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## **COURSE INFORMATION**

**Course Name: Elementary Spanish I**

***Instructor: Carmen García***

**Course ID/Section: SPN-1120 - CRN-12951**

**Term/Year: Fall 2022**

**Modality: WWW course**

**Length of Term: August 22, 2022 to December 11, 2022**

**Credit Hours: 4**

**Meeting Day/Time: Online Via Canvas and Supersite**

### **Important Dates:**

**– Midterm in Zoom: 10/03/22 and 10/04/22**

**– Final Exam on Canvas: Written Exam on December 5 to 6, 2022**

**- In class: Final Oral Interview: 11/28/22 and 11/29/22**

**- Withdrawal Deadline: <https://valenciacollege.edu/academics/calendar/documents/2022-2023-important-dates-calendar.pdf>**

## **INSTRUCTOR CONTACT INFORMATION**

**Email: Via Canvas**

**Class Calendar of assignments: \*Please access Canvas and Spanish Lab for the calendar.**

## **COURSE DESCRIPTION**

**Catalog Description** Emphasis on everyday use of the language by integrating basic grammar, vocabulary, composition, and culture through a conversational approach to Spanish. **Not open to native speakers.** A minimum grade of C is required to pass this course if being used to satisfy the General Education Foreign Language Proficiency Requirement.

This course requires self-discipline and time commitment. Students are expected to dedicate substantial time to study outside the time spent online in completing activities. The level of proficiency you attain will depend on you as the student. If you feel you lack the self-discipline, motivation, and time it requires for you to be successful in this course, you may want to consider the classroom setting instead. Keep up with the pace of the course and ask for help as soon as you feel you need it.

## **COURSE OUTCOMES**

### **Objectives:**

Our objective is for students to achieve a novice level of proficiency in the target language (in writing, speaking, reading, and listening) as well as some awareness of the Hispanic culture, which will allow students to continue to the next course. In addition, the competencies acquired at the end of this course, at the end of the semester you will be expected to be able to use the target language at a novice to an intermediate level by the end of the semester:

- Introduce self and others.
- Describe self and others.
- Ask and answer questions.
- Express like and dislikes.
- Describe the physical environment.
- Negotiate elements of time.
- Describe daily routine.

To develop an awareness of Hispanic culture through the following objectives:

- To demonstrate and understand the usage of formal and informal registers.
- To make comparisons between Hispanics families and one's own.
- To make comparisons between Hispanic university life and one's own.
- To recognize diversity in architecture from Hispanic culture
- To discuss the idea of social consciousness.
- To discuss the influence of Hispanic culture in entertainment.

## **Academic Resources**

### **West Campus Bookstore:**

#### **Downtown Campus**

The Campus Store at the Downtown Campus is owned and operated by Barnes & Noble and will continue to operate online for the Fall 2021 term. Visit the [Campus Store website for the Downtown Campus](#) for more information and to [order online](#).

**Learning Support Services** provides students with academic support through distance tutoring, face to face tutoring at the campuses, writing consultations, library services, and resources. Tutoring is offered in most academic disciplines including math, science, foreign languages, English for academic purposes (EAP), computer programming and writing assistance for any course. Assistance with library research can be accessed online through Atlas or the tutoring LibGuide. For more information on how to access tutoring and library research assistance, please visit the college-wide Learning Support Services LibGuide at: [www.valenciacollege.edu/tutoring](http://www.valenciacollege.edu/tutoring)

**Please note:** Brainfuse is our new 24/7 online tutoring and learning hub, which is available to all of Valencia's students. This service is best used as a back-up to Valencia's Distance Tutoring service, not as a replacement. Brainfuse is accessible through Canvas or by visiting [www.valenciacollege.edu/tutoring](http://www.valenciacollege.edu/tutoring)

### **Academic Advising:**

- Call: 407-582-1507
- Email: [advising@valenciacollege.edu](mailto:advising@valenciacollege.edu)
- Visit <https://valenciacollege.edu/students/student-services/support.php> for links and information on how to get connected to each of the following:
  - **Virtual Answer Center or Virtual Advising Center**(online Zoom access): Monday-Thursday 10a-7p, Fridays 9a-5p; Virtual Answer Center only – Saturdays 9a-1p
  - **Make an appointment**(in person): Monday-Thursday 8a-5p, Fridays 9a-5p (East, West, and OSC only), Fridays - virtual only (DTC, LNC, WP, PNC).

### **Required Text: “Portales,”**

You will need to purchase your textbook in the following places.

1. **UCF students will purchase textbooks at Barnes and Novels. Please refer to the course tool bar in how to purchase course material.**

2. **Valencia Bookstore** <https://www.valenciabookstores.com/> TEXTBOOK There are two ways to purchase your textbook :

- Go to the Valencia Bookstore and purchase Portales
- Go to <https://vistahigherlearning.com/school/valenciacollege>  
\*Create username and password \* Click Spanish \* Click Spanish 1120/1121 \*  
Your cheapest option is Digital format for 6-months\*\***Do not purchase textbook via Amazon or other sources!**

**What if you cannot purchase your book right away?** It is important to purchase your book as soon as possible. If you cannot, a request from VHK could be granted, but you only will have a 2-week grace period. You must be sign up in VHL to granted you the 2 weeks grace period. This means that you can enter the site and do the activities for two weeks. However, you must purchase the book within that two-week period and enter your access code that comes with the book. Your book must arrive within the two weeks, as you won't be able to enter the course after the two weeks.

### **Supplemental Texts**

- A full-size bilingual Spanish-English dictionary, (Cuyás, Collins, Larousse, Oxford, or Vox).
- Christopher Kendris, 501 Spanish Verbs

### **TECHNOLOGY/COMPUTER/EQUIPMENT REQUIREMENTS**

1. **A reliable computer**, either a PC running Windows XP or later, or a Mac running OS X or later, (excuses or failure to complete assessments due to computer error or failure to complete an assessment will not be permitted and might result in 0 for the assignment).
2. Internet browsing, file management, typing and word processor editing.
3. A sound card and speakers or earphones with microphone.
4. A hi-speed modem (Cable or DSL strongly recommended to download audio and video without delays).
5. A dependable Internet Service Provider (ISP).
6. A working Email address.
7. A working Webcam/microphone: Most computers come with an integrated microphone.
8. **You might not use any type of ear devices for your oral presentations or interview.**

If you have difficulty obtaining the proper computer equipment you may use the following computer labs:

- West Campus: Computer Access Lab 6-101 (located inside the library)
- East Campus: Language Lab 4-104 ( located inside the library)
- Osceola Campus: Library lab 1-131
- Winter Park: Library RM. 140

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

In addition to Valencia's Competencies, Standards for Foreign Language Learning in the 21st Century, also known as the "5C's", this course will enable students to:

Communicate in Spanish (according to proficiency level targeted in the course). Gain knowledge and understanding of Cultures of the Hispanic world. Connect with other disciplines and acquire new information.

Develop awareness of similarities and differences (comparisons) among language and Culture systems around the world. Use the language and the knowledge gain in the course to participate in Communities at home and around the world. ACTFL Proficiency Guidelines for novice high level of proficiency are:

**SPEAK:** Manage simple and formulaic communicative tasks in straightforward social situations. Sometimes might sound surprisingly fluent and accurate.

**LISTEN:** Sometimes understand information from sentence-length speech, one utterance at a time, with contextual support. Understand standardized speech dealing with areas of basic practical need.

**READ:** Typically derives meaning from short, simple texts in context and/or with extra linguistic support. Understands formulaic language such as is found on train schedules, road maps, and street signs.

**WRITE:** Meets limited basic writing needs using lists, short messages, and simple notes. Express ideas in writing within the context in which the language was learned.

### **Methodology and Activities**

This course stresses communication skills in Spanish. Every effort will be made to make this class student-centered. To help students succeed in this course, the class will engage in a variety of activities and assignments, including but not limited to activities such as the following: Practice and communication using vocabulary and grammar learned in oral and written modes; Socio-linguistic practice and functions through communicative activities (paired activities using VHL Supersite); reading activities follow by practice exercises, such as: pre and post-reading, intensive and extensive reading; writing activities ranging from short paragraphs to developed compositions, video/audio/computer exercises, presentations, and discussions.

## COLLEGE POLICIES

### No Show Policy

Class attendance is required beginning with the first-class day. If you do not attend the first-class day, you may be withdrawn from the class as a “no show.” Class attendance is required for online classes just like the face-to-face classes; students who are not actively participating in an online class and/or do not submit the required attendance activities and assignments by the scheduled due date must be withdrawn by the instructor at the end of the first week 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.” If you begin the class and decide not to continue you will need to withdraw yourself or earned an F in the course.

### Withdrawal Policy

Per [Valencia policy Links to an external site.](#) a student who withdraws from class before the established deadline for a particular term will receive a grade of "W". A student is not permitted to withdraw after the withdrawal deadline. Students must withdraw themselves prior to the withdrawal date line.

If during the semester, you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date. **Please be aware that I do not drop any students during the semester.**

### College Student Conduct Policy

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia’s learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the

[Student Code of Conduct Links to an external site.](#)

<http://valenciacollege.edu/students/conduct/standards-of-classroom-behavior.cfm>[Links to an external site.](#)

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

### Academic Honesty

All forms of academic dishonesty are prohibited at Valencia College. [Academic dishonesty Links to an external site.](#) 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.

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. If a student is caught submitting plagiarized work a first offense will result in a zero score on the assignment, a second offense will result a class grade of F. Be aware that this apply to your class writing, vocabulary and grammar study in class must be used, other vocabulary or previous knowledge out of our Spanish classes will not be accepted. No google translations!!!!

## Plagiarism

Guidelines to prevent copying from native speakers or online translators:

Only allow content that pertains to the class.

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.

## Students with Disabilities

Valencia is committed to ensuring that all its programs and services are accessible to students with disabilities. [The Office for Students with Disabilities \(OSD\)](#)[Links to an external site.](#) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability.

Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a *Notification to Instructor* form by the end of the second week of class. To obtain a letter of accommodation, contact OSD at:

East Campus Building 5, RM 216 – 407-582 – 2229

Osceola & Lake Nona Campus – Building 2, Room 102, 407-582 – 4167

West Campus - Building SSB – Room 102 407-582 – 1523

Winter Park Campus, Building 1 – Room 212 407-582 – 6887

Faculty Resource Guide: <http://valenciacollege.edu/osd/FacultyStaffResources.cfm>Links to an external site.

## **BayCare Student Assistance Services**

Valencia College strives to ensure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. [BayCare Behavioral Health Student Assistance Program \(SAP\)](#)Links to an external site. services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

## **COLLEGE LINKS**

**Student's handbook:** <https://valenciacollege.edu/students/student-services/documents/student-handbook.pdf>

[College Catalog](#)Links to an external site.

[Valencia Policy Manual](#)Links to an external site.

[Microsoft Office Instructions for free software](#)Links to an external site.

[Course Support](#)Links to an external site.: onsite, online tutoring, writing help, etc.

## **COURSE POLICIES**

### **Attendance Policy**

This course is web-based, fully online and considered a "WWW" course. Students are expected to complete and participate in all online activities and assignments. Participation in online discussions is like attendance in a face-to-face class and joining in group discussions is an absolute requirement. Therefore, try not to miss these asynchronous activities because once a discussion opportunity is missed, it would not be possible to make it up. Assignments that are not turned into Canvas or the Supersite will receive 0 points and missed exams cannot be retaken.

Class Attendance – (College Policy: 6Hx28: 4-7: Academic Progress, Course Attendance and Grades, and Withdrawals)

You are expected to attend all class meetings of all courses for which you are registered. Regular attendance and regular class participation are significant factors that promote success in college. **For online courses**, attendance is determined by consistently **logging** in and accessing the course content **and completing** courses activities in accordance with the syllabus.

It is important to know that logging into the course does not count as attendance; you must perform your activities to be counted as attendance. You are expected to know the professor's



specific attendance policy as stated in the syllabus for each professor's course. In the event of absence from a classroom course or the inability to participate in an online or hybrid course, you should contact your professor as soon as possible to indicate the reason and to inquire whether make-up work is possible. (Make-up work is offered solely at the discretion of your professor.)

If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible to create a plan for the best course of action.”

### **HB 233**

As your professor, I'm committed to giving you as many opportunities and resources to support your learning as possible. Therefore, you may find it beneficial to record class lectures to review later. Please keep in mind that you do not have your peers' permission to record them, and they have a right to privacy; your peers should not be in your recordings. You may not record class discussions, student presentations, labs, group work, and private conversations. These recordings are permitted for your own personal use; you should contact me to discuss sharing options. Note that while these recordings are useful for review, we want you to attend class for your insights and questions; these recordings are not substitutes for class participation and attendance. Should you have any concerns or questions, please feel free to contact me through Atlas email or Canvas message.

### **Tardy Policy/Late Work/Makeup Policy**

Be aware that there will be no make-up tests under any circumstances. You will see an announcement on Canvas letting you know when tests are opened. Exams will remain opened for only 48 hours. Please refer to the modules and calendar for due date, activities will always close at 11:59 pm Eastern time.

Note: If you miss an exam, you will receive a 0 (zero). There is a one attempt for each exam, once you open the exam, your attempt is counted. Therefore, there will be no additional attempts for any reason. Please make sure that you are working in a reliable and up-to-date computer with an optimized internet service. Although you have 48 hours to complete your tests, I advise you all not to wait until one hour before the due time to attempt the test.

**Note:** On VHL/Supersite, late homework is accepted with a penalty of 10% reduction for each day it is late. Submissions after 9 days of its due date will obtain a zero grade.

### **Extra Credit Policy**

There is no extra credit since you have many opportunities to succeed in the course.

## Copyright Policy

## Third Party Software & FERPA Policy.

Valencia College has a firm commitment to protecting the privacy rights of its students.

<http://valenciacollege.edu/ferpa/Links to an external site.>

## Honorlock

In this course, summative assessments will be given with an online proctor called Honorlock. You will have to download Honorlock on your computer. You can learn more about Honorlock here:

<https://drive.google.com/file/d/1acsXYiELWBToCYXFWkCVPdhvg9cthN8e/view?usp=sharing>

**Take the Honorlock practice quiz:** You will not be able to move forward in the course without taking this quiz.

## Final Exam Policy

Final Examination (College Policy: 6Hx28: 4-07: Academic Progress, Course Attendance and Grades, and Withdrawals)

Final examination schedules are also available online at [valenciacollege.edu/calendar/finalexam.cfm](http://valenciacollege.edu/calendar/finalexam.cfm). You may be absent from a final examination or deviate from the examination schedule only with approval by the professor. If you do not take the final examination, you will receive a 0 on the exam and you will receive the grade you have earned in accordance with the requirements of each faculty member as outlined in the course syllabus. (See Course Attempts & Course Withdrawal.)

## Grading Breakdown

Letter Grade	Points	Assignments	Percentage of Grade
A	90 – 100%	Chapter Exams	20 %
B	80 – 89 %	Supersite: Spanish Lab Practices/ Activities, etc.	15 %
C	70 – 79 %	Quizzes	10 %
D	60 – 69 %	Writings Journals/Compositions	10 %
F	0 – 59 %	Discussions/Participation /Set Up	10 %
		Oral Presentations, Zoom interviews	10 %
		Final Exam (Online)	25 %
		Total	100 %

Chapter Tests: All tests will be administered online using Canvas under time constrained. The best preparation method for tests is by keeping up with your homework and participation in the discussions on Canvas. Tests will be included at the end of each chapter listed under Learning Modules. Be aware that there will be no make-up tests under any circumstances. You will see an announcement on Canvas letting you know when tests are opened. Such will remain opened for only 48 hours so you can plan when you will sit at a testing center to complete it. Due dates could vary from either Thursday to Fridays, but due time will always be at 11:59 pm Eastern time.

Note: If you miss an exam, you will receive a 0 (zero). You only have one attempt for each exam. Therefore, there will be no additional attempts for any reason. If you have technical problems, you should contact me immediately via email at [cgarcia49@valenciacollege.edu](mailto:cgarcia49@valenciacollege.edu) then continue checking your email for additional notifications from me about a course of action you should take after your issue is resolved. You should also contact Valencia's tech support for additional help. Notice that you should not wait until last day / hour before the due time to attempt the test then email me regarding any problems you encounter because you will miss the deadline.

Compositions: You will write a minimum of two compositions in Spanish. The use of translators is strictly forbidden. Otherwise, you will receive a failing grade for the assignment. **You are only allowed to use vocabulary and grammatical forms learned in this course.** Make sure you follow instructions carefully when attempting any assignment. You will find the instructions for the compositions in the learning modules.

Discussion board: You are required to complete the activities listed in the discussion board, then to check regularly to review the responses of other students, and to add follow-up comments whenever applicable to contribute to a rich and deeper discussion. I will be monitoring your progress and the quality of your responses throughout the course. To receive full credit, you are required to post one original comment and reply to a minimum of 3 or more postings.

The guidelines to receive full credit for discussions are as follows:

1. Post an original comment.
2. Read at least five (5) other responses.
3. Reply to a minimum of three (3) or more peers.
4. Observe the Rules of Netiquette when posting responses. For more information go to: <http://www.albion.com/netiquette/corerules.html>(Links to an external site.)
5. You are required to post on Thursday before midnight and will have until Friday to respond to other students. No late postings will be accepted. No email activities will be accepted. Please make sure to read the Canvas videos and get acquaintance in how to post your activities.
6. Do not post to comments with original postings with that have five (5) responses.

Oral Presentations: You will be using Photo Story®/iMovie for most oral presentations. If you do not know how to use Photo Story®/iMovie, please refer to “Welcome to class – Orientation on Start HERE!” tutorial, which contains videos and written instructions. Remember that all oral

presentations are to be recorded in Spanish. **You must not use headphones for your Spanish oral presentations or interviews, please make sure to use a microphone that is not attached for to headphones.**

VHL Activities: VHL Central is one of the two learning management systems you will use in this course. The activities assigned in VHL and “vText” are listed in the Calendar tab under “Assignment Calendar”. The activities assigned represent extensive grammar-driven practice that will assist students internalizing the language. These activities are graded and averaged as part of the overall grade. Homework will need to be completed by the dates that appear in the VHL calendar. Other assignments might be graded differently, depending on the type of activity. Quizzes are to be taken on VHL. Late homework on VHL only, is accepted with a penalty of 10% reduction for each day it is late. Submissions after 9 days of its due date will obtain a zero grade.

Chat activities with a partner and/or virtual recording activities:

On the VHL, there are activities that you will need to record your answers whereas there are other activities that you are required to record with a partner. In order to complete the activities recording with a partner, you need to have a webcam. You are responsible to contact and schedule to meet with your peer online before the due date. There are three alternatives to find a partner: (1) when you are online in the VHL: go to the Communication tab, and then select “Chat”. A window will pop up including the names of all students that are online when you are. Select the name of any student to wish to collaborate with and ask to be your partner. (2) A second alternative is to post an announcement in the discussion board titled, “El Cafe Latino” on Canvas. (3) The last alternative is to invite your peers via email using “Course Messages” on Canvas.

\*There is no extra credit in this course since you have many opportunities to succeed in the course.

Some things to remember in regard to the Supersite/VHL

- The professor will not remind you every day to do your homework.
- You may submit assignments late. This will result in a 10% deduction per every day that it is late
- In other words, please be responsible and manage your time wisely. Make sure you have a working computer. Remember, there are computer labs on all Valencia Campuses that are available to you the student.

There are tutorials and vocabulary list on each exercises tool bar. Accents are also available on the assignments.

- Please read the instructions to all activities!

## Final Exam:

The goal of the test is to assess your ability to assimilate what you have learned about Spanish grammar, vocabulary, language, and culture in each chapter. The test will consist of listening, reading, speaking and writing sections in which your overall knowledge of the course material will be evaluated. The test is not curved, and no make-up test will be given. The final exam will be comprehensive and cumulative in nature. The final exam will be taken during final exam weeks according to Valencia's calendar. **Our final exam will be online (not in the testing center); however, this is a timed exam, and you will only have one attempt to complete the exam. You need to prepare to test for the competencies listed in the syllabus: speak, listen, write and read. Honorlock is used on this exam.**

Final Examination (College Policy: 6Hx28: 4-07: Academic Progress, Course Attendance and Grades, and Withdrawals)

FINAL EXAM will cover chapters 1-5 and is composed of 3 parts

- The 3 parts are: main part (vocab, listening, reading, grammar), writing, speaking
- Students who do not take all 3 components of the final exam will not pass
- The main part AND the "Writing" portion of the final exam will be taken in Canvas between Dec 2 - 8
- The final speaking assessment will be done via the professor zoom link between 11/30 – 12/07 select times. The professor will ask you questions based on what we have learned in the class. Sign up for a time on sign up genius.

You cannot pass the class unless you take all 3 components of the final exam.

Incomplete – (College Policy: 6Hx28: 4-7: Academic Progress, Course Attendance and Grades, and Withdrawals).

An Incomplete may be assigned if you are progressing satisfactorily and, for valid reasons (emergencies such as serious illness or death of a family member), cannot complete the final exam because a sickness with an approved excused.

If your class is an onsite class,

- You need to have a conversation with me to determine the severity of your condition and if you will be able to finish the course work.
- You need to stay home until you are clear to return to campus.
- I will evaluate your needs and will design a timeline for you.
- Incompletes will be offered ONLY if you are missing one partial assessment and the final exam.

It is your responsibility to consult with your professor to determine if you qualify for an Incomplete. If you are awarded an I (Incomplete) and you complete the required course work by the end of term for the following full term, the professor will change your grade from I to the appropriate grade (A – F). If you receive a: I, (Incomplete) and do not complete the required course work according to clear written criteria/schedule established by the professor in the following full term, your grade will be changed by your professor as defined in the course syllabus. If no grade is submitted by the faculty member to replace the “I”, your grade will be changed from an I to an F. If you receive an Incomplete do not register for the same course again until your course grade is finalized.

### **Class Policy**

Even this an online class, please be courteous and considerate. Do not use capital letters. Being honest and expressing yourself freely is very important but being considerate of others online is just as important as in the classroom. Use names and titles. Please do not begin and email saying: Hey or a first name; instead, you should use Sra. García, Prof. García, Buenos días, Buenas tardes, Buenas noches, etc.

### **Communication Policy**

By now, I am sure you are familiar with Atlas. I highly encourage you to master all the features this program offers, as I will be using Canvas email to communicate with you. a Be sure to check your e-mails daily.

**Emails and announcements** will be an integral part of this course. Please make sure to:

1. Check your e-mail often. Use the e-mail tool (Messages) inside **Canvas**. Do not write on Outlook unless in case of an emergency. Please always write in the subject line Elementary Spanish I or II and the course section number so your mail does not go to the spam folder. Also, please do not use personal emails; you will not receive a response.
2. Be patient. Do not expect an immediate response when you send a message. **I will get back to you approximately within 24 to 48 hours from Monday to Fridays**, (I usually respond earlier, if I do not have a response might take longer). Duplicating emails will delay this process.
3. You can use the discussion board at Canvas to ask questions to other students in the class. This discussion board is called "**El Café Latino**". Remember, that this discussion board is exclusively for the students to help each other and I will not reply to any questions or emergencies about your grade topics in there.
4. Be courteous and considerate. Being honest and expressing yourself freely is very important but being considerate of others online is just as important as it is in the classroom.
5. Make every effort to be as clear as possible in your communications. Online communication lacks the nonverbal cues that fill in much of the meaning in face-to-face communication.
6. Do not use all caps. This makes the message very hard to read and is considered "shouting."

Check spelling, grammar, and punctuation (you may want to compose in a word processor, then cut and paste the message into the discussion or e-mail).

7. Break up large blocks of text into paragraphs and use a space between paragraphs.
8. Sign your e-mail messages and include the course you are taking.
9. Never assume that your e-mail can be read by no one except yourself; others may be able to read or access your mail. Only post messages that you will not mind been seeing on the evening news.
10. Do not use the VHL email or other email. **All** emails should be in class via.

**Please observe the Rules of Netiquette when posting responses. For more information go to: <http://www.albion.com/netiquette/corerules.html> (Links to an external site.)**

**Grievance Hearing - Academic Grievance Process (College Policy: 6Hx28: 8-10 Student Academic Dispute and Administrative Complaint Resolution) <https://valenciacollege.edu/students/disputes/>**

First step you need to notify your Professor, follow by the Department Chair, a last will be send to the appropriate office if not solved. A hearing will be conducted by the Student Academic Grievance Committee in a prompt manner after receipt of your grievance form. The hearing will provide you an opportunity to present your position and supporting facts. You will be required to provide the Committee an advance copy of the major issues, documents to be included, and names of persons you expect to attend the hearing. The Committee is the final judge of what and who are to be included and excluded in the hearing and has the right to adjourn and reconvene at a later time if this is necessary to complete the hearing. After the hearing, the Committee will make a recommendation to the President of the college, who will notify you in writing as to the resolution of the grievance.

### **Important links:**

C.A. R. E. <https://valenciacollege.edu/students/advising-counseling/>

The CARES ACT <https://valenciacollege.edu/students/cares-act/index.php>

Distance Tutoring and Technology Support: Libguides. [www.valenciacollege.edu/tutoring](http://www.valenciacollege.edu/tutoring)

Laptops: [www.Valenciacollege.edu/laptop](http://www.Valenciacollege.edu/laptop)

**Financial Aid:** [www.FinAidOffice@valenciacollege.edu](http://www.FinAidOffice@valenciacollege.edu)

### Security Statement

We want to reassure you that our security officers are here around the clock to ensure the safety and security of the campus community. It's important to remain alert and aware of your surroundings, especially during the early morning or evening hours. Remember that you can always call security for an escort if you feel uncomfortable walking alone on campus. White

security phones can also be found in many of our buildings; simply pick up the phone and security will answer. Finally, report any suspicious persons to West Campus Security at 407-582-1000, 407-582-1030 (after-hours number) or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways.

## **Correspondence**

All correspondence with the professor must be done through Canvas.

## **DISCLAIMER STATEMENT**

Changes to the course calendar may be made at the discretion of the professor, and students will be notified of any changes in class and/or via the Canvas Inbox conversations tool.

**¡Bienvenidos!**

**Hope you have a great semester!!!**