**SPN 1120 Elementary Spanish I**

**CRN 1120**

**Fall 2023 TWK**

**West Campus**

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| **Instructor:** | **Professor  Caroline Salvador** |
| **Telephone:** |  |
| **Zoom:** | **Upon Request** |
| **Office Hours\*:** | N/A |
| **E-mail:** | [csalvador@valenciacollege.edu](mailto:jmenig@valenciacollege.edu) |

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| **There are TWO required assignments to do that will count as your attendance.  They are:**  ·         **Introductory Video**  ·         **Take the Heritage Assessment**    **If you do not do these assignments, you will be counted as a no-show and withdrawn from the course.  Click on START HERE from the Canvas Homepage to see these activities** |

**REQUIRED TEXT:**

Portales 2.0 LOOSE-LEAF + Code (vText) (12 Months)

978-1-54337-437-7

Portales 2.0 Code (vText) (12 Months)

978-1-54336-829-1

* Blanco (2022)**Portales*: Introductory Spanish2.0. Vista Higher Learning***

***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.***

**Optional and/or recommended:**

* Spanish –English dictionary, (Cuyás, Collins, Larousse, Oxford, or Vox).
* English Grammar for Students of Spanish: The Study Guide for Those Learning Spanish (English Grammar Series); Spinelli
* 501 Spanish Verbs; Kendris

**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  140**

**COURSE DESCRIPTION:**

For students without two years of recent high school Spanish completed within the last three years.  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.  Four credits will be earned upon successful completion of this course.**

***This class is not open to native or heritage speakers.  Please see definition of Native and Heritage Speakers on the next page***

**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.

AI:

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

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

Most of the time it is obvious when you are not doing your own work; especially in your writing assignments and short answer assignments.  By use of verb tenses that we are not learning, sentence structure that we are not learning, slang, and advanced vocabulary.  Only use what we are doing in class.  In doing so, I can be fairly certain that you are doing your own work.  The aforementioned statement refers to exams as well.

[http://valenciacollege.edu/west/arts-and-humanities/writing/plagiarism.cfm](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fvalenciacollege.edu%2Fwest%2Farts-and-humanities%2Fwriting%2Fplagiarism.cfm&data=05%7C01%7Ccsalvador%40valenciacollege.edu%7Cb40d39948ed744f211ea08db9eb4aa71%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C638278271018482498%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=5mLUMbRFWLYfWGraOl3vRvhRUVCnluqTTgLRYBmv1Q8%3D&reserved=0) 

**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 **Nov 10th**
* 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 **Nov 10th**
* 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.**

**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.phpLinks to an external site.](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 Oct 2nd**

**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 hereLinks to an external site.](https://www.vhlcentral.com/section/3222e365-29d1-4de9-bd8d-692a2f0721f1/student_instructions) for instructions

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

Supersite activities------------------------------------------------------------------15%

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

Chapter exams----------------------------------------------------------------------20%

Practice quizzes and journals -----------------------------------------------------15%

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

Final Exam-------------------------------------------------------------------------- 20%

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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 |

**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.**

**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 3 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 ChromeLinks to an external site.](https://www.google.com/chrome/?brand=CHBD&gclid=CjwKCAjwqJ_1BRBZEiwAv73uwOdMgfo6w2jRYwQeMaGP_zdF8jUt2fxhF6RJTyd17J37_K7IdkhjthoCF3kQAvD_BwE&gclsrc=aw.ds) downloaded (required browser)
* [Honorlock Chrome ExtensionLinks to an external site.](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](mailto:support@honorlock.com). For answers to common questions on online proctoring, visit the [Student FAQLinks to an external site.](https://valenciacollege.edu/faculty/canvas-resources/online-remote-proctoring-students.php) page or Honorlock’s [student information websiteLinks to an external site.](https://honorlock.kb.help/).

**Speaking assess/Flipgrid disc/virtual chats/presentations**

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.

1. **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. By 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

1. **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.

1. **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, journals, cultural discussions**

**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.

**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.

**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 Links to an external site.](https://www.vhlcentral.com/section/3222e365-29d1-4de9-bd8d-692a2f0721f1/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 1-5 and is composed of 2 parts**

* The 3 parts are: main part (vocab, listening, reading, grammar), writing, speaking
* Students who do not take all 2 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 1-6

You cannot pass unless you take both parts of the Exam

**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 websiteLinks to an external site.](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**

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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:Links to an external site.](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 [websiteLinks to an external site.](http://www.valenciacc.edu/osd" \t "_blank)

**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.

**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**

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