**SPN 1120 Elementary Spanish I**

**Fall 2013 Hybrid Format**

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| **Instructor:** | Christine J. Noe (pronounced “No-eh” or “No-ee”) |
| **Telephone:** | **Cell: 321-230-4533** |
| **E-mail:** | Course email through blackboard – please only use this one to email me. |
| **Class Room and Time** | **West Campus** Wednesdays 6:00 - 8:15 Building 3 room 128  **East Campus** Sundays 2:30 - 5:15 Building 4 room 149 |
| **CRN** | Wednesday West Campus CRN 13319  Sundays East Campus CRN 16619 |
| **Semester** | **Fall** runs from August 26, 2013 – December 15, 2013 |
| **Format** | Hybrid |
| **Credit Hours** | 4 credit hours |
| **Foreign Language Department**  **Information** | West Campus Building 7 room 107 407-582-1300  Fax: 407-582-5436  <http://valenciacollege.edu/west/finearts/contact.cfm>  East Campus Building 6 room 118 407-582-2036/2341 Fax: 407-582-2970  <http://valenciacollege.edu/east/humanities/>  Monday – Friday 8 am – 5 pm fall/spring  Monday – Thursday 8 am – 5 pm Friday 8 am – 4 pm summer |

**REQUIRED TEXT & ONLINE ACCOUNT:**   
***\*\*Blanco/Donley***. ***Aventuras. Vista Higher Learning (with Supersite), 4th Edition*** ISBN:***978-1-61857-053-6***

**Optional and/or recommended:**

Spanish –English dictionary, (Cuyás, Collins, Larousse, Oxford, or Vox).

**On-line requirements and proficiencies:**   
You will need internet access and a **Vista Learning online account** (see separate instructions) to do your homework and other possible assignments. You may need typing/word processing skills and program to type reports or other assignments.

**Important Dates: Fall Semester 2013**[***http://valenciacollege.edu/calendar/***](http://valenciacollege.edu/calendar/)

**Student Withdrawal Deadline** Nov. 1, 2013 at 11:59 pm

**Faculty Withdrawal Date** December 8, 2013 (Sunday)

**Last Day of Class** December 8, 2013 (Sunday)

**Grades Due to Division** December 16, 2013 (by 9 a.m.)

**Final Exam** West Campus Class Wednesday December 11 18:00 – 20:15

East Campus Class Sunday December 15 14:30 – 17:15

**NO CLASS**  West Campus Wednesday Class Wednesday Nov. 27

**Course Description:**

For students without two years of recent high school Spanish completed within the last three years or department approval. The class will emphasize everyday use of the language, integrating basic grammar, vocabulary, composition, and culture through a conversational approach to Spanish. **This class is not open to native or heritage speakers.** A minimum grade of “C” is required if being used to satisfy the General Education Foreign Language proficiency requirement. A minimum grade of C is also pre-requisite for SPN 1121.

**Spanish Native speakers** will not receive credit in a lower level course. Must contact the respective Program Coordinator at their campus to be assigned into the correct class (**SPN 1340** Spanish for Heritage Speakers), no exceptions.

West Campus: Ana J. Caldero Figueroa at [acalderofigueroa@valenciacollege.edu](mailto:acalderofigueroa@valenciacollege.edu) or stop by Bld 7 (107)

East Campus: Lester Sandres Rapalo at [lsandresrapalo@valenciacollege.edu](mailto:lsandresrapalo@valenciacollege.edu) or stop by Building 6 room 118

Office: 407-582-2036 or 407-582-2341

Advanced students with more than 2 years of Spanish will also be placed in a different class, SPN 2200.

**Course 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 to 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 an intermediate - novice level by the end of the semester. You will continue to use the same textbook for level two, and the same online homework code. For level one we cover chapters one to five, and for level two chapters six to ten.

**Core Competencies:** In addition to our program competencies, Valencia faculty has defined four interrelated competencies (Value, Think, Communicate, and Act) that prepare students to succeed in the community. These competencies are outlined in the College Catalog. In this course, through classroom lecture and discussion, group work, and other learning activities, you will further develop your mastery of these core competencies.

**Class Competencies:** This course will develop your mastery in the following areas: Reading skills (literal/critical comprehension); listening skills (literal/critical comprehension); speaking skills (composing and transmitting the message, using oral skills suitable to topic, purpose and audience).

**WITHDRAWAL FROM CLASS:  
A student may withdraw at any time during the term through Atlas.** If you don’t withdraw yourself by the withdrawal deadline, and do not complete the course, you will have an F in the semester. You also will NOT receive a refund. Be sure you know the withdrawal deadline so you can withdraw yourself, if needed, and have a W instead of an F in the course.

**Here’s what you need to know about the Withdrawal Policy:**

**·         Students may withdraw themselves for a W through Atlas during the drop/refund period up until the withdrawal deadline. You should be eligible for a refund.**

**·         After the withdrawal deadline each semester, students can no longer withdraw themselves.**

**·         Faculty can withdraw students for a W *after* the deadline for excessive absences or behavior *.***

**·         If you do not attend the first 2 weeks of class, you will be withdrawn and will not receive a refund.**

**·         Before the withdrawal deadline, both a student and faculty may withdraw the student.**

**·         After the withdrawal deadline, a student *cannot* withdraw him-/herself.**

**Students have the responsibility to withdraw themselves, if necessary, by the deadline date to get the W.**  It is **NOT** your instructor’s responsibility to withdraw you unless she chooses to do so for excessive absentees or violation of student conduct policies.

**Method of Instruction:**

The course will be taught through a combination of lecture, hands-on classroom exercises and homework assignments. Students should not assume that there will be class time to complete homework assignments. The hybrid component includes online assignments through the Supersite as well as Blackboard.

**Grading: Your grade will be calculated as a percentage of the total points possible in the class. The assignments are explained below:**

**Homework:**

Vhlcentral is the course management system that you will use this semester in this course. The website is vhlcentral.com. If you do not have an account you have to create one. (Instructions will be posted on blackboard and practiced in class). **All assignments are due on the online site by the specified date** listed in your vhlcentral.com calendar. Homework assignments will appear on your account page when you enter the online course site. The **online site** has videos, tutorial videos, vocabulary flash cards and more in addition to the homework assignments to help you learn the material and review for tests or quizzes. Home work will be assigned weekly (due the day before class, 11:59, except the first week,) and it is your responsibility to check daily to see if anything new was added to your online homework.

**THE PROFESSOR WILL NOT REMIND YOU EVERYDAY TO DO YOUR HOMEWORK.**

LATE WORK WILL NOT BE ACCEPTED FOR FULL CREDIT REGARDLESS OF YOUR EXCUSE SUCH AS BUT NOT LIMITED TO:

• I WAS ABSENT AND DIDN’T KNOW WHAT WAS DUE

• My computer broke

• I don’t have internet at my house.

• I couldn’t gain access to the website.

• I had to work late.

• I was on vacation

• I was busy moving to my new apartment

• My computer had a virus

• It was my birthday

• the activity wouldn’t load because my computer is outdated.

• It was (name of person) ‘s wedding/graduation/photo session/job interview, etc.

Late assignments are discounted 10% per day with no assignment accepted after one week. If you are absent because of ‘being sick’ or other reasons, and you hand in your homework that was due that week on the day you return, you will not be awarded credit for the assignment.

**Your assignment is considered late if:**

* If you turn in/send via email or fax your assignment after class starts on that particular day
* If you turn in your assignment after the start of class
* If you turn in your assignment at the end of class
* If you do the online assignments after the due date

**Exams & Quizzes:** Throughout the course you will have chapter exams, and small quizzes which will be scheduled and/or given as pop quizzes. All tests will be available in the testing center for one week (written/reading components). The listening/speaking comprehension section will be in class. If you are late for a quiz, you will most likely miss the listening part and lose points on the quiz; you will not be allowed to take this part of the quiz. You are not permitted to leave the classroom under any circumstances during a quiz. If you leave the room during a quiz, your quiz will be taken up and you will not be able to continue taking it; I will assume that you are finished with the quiz. If you leave after a quiz you will be considered absent or late depending on the time absent from class. The quiz may be administered at the beginning or end of class; your instructor will decide the best approach for each scenario. Listening comprehension parts of exams /quizzes will be repeated twice, no exceptions.

There will be **NO MAKE-UP QUIZZES or EXTENSIONS OF TESTING CENTER DEADLINES** regardless of excuse. **If you miss ONE quiz/exam,** regardless of your excuse, it will be considered your lowest exam grade and will be dropped. All other exams will be calculated into your grade.

* All tests must be taken on or before the deadline in the testing centers And the deadlines announced in class for the listening comprehension portions. No makeup tests are available without explicit consent of instructor which will only be granted in case of documented jury duty, military service, or documented medical purposes.
* It is the student’s responsibility to contact the testing center of his/her choice to make sure the center will be open and available for the test. Check with each testing center for the most updated hours and availability of the exam.

**Testing Centers on the Valencia College Campuses YOU STILL NEED TO CALL AHEAD FOR ACCURATE INFORMATION!!!! (Information taken from Valencia website on Aug. 25, 2013)**

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| **Campus** | **Monday - Thursday** | **Friday** | **Weekend** | **Location** | **Telephone** |
| **East** | 8 am – 4 pm | 8 am – 4 pm | **Saturday Sunday**  8 am – 2 pm CLOSED | Building 4 Room 123 | (407) 582-2704 |
| **West** | 8 am – 9 pm | 8 am – 7 pm | **Saturday Sunday**  10 am – 3 pm CLOSED | Building 11 Room 142 | (407) 582-1633 |
| **Osceola** | 8 am – 8 pm | 8 am – noon | **Saturday Sunday**  9 am – 2 pm CLOSED | Building 2 Room 125 | (407) 582 - 1323 |
| **Winter Park** | 8 am – 4 pm | 8 am – 4 pm | **Both days**  CLOSED | Building 1 Room 104 | (407) 582-6086 |
| **Lake Nona** | 8 am – 5 pm | 9 am – 2 pm | **Both days**  CLOSED | Building 1 Room 125 | (407)-582-4149 |

**Writing or Redacciones:**

Writing assignments will be given to evaluate the students’ writing skills. These writing assignments are designed to evaluate the progress of the student and the student alone. All writing activities are to be **hand written** in pencil double spaced; use good penmanship for better grade. Keep in mind that I will be looking for the information that comes from you text-book, not a dictionary or some other source. The purpose of writing is to practice the information you are learning in the course.

**DO NOT WRITE IN ENGLISH FIRST AND ATTEMPT TO TRANSLATE**.

This usually results in using an on-line translator or using a Spanish-speaking friend to translate it. If there is anything in your paper that would indicate to the professor that you used a translator or a Spanish-speaking friend/family member, YOU WILL RECEIVE A ZERO (this is considered plagiarism) on the assignment with no chance of a make-up. It could also result in you being dropped from the class or expulsion from Valencia College. There are many indicators, which are obvious to the professor when one of these methods have been used. If you use the information provided in class there is no need to worry about this.

**ABSENT/LATE FOR ASSIGNMENT**

Being absent the day the activity was assigned or the day it is due, is not an excuse to not turn in your work. If you are absent you may email it me, as long as I receive it before class starts for that day. If I don’t get your assignment by the time the class starts, you will be deducted the appropriate late percentage. Late assignments are deducted 10% per day. Do not ask if you can turn in an assignment late.

LATE WORK WILL NOT RECEIVE FULL CREDIT REGARDLESS OF YOUR REASON SUCH AS BUT NOT LIMITED TO:

* I was absent and didn’t know what was due
* My computer broke
* I had to work late.
* I had to go to the cell phone store
* My car’s engine blew up
* I had to get a restraining order/help my friend get a restraining order
* I lost my keys
* My printer doesn’t work
* My printer ran out of ink
* I was sick
* My car had a flat tire
* I was in jail

You will receive a ZERO if work is not handed in before the next class meeting.

**Other Assignments:**

Sometimes worksheets and reviews will be assigned as homework and sometimes they will be done in class. If they are assigned as homework, they are expected to be turned in on the day the professor specifies. If you are absent it is recommended that you call a classmate to find out what you missed.

**CLASS PARTICIPATION AND ATTENDANCE**

Your regular attendance is vital to your academic success. Students who do not maintain regular attendance and who fall behind in their work are subject to withdrawal by the instructor. Lack of attendance will result in a loss of participation points. If you are not in class, you cannot participate.

However, you will not earn your participation points on attendance alone. **Participation in class is evaluated based upon a number of variables, including but not limited to:**

• Your exclusive use of Spanish in the classroom.

• Your willingness to participate actively in *all* class activities.

• Your cooperation during group and pair work.

• Your respect and attitude toward the class and your peers.

• Your daily preparation for each class.

• Your instructor may assign written work that will be collected and graded; these

assignments form part of your participation grade.

***Participation does not mean interrupting the class and/or just asking questions.***

**Points will be deducted if:**

* You are absent
* You are doing work from another class
* You are sleeping
* Your laptop is open or you are on your ‘pad’
* You are texting in class
* You step out for phone calls
* You step out to get something to eat or drink
* You come back late from the break
* You talk in English about something other than the topic when in pair/groupwork
* You are listening to your Ipod
* You don’t bring worksheets/books to class (You are unprepared)
* You are interruptive
* You talk to another student to ‘explain’ the work
* You talk to another student to ‘explain’ the content of the lesson
* You ask about the homework that’s due at the beginning of class and don’t contact the instructor/ classmate during the week.
* You eat during the **entire** class
* You are doing the homework due that class in class and then argue when it’s not counted as being on time

Three instances of late arrivals/ or leaving early (10 minutes or more) will count as a missed class.

Excessive absences/ Lateness of fifteen minutes or early departure will count as a missed hour. Your **professor can withdraw you from a course for excessive absences without your permission (5 absences in this case)**. Do not leave early without informing me beforehand. Student behavior or speech that disrupts the instructional setting or fellow student will not be tolerated. Disruptive conduct may include but is not limited: unwarranted interruptions, failure to adhere to instructor’s directions, vulgar or obscene language, slurs, or other forms of intimidation, physically or verbally abusive behavior.

\* Student’s behavior that is inappropriate will result in withdrawal from the course.

**ATTENDANCE AND YOUR GRADE:**

Regular classroom attendance is vital to academic success. **Call or email your instructor if you will be absent for any class.**  Doing that, however, does not mean that our absence is ‘excused’ or that you are relieved of the responsibility of turning in the work due that day. Students who do not maintain regular attendance and who fall behind in their work are subject to withdrawal by the instructor, but it is up to the instructor. **Please, do not ask if you can miss a week for any reason. See the instructor in case of jury duty, military service, documented medical purposes. (Documentation is required.) Cases are handled on an individual basis.**

**TARDINESS: The door will be locked 15 minutes after classes begin.**

# Absences

|  |  |
| --- | --- |
| **# Absences** | **POINTS** |
| 0 | 140 |
| 1 | 130 |
| 2 | 120 |
| 3 | 110 |
| 4 | 100 |
| 5 | 90 |
| 6 | 80 |
| 7 | 70 |
| 8 | 60 |
| 9 | 50 |

You earn 10 points for each class you attend fully (arrive on-time, participate at “A” level, stay in class)

**PARTICIPATION GRADE RUBRIC**

• A (90-100) – regular, punctual attendance, active, voluntary participation in class discussions, coming to class prepared (having read the assignments before class), only speaking Spanish in the classroom, constructively participating in small group and class discussions.

• B (80-89) – regular, punctual attendance, regular participation in class discussions, coming to class prepared (having read the assignments before class), only speaking Spanish in the classroom, constructively participating in small group and class discussions.

• C (70-79) – coming to class unprepared for discussions, infrequent participation in discussions, frequent use of English in class, passive participation in small group or class discussions, minimal ability to answer correctly to professor’s questions/activity.

• D (60-69) – irregular/infrequent attendance, unprepared for discussions, frequent use of English, negative participation in small group or class discussions (such as having unrelated conversations with other students, doing homework in class, sleeping in class), mostly unable to correctly answer instructor’s questions/activities.

• F (0-49) – any type of destructive, disrespectful, or objectionable behavior in class will result in an “F” for participation, and many absences.

**Presentations:**

Students will do various small presentations in class and one major presentation in Spanish.

Unless you have an excused absence you cannot make up presentations. More clarifications to this assignment will be available closer to the dates of your presentations.

**Final Exam:**

You will take one final comprehensive exam; this will be included in the final grade average.

**Grading:** Your grade will be calculated as a straight percentage of possible points earned. The categories or types of assignments include:

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| --- | --- |
| **Attendance & Participation** | 10 points per on-time, full time class period  various points on assignments as participation |
| **Homework** | Various points depending upon the activity  Tests are usually 100 points and quizzes 30, but that is subject to change. |
| **Writing composition/s** |
| **Oral presentation/s** |
| **Chapter Test and quizzes** |
| **Final Exam is considered an exam grade** |

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| **GRADING:** Your grade will be calculated as follows: | |
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 60-69 | D |
| 59 - 0 | F |

**Student Conduct and Academic Honesty:**

* Exams and homework are considered individual effort; any submissions that are too similar for coincidence will receive no credit. This includes any composition where a translator has been used or where the proficiency level is higher than that shown in class.
* Students may *collaborate* in-group assignments. Collaboration should be used to edit or to clarify doubts. If anyone is involved in incidents of cheating a zero will be given. Each student is expected to be in complete compliance with the college policy on Academic Honesty as set forth in the admissions catalog and the student handbook. Any student(s) cheating on an exam will receive a zero on the exam. This cannot be replaced with the final score and the professor at his/her discretion can withdraw you from the class.
* Students are responsible for preparing for class by reading pre-assigned readings and completing assignments.
* Students who are absent are fully responsible for all material covered in class. Leaving a message or sending an e-mail will not be an excused absence. Make sure you can contact your classmates too.
* Students ***need to bring the textbook and any other material required for class****.* You should bring a Spanish/English and vice versa to every class. The textbook is not enough for some activities. Bring a Spanish/English dictionary to class, and do not treat your instructor as a translator. Not being prepared can affect your participation grade.
* During exams and quizzes, ***students may not leave the room.***
* First obtain two classmates **phone numbers in case you are absent, then email or text me with** specific questions, your name and class you belong to. I will answer as soon as possible, usually within 24 hours (during week days). Students who need more than a brief response should arrange a meeting with me.
* Emailing me to ask “I was absent/I won’t be able to come to class on # day; what am I missing?  
  is not taking responsible for your make up work. I won’t answer this type of email or text. You need to check blackboard, the vhlcenter and contact a classmate first, then ask me specific questions about the assignment.
* Wandering in and out of the classroom without prior permission is unacceptable and you could lose participation points as well being marked late. Doing such things will affect your grade. I suggest you use the restroom before you enter class. In case of an emergency I suggest you use common courtesy by not interrupting while the professor is teaching. If I see someone going to the restroom and come back with a snack, he/she will have points deducted from participation and attendance.
* Also, improper conduct like interrupting too much, talking with peers, been disrespectful to professor and peers will affect your grade. Joking and having small conversations while the professor or peers are talking are considered disruptive behavior and it will not be tolerated. You can be dismissed for the day with an unexcused absence.
* *Cellular phones cannot be on your desk at any time. Text messaging or answering your cell phone while in-class will be considered disruptive behavior and can be a cause for* your dismissal from class. *NO ELECTRONIC DEVICES AND NO TEXT MESSAGIN. Do not use your cell phone as a translator. Bring a dictionary to class; your book is good, but it would be bigger if it included a dictionary.*
* *At no time will you be allowed to listen to your IPOD or MP3 player in class. You are not allowed to have any music device on your desk. Also, notebooks (computers) are not to be used during class. It is distracting to other students.*
* Please do not smoke vapor or electronic cigarettes in class.

**VCC Expected student conduct:** **10-03 Student Code of Conduct**

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| --- | --- |
| **Specific Authority:** | 1006.60, FS. |
| **Law Implemented:** | 1006.60, FS. |

Valencia Community College is dedicated to the advancement of knowledge and learning, and to the development of responsible personal and social conduct. By enrolling at Valencia, a student assumes the responsibility for knowing and abiding by the rules of appropriate behavior as articulated in the Student Code of Conduct. The primary responsibility for managing the classroom environment rests with the faculty. Faculty may direct students who engage in inappropriate behavior that results in disruption of a class to leave the class.  Such students may be subject to other disciplinary action which may include a warning, withdrawal from class, probation, suspension, or expulsion from the college.  Please read the Student Code of Conduct in the current Valencia Student Handbook.

Here is the link to Valencia’s Student Code of Conduct website: <http://www.valenciacollege.edu/policies/policydetail2.cfm?PolicyCatID=10&PolicyID=3>

**Tutoring services:**

1. The Spanish tutoring office islocated in building 7, 2nd floor (inside the Math lab)
2. Vhl (Vista Higher Learning) has many links to videos with tutoring guides.
3. Some You Tube videos are useful, but be careful; not everything there is accurate or correct.
4. Note: in order to be successful in a foreign language it is suggested that for every hour of class you should spend at **least two to three hours on your own time, especially if you have not had any Spanish before**. The more exposure to the target language the more successful you will be.

**Language Labs on the Valencia College Campuses - information as of August 25, 2013 from the Valencia website**

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| --- | --- | --- | --- | --- | --- |
| **Campus** | **Hours Monday-Thursday** | **Hours**  **Friday** | **Hours Weekend** | **Location** | **Telephone** |
| East | 8 am – 9 pm | 8 am – noon | Not open | Building 4  First floor | (407) 582-2841 |
| West | 8 am – 8 pm | 8 am – 7 pm | Saturday  10 am – 3 pm | Building 7  Room 240 | (407) 582-1633 |
| Osceola | 8 am – 9:30 pm | 8 am – noon | Saturday  8 am – noon | Building 4  Room 121 | (407)582 - 4146 |
| Winter Park | 8 am – 7 pm | 8 am – 3 pm | Not open | Building 1  Room 136 | (407) 582-6818 |

**Blackboard**:

By now, I am sure you are familiar with Blackboard. I will encourage learning how to use all the features this program offers. I will be using Blackboard to communicate with you and make at the minimum weekly announcements. Please, check your e-mails daily. Also I will post your grades on Blackboard.

**Students with Disabilities:**

Studentswho qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first week of class.  The Office for Students with Disabilities (West-SSB 102) determines accommodations based on appropriate documentation of disabilities.  The goal at the OSD is to open doors, remove barriers and assist you in any way the can. The key to success is matching your needs to the services provided. Please contact this office to discuss your individual needs.

Here is the link to Valencia’s OSD website: http://www.valenciacollege.edu/osd

For Lake Nona appointments, please call East Campus.

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| **East Campus** | **West Campus** | **Osceola Campus** | **Winter Park Campus** |
| Bldg. 5, Rm. 216  Ph: 407-582-2229  Fax: 407-582-8908  TTY: 407-582-1222 | SSB, Rm.102  Ph: 407-582-1523  Fax: 407-582-1326  TTY: 407-582-1222 | Bldg. 2, Rm. 140A  Ph: 407-582-4167  Fax: 407-582-4804  TTY: 407-582-1222 | Bldg. 1, Rm. 212  Ph: 407-582-6887  Fax: 407-582-6841  TTY: 407-582-1222 |

**Valencia I.D. Cards:**

**I**D cards are required for LRC, Testing Center, and IMC usage. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID is mandatory in order to obtain these services.

**Disclaimer Statement:** This outline may be altered, at the instructor’s discretion, during the course of the term. It is the responsibility of the student to make any adjustments as announced.

**Course Rules after withdrawal deadline:**

**Your instructor can withdraw you after the withdrawal deadline in the following circumstances: Students will receive a W if withdrawn by the withdrawal date.** Students have the responsibility to withdraw by the deadline date. PLEASE REMEMBER THAT WP and WF will not be an option.

**Student Reference Guide**

**Valencia College**

Need to purchase course materials for SPN 1120? Aventuras 4e SE (Loose Leaf) + SSPlus + WebSAM

**ISBN: 978-1-61857-688-0**

Required course materials are available at the Valencia College Bookstore,

as well as online, via your ***VHL store site***:

http://vistahigherlearning.com/store/valenciacollege.htm/

For all orders over $50 receive FREE ground shipping!

*For student questions or additional support with student orders,*

*please contact Customer Service:* 800.269.6311 ext. 1

**Product Information:**

www.vistahigherlearning.com

**Supersite Login:**

www.vhlcentral.com

**Tech Support Center:**

http://support.vhlcentral.com/

**Remember ...**

To find everything you need to make the most of your Supersite experience, visit:

**vistahigherlearning.com/supersite-resources**

**There you will find:**

• Student Guided Supersite Tours • Student How-To Videos • Student User Guides

**Student Tech Support:**

(800) 248-2813

**RUDIMENTARY SCHEDULE OF TOPICS/CONTENT**

**Remember, quizzes may be assigned at any point!!**

**Quizzes and the Listening Comprehension Sections are not eligible to bne made up.**

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| --- | --- | --- | --- |
| **SEMANA** | **FECHAS** | **TOPIC** | **Scheduled**  **Exams** |
| 1 | 26 /8 – 1/9 | **Introduction to**  **the course** |  |
| 2 | 2/9 – 8/9 | **Lección 1** |  |
| 3 | 9/9 – 15/9 | **Lección 1** |  |
| 4 | 16/9 – 22/9 | **Lección 1**  **Lección 2** |  |
| 5 | 23/9 – 29/9 | **Lección 2** | **EXAM 1 Listening Portion in Class** |
| 6 | 30/9 – 6/10 | **Lección 2** |  |
| 7 | 7/10 – 13/10 | **Lección 3** |  |
| 8 | 14/10 – 20/10 | **Lección 3** | **EXAM 2**  **Listening Portion in Class** |
| 9 | 21/10- - 27/10 | **Lección 3**  **Lección 4** |  |
| 10 | 28/10 – 3/11 | **Lección 4** | **Exam 3**  **Listening Portion in Class** |
| 11 | 4/11 – 10/11 | **Lección 4** |  |
| 12 | 11/11 – 17/11 | **Lección 5** | **Exam 4**  **Listening Portion in Class** |
| 13 | 18/11 – 24/11 | **Lección 5** |  |
| 14 | 25/11 – 1/12 | **Lección 5**  **Presentations, Review** | **Exam 5**  **Listening Portion in Class** |
| 15 | 2/12 – 8/12 | **Presentations, Review** |  |
| FINAL EXAM | Dec. 11 or  Dec.15 15 |

**Oral Assessment Rubric**

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| --- | --- | --- | --- |
| **Criteria** | **Level of achievement  5 - 4 points** | **Level of achievement  3 points** | **Level of achievement  2 - 1 points** |
| **Vocabulary** | Proper use of topic vocabulary  No deviation from topic  Clear understanding of topic | Adequate usage of vocabulary appropriate to topic  Minimum deviation from topic  Understanding of topic | Inadequate usage of vocabulary appropriate to topic  Deviation from topic  Little understanding of topic |
| **Grammar** | Proper usage of subject/verb agreement  Proper usage of gender/number agreement  Proper use of tense  Uses facts, formulas, procedures and concepts appropriately to the level | Adequate use of  subject/verb agreement  Adequate use of gender/number agreement  No interference with communication  Adequate use of tense  States appropriate to the level facts, formulas, procedures and concepts with some inaccuracies | Inability to use subject/verb agreement  Inability to use gender/number agreement  Salient interference with communication  Inadequate use of tense  Inappropriate use of facts, formulas, procedures and concepts to the level |
| **Adherence to topic/**  **Flexibility in comprehension** | Able to exchange same ideas with the interviewer  Connects ideas or develops solutions in a clear and coherent order | Some variation from the topic  Able at times to interchange some ideas with the interviewer  Arranges ideas or solutions into a simple pattern | Lack of understanding of topic at hand.  No flexibility of transition from topic to topic  List of ideas or expresses solutions in a fragmentary manner, without a clear or coherent order |
| **Pronunciation** | Clear enunciation of vowel sounds Close to native speech pattern  (based on vowel sounds)  Proper use of stressed syllable | Inconsistency in vowel sounds Acceptable use of stressed syllable  No interference with communication | Interference with communication due to vowel sounds  Incorrect use of stressed syllable |
| **Fluency** | Fluid transition from topic  to topic  Uninterrupted transition of  Conversation | Some interruption in conversation  Adequate transition of topic | Long pauses in conversation  Inconsistent transition of topic |

**Composition Criteria & Standards**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Level of achievement  5 - 4 points** | **Level of achievement**  **3-2 points** | **Level of achievement   1 – 0 point** |
| Organization | Clear supporting sentences.  Clear conclusion.  Clear Topic sentence.  Clear cohesiveness in the development of the main topic.  Clear transition of ideas within the topic. | One element missing and/or unclear.  Includes some  transition of ideas within the topic. | Lack of topic sentence.  Lack of sequence.  Main idea not developed.  Little evidence/weak  transition of ideas within the topic. |
| Format and Mechanics  (sentences, phrases, word order, punctuation) | Complete sentences.  Word order is clear.  No or minor inaccuracies of mechanical errors.  Ability to discern a complete thought. | Complete sentences.  Occasional inaccuracies of mechanical errors. | Errors interfere with communication of main topic.  Frequent mechanical errors. Obscure meaning. |
| Vocabulary | Proficient use of topic vocabulary.  Orthography is correct. | Adequate vocabulary usage.  Occasional orthographical errors. | Frequent errors in vocabulary usage.  Frequent orthographical errors. |
| Grammar | Proficient use of grammar (subject/verb agreement; noun/adjective agreement).  Conveys ideas effectively. | Adequate use of grammar.  Occasional errors interfering with communication. | Inadequate use of grammar. Frequent errors interfering with communication. |
| Adherence to topic | Stay faithful to the topic.  Include information pertaining to the topic. | Some digression from the topic.  Recognition of some of the information pertaining to the topic. | Topic not addressed. |

**Syllabus Comprehension Check – Complete it now.**

1. How can I contact Ms. Noe?
2. What is the minimum grade needed to pass the course? \_\_\_\_\_\_\_\_\_\_\_\_\_
3. What is the self-withdrawal date for students? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. After how many absences will a student get dropped from the course? \_\_\_\_\_\_\_\_\_\_
5. You did your writing assignment but you are absent the day it is due. What should you do?
6. What should a student do if s/he is absent and wants to know what was done in class?
7. T or F. The professor will accept late work as long as the reason is valid.
8. T or F. There are no make-up exams in this course regardless of reason.
9. T or F. There might be on-line homework even if the professor doesn’t mention anything about it in class.
10. How will you do your online homework? Explain
11. T or F. The professor is responsible for letting me know what I missed in class if I am absent.
12. Where do you go to do your homework?
13. T or F The written and reading portions of the exams are given in the testing centers.
14. T or F The exams will be available for you to take during a two-week period.
15. T or F The listening portion of the exams will be administered in the testing centers.
16. T or F Quizzes can be made up if the excuse is valid or if you arrive to class late.
17. Students need to do what before each class?
18. What do you need to do in class to earn the full participation points?
19. What happens if you are texting with phone in your lap in class, or listening to your iPod?
20. When you contact Ms. Noe, what information do you need to provide?
21. After how many days are assignments not accepted because they are too late? \_\_\_\_\_\_\_\_\_\_\_\_\_\_
22. T or F You text the profesora that you cannot make it to class that day, which means you are excused from any quizzes or assignments due or assigned that day.
23. For the written assignments, *redacciones*, how should they be written?
24. How is a language class different from another type of elective you may take or may have taken?
25. What happens if you leave the classroom during a quiz?
26. How many times total will the listening comprehension items be dictated? \_\_\_\_\_\_\_\_\_\_

I have read and understand the syllabus given by Profesora Noe

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ print\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_