdeiqpi8oGtPHsOe1tyAzOwneEGiPFNJO Passcode: 371674		
Week 16: 04/22/24- 04/24/24 Final Exam Week and Term ends. The Final Exam is comprehensive from Lección 1 through Lección 5. It consists of 32 multiple choice/ true false questions. Please, adjust your schedules accordingly as there is no make for a missed Final Exam. If you fail to take the Final Exam, you will receive a grade of F for the course. The Final Exam opens Monday 04/22/24 @ 8:00 a.m. and closes Wednesday 04/24/24 @ 11:59:00 pm. Term ends: 04/28/24	04/22/24	04/24/24
Grades due:	04/29/24	
Final Grades Viewable in Atlas:	04/30/24	