

**SPN 1121 Elementary Spanish II**

**CRN 22681**

**Spring 2024**

**Online**

**West Campus**

|  |  |
| --- | --- |
| **Instructor:**  | **Professor Caroline Salvador** |
| **Telephone:** | **407-582-1048** |
| **Zoom:** | **https://valenciacollege.zoom.us/j/4128901993** |
| **Office Hours:** | **By appointment** |
| **E-mail:**  |  csalvador@valenciacollege.edu  |

**REQUIRED TEXT:**

**Portales*: Introductory Spanish. Vista Higher Learning (*Portales 2.0 LOOSE-LEAF + Code (vText) (12 Months)** ISBN:**978-1-54337-437-7**

***It is recommended that you purchase the textbook at the Valencia Bookstore. By doing so, you are guaranteed to receive the book and the online access that is required for the course. If you purchase the book online from an outside vendor such as Amazon, you are not guaranteed to receive the book and online access that is required for this course. Two ways to purchase.***

**TEXTBOOK**

**There are two ways to purchase your textbook**

*1)Go to the Valencia Bookstore and purchase Portales*

*2) 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

**Can’t purchase your book right away?**

**It is imperative that you purchase the textbook right away so this will give you access to the online platform where you will be doing many of your activities.**

**In the event that you cannot purchase your textbook right away, you can still go to**[**www.vhlcentral.com**](http://www.vhlcentral.com/) **(this is the textbook website where you will be doing the activities, it is an example that is the reason why it is on the department head name), create your username and password, and enroll in the course.   I will see your name and can give you a temporary two-week access so that you do not fall behind.**

[Click here](https://www.vhlcentral.com/section/9124f981-1245-4a69-9e3a-7d376eee5a9e/student_instructions) **for detailed instructions on registering in the textbook online platform (VHL)**

**Optional and/or recommended:**

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

**ON-LINE REQUIREMENTS AND PROFICIENCIES:**
Internet browsing, file management, typing and word processor editing. A computer with camera and microphone will be required for this course. 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 DESCRIPTION:**

Continuation of fundamental skills in Spanish comprehension, expression, and structure. Increasing awareness and understanding of the culture. A minimum grade of C is required to pass this course if being used to satisfy the Foreign Language Proficiency Requirement.***This class is not open to native or heritage speakers. Please see definition of Native and Heritage Speakers on the last two pages of the syllabus.***

**COURSE OBJECTIVES:**

The objective is for students to achieve a novice level of proficiency in the target language (in writing, speaking, reading, and listening) as well as awareness of the Hispanic culture. In addition to competencies at the end of the semester you will be expected to be able to use the target language at an intermediate - novice level.

**LEARNING OUTCOMES:**

Student will be able to communicate verbally and orthographically in the target language at an intermediate/mid-level according to the American Council of Teaching of Foreign Languages (ACTFL) as well as develop listening and reading skills in the target language at an intermediate/mid proficiency level according to ACTFL. Furthermore, students will develop a mature attitude towards cultural differences.

**.**

**WITHDRAWAL POLICY**

* Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of “W”.
* A student may withdraw at any time during the term in Atlas up until the withdrawal deadline of **March 15 2024**
* After the withdrawal deadline, students can no longer withdraw themselves
* Any student knowing that he/she is not going to pass the course stops coming to class will receive an F for the course unless he/she withdraws himself before the withdrawal date of **March 15 2024**
* Withdrawing from a course is the student’s decision. The professor may recommend to drop or stay in the course however by making these statements is by no means guaranteeing a passing or failing grade.
* **The professor will not withdraw a student at any time.**

*In this course, you are required to do your own work.  There are many resources at your disposal that can assist you such as AI.  AI is a powerful new tool that can benefit society in a great deal of ways, however representing work that you did not produce as your own, including work generated or materially modified by AI, constitutes academic dishonesty. Use of generative AI in a way that violates an instructor’s articulated policy or using it to complete coursework in a way not expressly permitted by the faculty member, will be considered a violation of the Honor Code.*

*I reserve the right to challenge****ANY material****you have submitted that I may believe is AI generated and actions will be as follows: 1. Warning and no credit given.  2. Second offense, no credit given, issued final notice of misconduct. 3.  Third offense grounds for failure of course and dismissal.*

*Should the work that you submit is questionable, you will be asked to meet with the professor and will be given the opportunity to demonstrate that you did the work.*

**NATIVE SPEAKERS AND HERITAGE LEARNERS**

SPN 1120 (Elementary Spanish I) , SPN 1121 (Elementary Spanish II), SPN 1000 (Conversational Spanish I), SPN 1001 (Conversational Spanish II) are classes 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 understand the heritage language and who is to some degree bilingual in English and the Heritage language” (Valdes, 2000)

If you are a native speaker, this class is not for you. It is strongly encouraged that you 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 a course 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. SPN 1340 is offered in Fall 2019. To both Native Speakers and Heritage Learners: You are strongly encouraged to drop this course. If you do not and it is discovered later on that you are indeed a Heritage Learner, it will leave you little or no time to register for another course or take the CLEP. <https://valenciacollege.edu/students/assessments/clep.php>

For Elementary language courses, we don’t allow students 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 their level of proficiency. As a result, no real learning is taking place. For this reason, we offer many other languages or Spanish for Heritage Speakers.

* **Last day to Refund/drop is Jan 16 2024**

**TWO WEBSITES**

This online Spanish course will utilize **TWO** websites. We will be using **Canvas** and **Supersite**. The online component of our textbook is called the **Supersite**.

You will be using **Canvas** for the following:

* + Keeping track of your grade
	+ Taking exams
	+ Participating in discussions
	+ Doing online presentations
	+ Seeing what assignments are due and when.
	+ Doing assignments not included in the Supersite
	+ Receiving extra materials such as worksheets, powerpoints, useful youtube and other helpful links
	+ Communication between professor and student

You will be using the VHL/**Supersite** for the following:

* Viewing tutorials
* Seeing what Supersite assignments are due and when
* Doing Supersite activities
* Doing Writing Activities

When you purchase the access code at the Valencia Bookstore, you will receive a code that will give you access to the VHL/Supersite. [Click here to learn how to register how to register on VHL](https://www.vhlcentral.com/section/3bbc734e-b8f4-4e2b-b62a-16d18281a519/student_instructions)

**Grading:** Your grade will be calculated as follows for each course.

Supersite activities------------------------------------------------------------------10%

Speaking assess/language disc/virtual chats/culture--------------------------20%

Chapter exams----------------------------------------------------------------------25%

Practice quizzes and journals -----------------------------------------------------10%

Midterm speaking ------------------------------------------------------------------10%

Final Exam-------------------------------------------------------------------------- 25%

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

**LATE WORK: Late work is not accepted. Please turn in your assignments on time. (Exception VHL: 10% deduction for every day that it is late). Valid documentation will be considered on a case by case basis.**

**There is one assignment you are expected to do by01/12 to be counted as present in the class. Failure to do the assignment will result in you being withdrawn from the course.**

**Exams**

1) You will take the Chapter exams in Canvas

2)The exam will consist of listening, reading comprehension, grammatical knowledge, writing and cultural competence.

3) You will have a 2-4 day window to complete the exams.  Once that window closes, you will not be able to make up the exam

4) The exams are times

5) Once you begin the exam, you must complete it in one sitting

6) The chapter exams will be proctored by Honorlock

7) You are expected to put accent marks when necessary.  I will provide accented vowels and other special characters for you to copy/paste.

8) **Included in the chapter exams is the writing assessments.** Writing assessments will be based on various topics covered in the lessons.  They should include grammar, sentence structure and vocabulary that we are learning or are learning in the lesson.  Advanced grammar, sentence structure and vocabulary will be deemed suspicious resulting in a very low grade and very possibly a zero.

**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.

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](https://www.google.com/chrome/?brand=CHBD&gclid=CjwKCAjwqJ_1BRBZEiwAv73uwOdMgfo6w2jRYwQeMaGP_zdF8jUt2fxhF6RJTyd17J37_K7IdkhjthoCF3kQAvD_BwE&gclsrc=aw.ds) downloaded (required browser)
* [Honorlock Chrome Extension](https://static.honorlock.com/install/extension) 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 FAQ](https://valenciacollege.edu/faculty/canvas-resources/online-remote-proctoring-students.php) page or Honorlock’s [student information website](https://honorlock.kb.help/).

**Speaking assess/language disc/virtual chats**

1. **Flipgrid Discussions:** You will be asked to post short videos where you will post questions or statements in Spanish. Part of these assignments is to respond to your classmates. Make sure you read the instructions for each discussion activity. These will be done in Flipgrid which is integrated in Canvas. Feel free to use visuals.
2. **Presentations:** You will be asked to do presentations in this course and post them to Flipgrid. These presentations must comply with the time requirement. If it looks like you are reading it will not be accepted. Feel free to use visuals to enhance your presentation. For example, if you say “I like to play soccer”, hold up a soccer ball.
	* Reading is not permitted
	* Remember to use only the grammar and vocabulary that we are learning in class. Buy using advanced grammar and vocabulary, it will look like you are not doing your own work which will result in a very low grade or even a zero. (up to professor’s discretion)
	* Please submit one continuous video. Do not pause the video and then restart
3. **Included in this criteria are Virtual Chats:** Virtual Chats are in VHL. You will see a hear a person asking you questions. You must respond to the questions that you hear in complete sentences. The virtual chats are from the textbook. The professor will put additional instructions indicating where in the textbook you can find the questions. You are expected to prepare your answers before beginning the activity. Please do not be looking up words or ‘googling’ your responses after you have begun the activity. You are expected o use vocabulary, grammar, and sentence structure that we are learning in class. Answers that are not indicative of an elementary Spanish student will be held in question resulting in a low grade or possibly a zero.
4. **Culture**: We will discuss cultural topics related to the Spanish-speaking world. These will be done in English. You must submit an initial a well-thought out post and then respectfully respond to two other students in order to receive full credit.

**Practice quizzes and journals**

**Practice quizzes** are assigned 3-4 times throughout the chapter.  They are short quizzes that vary between fill in the blank and multiple choice.  Their purpose is to make sure you are learning and understanding the material.  You will have 3 attempts and there is no time limit.

**Journals** are done in the VHL's Supersite.  These are essentially practice writing assignments in which you will write on various topics.  You are expected to use the material, grammar, vocabulary and sentence structure that we are learning in the class.  Any work that uses language that is beyond our scope of learning will receive a zero.

**Homework in Supersite/VHL**

*The* ***supersite*** *can be found at* ***VHLCentral.com.*** *This is the online component of the textbook where you will do many of the activities of the course and keep track of your grade.*  The assigned activities will be listed in the calendar of the website. The activities will include extensive grammar-driven practice, vocabulary practice, listening practice, oral communication activities, reading activities, as well as activities to develop your oral and writing proficiency (journals). These activities will assist the student in internalizing the material they have learned. Homework will be completed on the dates that appear in the calendar in **VHLCentral.com**. There will be homework most days of the week. This is to ensure that you are staying in touch with the course on a daily basis.

For further instruction with the Supersite, please [click here](https://www.vhlcentral.com/section/3bbc734e-b8f4-4e2b-b62a-16d18281a519/student_instructions)

**Some things to remember in regards 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.
* Please read the instructions to all activities!

**FINAL EXAM will cover chapters 6-10 and is composed of 2 parts**

* The 2 parts are: main part (vocab, listening, reading, grammar), writing
* Students who do not take all 2 components of the final exam will not pass
* If there is any indication whatsoever that someone else is taking the exam for you, you will receive a Zero for the exam. Indications include, advanced vocabulary, advanced sentence structure, advanced verbal usage, slang, common errors made by native speakers.
* The **main part** AND the **“Writing”** portion of the final exam will be available between April 19-24

.

**ACADEMIC HONESTY:**

Student Conduct and Academic Honesty: Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student’s individual thoughts, research, and self-expression unless the assignment specifically states “group project.” Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog.

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

Specific Authority: 1006.60, FS.

Law Implemented: 1006.60, FS.

Valencia 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

**Exams and homework are considered individual effort; any submissions that are too similar for coincidence will receive no credit. Any submission that appears to have been done by somebody else (i.e a native speaker, google translate) will be considered plagiarism and will receive no credit.**

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 or give you an F as a Final Grade.

Please see more information on [Plagiarism at the following website](http://valenciacollege.edu/west/arts-and-humanities/writing/plagiarism.cfm)

**---------------------------------------------------------------------------------------**

**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.

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

|  |  |
| --- | --- |
|  |  |
|  |  |

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.valenciacc.edu/policies/policydetail2.cfm?PolicyCatID=10&PolicyID=3)

**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.valenciacc.edu/osd)

**West Campus
SSB, Rm. 102 Ph: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222**

**Security Statement**

Consider adding a security statement to your syllabus. This statement comes from our chief of security:

 *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.*

**Valencia I.D. Cards**

Valencia ID cards are required for LRC, Testing Center, and IMC usage. They can be obtained at the Security office in the SSB.

**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

This schedule of activities and exams is subject to change.

COVID 19 STATEMENT

**COVID GUIDELINES:**

Throughout the COVID pandemic, Valencia College has been primarily focused on the health and well-being of its students and faculty and staff. This continues to be our priority as we return to more face-to-face classes, and college policy continues to be guided by science and the guidelines issued by the CDC and our partners at Orlando Health. Please know that vaccines are readily available if that is what you choose to do.

Should you become ill with COVID, please inform me and your professors and coworkers both for your safety, the safety of our Valencia community. I will do what I can to assist you in completing successfully our coursework. Please inform our COVID liaison Tanya Mahan (COVIDillness@valenciacollege.edu) as well, so she can support you in this process. We are in this together! For more information, please consult:

[https://valenciacollege.edu/about/coronavirus/](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fabout%2Fcoronavirus%2F&data=04%7C01%7Cjmenig%40valenciacollege.edu%7C7cf0d64b09744fc4807408d96271220b%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637649060316770712%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=%2FXgmk7g%2Fu%2F4y2kEkbv%2Bj887M%2F60OBgklN9aKIMq1e2g%3D&reserved=0).

You are encouraged to wear a mask. It is required that we practice social distancing of 6 ft.

* + [***http://thegrove.valenciacollege.edu/roadmap-for-reopening-illness-reporting-and-contact-tracing/***](http://thegrove.valenciacollege.edu/roadmap-for-reopening-illness-reporting-and-contact-tracing/)
* [**https://valenciacollege.edu/about/coronavirus/**](https://valenciacollege.edu/about/coronavirus/)

[**Florida House Bill 233**](file:///C%3A%5CUsers%5CJoseph%20Menig%5CDownloads%5CHB233%20PP%20IAC.pdf)

**Florida House Bill has been signed into law and reflects the following:**

Students may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a planned presentation by a college faculty member or instructor, during a scheduled class, delivered for the purpose of transmitting knowledge or information that is reasonably related to the pedagogical objective of the course in which the student is enrolled. Recording class activities other than class lectures, including but not limited to class discussions, student presentations, labs, academic exercises involving student participation, and private conversations, is prohibited. Recordings may not include the image or voice of other students in the class, may not be used as a substitute for class participation and class attendance, and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the College’s Student Code of Conduct.

**Baycare Behavioral Health’s Student Assistance Program**

* “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.”

**RESOURCES FOR STUDENTS**

|  |  |
| --- | --- |
| C.A. R. E | <https://valenciacollege.edu/students/advising-counseling/> |
| The CARES ACT | <https://valenciacollege.edu/students/cares-act/index.php> |
| **LAPTOPS** | [**WWW.VALENCIACOLLEGE.EDU/LAPTOP**](http://WWW.VALENCIACOLLEGE.EDU/LAPTOP) |
| **TUTORING** | [**https://libguides.valenciacollege.edu/distancetutoring**](https://libguides.valenciacollege.edu/distancetutoring) |

**Baycare Behavioral Health’s Student Assistance Program**

* “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.”

Correspondence

Part of the college experience is corresponding with your professor. If you have questions about anything in the course, please feel free to contact me. I recommend contacting me through zoom, email or phone.

All email correspondence must be done through your Valencia email or through Canvas. Any emails sent to the professor with ‘gmail’, ‘yahoo’ or any other external email address will not be answered.

I will respond to emails within 48 hours (business hours) however I usually respond within 24 hours.

**All correspondence with the professor must be done through Canvas or through Canvas or through your Valencia email address.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria |  4 | 3 |  2 |  1 |
| Content\* | Complete and sufficient to task; above and beyond. Contains vocab and grammar pertaining to lesson | Submitted required length of activity. Some grammar and vocab included  | At least half of required length submitted or some content not applicable. Most of grammar and vocab not included | Less than half submitted most of the content not applicable to lesson |
| Comprehensibility/pronunciation | Fully comprehensible; clear and fluid ideas | Some reader/listener effort required | Some listener effort required; some parts not comprehensibl | Most Not comprehensible |
| Grammar | Demonstrates complete understanding of grammar | Some errors but does not impede comprehension | Errors present which impede comprehension or some occurrences of grammar not applicable to the lesson | Does not demonstrate understanding of grammar applicable to the lesson |
| Vocabulary | Uses vocab pertinent to lesson correctly | Some errors in vocab use but does not impede comprehension | Errors in vocabulary use that impede comprehension or occurrences of vocab not applicable to lesson | Does not demonstrate correct use of vocabulary applicable to lesson |
| Sentence structure | Demonstrates complete understanding of sentence structure pertinent to lesson; good flow; sentences cohesive | Some errors in sentence structure but does not impede comprehension | Errors in sentence structure that impede comprehension; some random sentences; sentences not at level | Does not demonstrate understanding of sent structure applicable to the lesson; sentences are random with no cohesiveness;  |

Writing/speaking rubric Students that receive less than 3 on content can only receive a max of 3 on remaining criteria.

## Student Rights and Responsibilities

The office for Student Rights and Responsibilities under the Dean of Holistic Student Support holds students and registered student organizations accountable as outlined in the Student Code of Conduct for the purpose of creating a safe learning environment by facilitating an educational process whereby students learn civility, social responsibility, and integrity.

<https://valenciacollege.edu/students/student-rights-and-responsibilities/>