

ESPAÑOL 1121

A Spanish Course
Department of Humanities and Foreign Languages
Valencia College – East Campus

Course Name: **SPN 1121 - Elementary Spanish II**

Location: Building 4, Room 147, & Online

Days: Mondays & Wednesdays

Semester: **Fall 2017**

Credit Hours: 4 Credit Hours

Time: 12:00 pm to 1:40 pm

Instructor Contact Information:

Instructor: Professor Juan-Alberto Salto

E-mail: Jsalto@ValenciaCollege.edu

Office Phone: (407) 582-2083

Instructor's preferred contact is email. Emails will be answered within 48 hours, Monday through Friday (with the exception of Professor's Virtual Hours below). If you send an email on the weekend, expect it to be answered on the next business day.

Office: Building 3 – Room 129

Office Hours:

Monday	9:20 am to 9:50 am; & 1:50 pm to 3:50 pm
Tuesday	12:00 pm to 1:00 pm
Wednesday	9:20 am to 9:50 am; & 1:50 pm to 3:50 pm
	OR By Appointment.
Virtual Hours (via e-mail)	On Thursdays & Fridays from 10:30 am to 12:30 pm

¡Bienvenidos! Welcome to **Spanish 1121**, one of the most fun, yet challenging courses you will take at Valencia. What follows is basic information about the course. Please read it thoroughly. Questions? Please ask!

Course Description & Learning Objectives

PREREQUISITE: SPN 1120 or Departmental Approval

A minimum grade of C in SPN 1120 or equivalent (two years of high school Spanish completed within the last three years and department approval).

This course requires self-discipline and time commitment. All assignments, activities, and assessments are due according to the calendar of deadlines found on the syllabus and VHL Central. Keep up with the pace of the course and ask for help as soon as you feel you need it.

CATALOG DESCRIPTION:

Elementary Spanish II is the second semester of the one-year Elementary Spanish Language and Civilization sequence. It emphasizes oral proficiency as well as the remaining language skills: listening, reading, writing, as well as awareness and understanding of the culture. **A minimum grade of C is required to pass this course** if being used to satisfy the General Education Foreign Language requirement. This course is not available to native or near-native speakers.

COURSE DESCRIPTION: This course is a continuation of fundamental skills in Spanish comprehension, expression, and structure. It increases awareness and understanding of the culture. It emphasizes oral and written proficiency as well listening and reading comprehension. The level of proficiency you attain will depend on you as the student.

COURSE LEARNING OBJECTIVES:

GOALS: There are various goals for Spanish II. The first is to develop **basic communicative skills** in Spanish as a second language. At the end of the semester students are expected to use the target language to, listen, write, read, & talk about:

SPAN 1121 Syllabus – **Fall 2017**

- your past experiences
- describing food, and ordering food in a restaurant
- how you feel physically and talk about health and medical conditions
- your daily routine and personal hygiene
- clothing, negotiate and pay for items, & express preferences while shopping

A second goal is to develop **some general knowledge about culture** in the Spanish-speaking world. Some examples are:

- foods and meals in Hispanic countries
- celebrations and traditions in Hispanic countries
- history, geography, and defining characteristics of different Hispanic countries

Do not expect this course to be just about grammar and vocabulary learning. Although you will be learning grammar and vocabulary to achieve the goals below, they are not the only focal point of this course. You will also be tested on cultural and communicative aspects of the language so studying and preparation should not be limited to studying only grammar and vocabulary.

In agreement with the *Standards for Foreign Language Learning in the 21st Century*, also known as the “5C’s”, this course will enable students to:

- **Communicate** in Spanish (according to proficiency level targeted in the course).
- Gain knowledge and understanding of **Cultures** of the Hispanic world.
- **Connect** with other disciplines and acquire new information.
- Develop awareness of similarities & differences (comparisons) among language & **Culture** systems around the world.
- Use the language & the knowledge gain in the course to participate in **Communities** at home and around the world.

ACTFL Proficiency Guidelines for novice high level are:

SPEAK: Manage simple and formulaic communicative tasks in straightforward social situations. May sometimes sound surprisingly fluent and accurate.

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

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

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

METHODOLOGY AND ACTIVITIES

This course stresses *communication skills* in Spanish. Every effort will be made to make this class student-centered. To help students succeed in this course, the class will engage in a variety of activities and assignments, including but not limited to activities such as the following:

Practice and communication using vocabulary and grammar learned in oral and written modes; Sociolinguistic practice and functions through communicative activities (pair activities); Reading activities and exercises, such as pre- and post-reading, intensive and extensive reading; Writing activities ranging from short paragraphs to developed compositions; Video/audio/computer exercises, presentations, and discussions.

1. *Be tolerant* to not understanding all of what you are hearing. Be comfortable listening selectively.
2. *Use trial and error...*for *practice*. Language is more skill than knowledge.
3. *Spanish is not English*. Be prepared to look at everything differently – not only words and phrases, but also *complete* ideas.
4. *Listen and speak in Spanish at every opportunity*.
5. *Lose your fear of making mistakes*.
6. *Memorize rules*. Five minutes engraving a rule in the brain is worth avoiding five hours of groping and a lifetime of frustration and mistakes.
7. *Language is not grammar*. Grammar simply helps learners understand how things go together.

REQUIRED MATERIALS

The following materials are **REQUIRED TEXTS/ OTHERS** for this course:

1. **Aventuras** Textbook (4th edition) - ISBN: 978-1-61857-660-6
 - PRINT/Loose-Leaf Edition
 - **'Supersite Plus + WebSAM Code'** (Supersite Plus + WebSAM + vText)

This can be purchased at the Valencia College Bookstore (**ALL SPAN 1121** courses are using this book, not only face-to-face but also Hybrid & online sections).

The 'Supersite Plus + WebSAM Code' can also be purchased directly at the VHL bookstore (online).
<https://vistahigherlearning.com/school/valenciacollege/catalog/product/view/id/3242/s/aventuras-4th-edition-046/?pgi=a3W4A00000029GIUAI>

2. **Access to a Microphone & Headphones** (you will need this to complete audio recordings and activities on the Supersite online).
3. A working **Valencia E-mail address**
4. Access to **High-Speed Internet**
5. **Printed Copy of the Course Calendar**

NOTE: It is your responsibility to purchase the correct version of the textbook (*Aventuras* the 4th Edition) and online access code by the first week of class. If you do not have your book for in-class participation or access to the online homework you will lose participation and homework points.

COURSE EVALUATION

Cultural Project (Research Project Presentation)	7%
Composition (2)	6%
Supersite Homework Activities (Online)	25%
Participation / In-class Oral Activities	13%
Quizzes (Top 4 of 5)	8%
Lesson Exams (Top 3 of 4)	15%
MIDTERM EXAM	6%
Oral Exam	5%
FINAL EXAM	15%

GRADING SCALE

A: 90 – 100

B: 80 – 89

C: 70 – 79

D: 60 – 69

F: 0 – 59

Spanish Course: Policies and Procedures

Please read these policies carefully. It is your responsibility to ask questions about these policies and procedures if there is anything you do not understand.

WHO CAN TAKE THIS COURSE?

This course is for non-native, non-heritage students who fall into one of the following groups:

- Students who have had no previous study of Spanish.
- Students who have completed two or less than two years of high school Spanish.

NOTE: You may **not** take Spanish 1121 if you are bilingual (native or heritage speaker). That is, if you learned Spanish in a "natural", non-academic environment (at home, during residence abroad, etc.), you **must take the Spanish for heritage speakers course.**

PREREQUISITES: SPN 1120 or Departmental Approval. A minimum grade of C in SPN 1120 or equivalent is required.

REGISTRATION INFORMATION & WITHDRAWAL POLICY

1. It is your responsibility (the student's) to enroll and to attend the correct section.
2. It is also your (the student's) responsibility to withdraw from a course if you stop attending class.
3. If you have questions about placement once you attend the first day of class, please talk to your instructor immediately and explain your concerns.

WITHDRAWAL POLICY

A. A student is permitted to withdraw from a class on or before the withdrawal deadline, as published in the College calendar. **For Fall 2017 the Withdraw deadline is Friday November 10th, 2017.** A student is not permitted to withdraw from a class after the withdrawal deadline.

B. A faculty member is permitted to withdraw a student from the faculty member's class for violation of the faculty member's attendance policy with written notification to the student prior to the beginning of the final exam period, as published in the faculty member's syllabus. A faculty member is not permitted to withdraw a student from his or her class as a response to student conduct which falls under the jurisdiction of the Student Code of Conduct (6Hx28:10-03).

C. A student who withdraws from a class before the withdrawal deadline will receive a grade of "W." A student who is withdrawn by a professor will receive a grade of "W." A student who is withdrawn for administrative reasons at any time will receive a grade of "W" or other grade as determined in consultation with the professor. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F". The grades of "WP" and "WF" **are eliminated.**

D. A student who receives a grade of "W" will not receive credit for the course, and the W will not be calculated in the student's grade point average; however, the enrollment will count in the student's total attempts in the specific course.

E. If a student withdraws from a class, the student may, upon request and only with the faculty member's permission (which may be withheld at any time in the sole discretion of the faculty member), continue to attend the course. If a student is withdrawn by a faculty member or is administratively withdrawn, the student is not permitted to continue to attend the class.

GENERAL INFORMATION: CLASS FORMAT

What we'll do: We'll work with a variety of authentic oral and written texts. Through these, you will make contact with the Spanish-speaking world. You will develop proficiency in writing, speaking, reading, and understanding spoken Spanish. Don't expect our learning to be limited to grammar! In fact, class time is reserved mainly for communication in Spanish.

How: You prepare assigned material thoroughly before coming to class. Class time is devoted to communicative activities, so we speak only in Spanish in class. Don't worry; making mistakes is a part of the learning process. You must come to class with the lesson read and assigned activities done.

To succeed: participate actively and ask questions! Daily practice is crucial to language learning; plan sufficient study-time at home for this class. *It is your responsibility to seek clarification and raise your hand or contact me, your*

professor, if you don't understand something. Within about one week, class format and daily expectations should be fairly clear to you.

PARTICIPATION POLICY

Attendance is mandatory and will be taken on a daily basis. You are responsible for all material and announcements made during class whether you are present or not. It is your responsibility to contact a classmate regarding missed activities and assignments.

VERY IMPORTANT: College policy requires that students who are not attending class the first week of classes to be withdrawn from the course. See the Withdrawal Policy below.

Each day your instructor will evaluate your class participation and record a score. Participation is an important component of your final grade and an asset to your learning. If you miss class, no participation points can be awarded for that day, therefore you will receive a zero. You cannot make-up class participation. Daily participation is scored in the following manner. You should use this information during any discussion with your instructor regarding your classroom performance. **Please NOTE Participation is Not simply just attending class.**

2 POINTS	<i>Does All of the following:</i> arrives on time, attends entire class period, has textbook (and printed any extra material), is prepared for class, participates in activities, speaks Spanish in class, works well with others, and completes any written homework assigned by the instructor.
1 POINT	<i>Does Any one of the following:</i> arrives late, leaves early, does not have textbook (or did not print necessary extra material), does not participate in activities, speaks English in class, does not work well with others or is disrespectful.
0 POINTS	<i>Does More than one of anything listed in the 1 point description and/or any one of the following:</i> is absent or disruptive (does homework for other classes, checks cell phone (is texting or is on the phone), sleeps, etc.).

Textbook Homework: Read and prepare/practice assigned material in the textbook **before** the day it is due to be practiced in class in order to receive full credit for participation.

ATTENDANCE POLICY

Regular attendance is necessary for successful completion of this course. Attendance is mandatory and will be taken on a daily basis (as described above). **NOTE: You will be withdrawn from the course after five absences** (20% of the class meeting time) **during the semester.** Upon the **4th** absence, you will be notified that a further absence will result in your withdrawal from the course. On the **5th** absence you will be withdrawn from the course by the professor. You will be marked absent if: your signature does not appear on the sign-in sheet for that day. It is the attendance records of the professor, not the recollections of the student, which will be consulted for proof of attendance/absences.

Exceptions will be determined on a case-by-case basis for extremely extenuating circumstances, such as, complications regarding pregnancy, lengthy hospitalization as a result of a major medical condition, or military service. Exceptions will require clear and precise documentation which should be provided in a timely fashion.

ABSENCES: You may miss class **2** times (the equivalent of two days) for **any** reason (e.g., medical, transportation issues, hospitalization, jury duty, military duty, funerals, personal, family, trips, emergency conditions, employment commitments, extra-curricular activities, other course commitments, etc.) without losing participation points. After the **second (2nd)** absence, and for every subsequent absence, your participation grade will reflect that you have missed class. You cannot participate if you are not present in class. Participation points cannot be made up. Each day you are absent you miss information, so it is to your advantage to attend every day. Use these **two** allowed absences wisely. There are **NO** additional excused absences.

TARDINESS: Arriving late to class or leaving early disrupts the class and negatively impacts both the student

and his/her classmates. The student's participation grade will be lowered according to the above scale.

ELECTRONIC DEVICES

Shut off or silence your cellular phones, iPods, and other electronic devices when you enter the classroom. They are NOT allowed during class time. If you are reading or sending text messages or checking your voicemail during class, it will be reflected in your participation grade; you will receive a '0' for participation that day. During an exam, any communication on electronic devices could be understood by your instructor as an attempt to send or receive information about the exam (see information about **Academic Dishonesty**).

RELIGIOUS HOLIDAYS

The following describes the policy for a make-up exam and excused absence due to a Religious Observances. Students who wish to observe an officially recognized religious holiday on a scheduled exam day will be allowed to take a make-up exam provided they **notify their instructor in writing in advance**. Absence on religious holidays will not count against the two excused absences you are allowed during the semester. If you will miss an exam or class to observe a religious holiday during the **Fall 2017** semester, make sure to notify me, your instructor in writing at least two weeks in advanced.

EXAM POLICY

Exams and Quizzes: All exams and quizzes will be held in the room and class period in which class is held.

LESSON EXAMS: There are **four Lesson exams** in this course (one exam for each of the Lessons covered in this course – **Lesson 6, Lesson 7, Lesson 9, & Lesson 10**). Your top **three** scores will be used to calculate your exam percentage and final grade. Be aware that a make-up exam will only be granted for legitimate extenuating circumstances with proper documentation provided by student (e.g. jury duty, funerals, military service, hospitalization, or religious holidays). The lowest exam grade will be dropped at the end of the semester automatically by Blackboard. The lowest dropped test grade policy does not apply to the Midterm or Final. **If you must miss an exam, be advised that you must contact me, your professor immediately, prior to the test date.**

IMPORTANT: All tests and quizzes must be taken on the dates assigned on the Course Calendar. No makeup tests or quizzes are available without explicit written consent of instructor, which will only be granted for legitimate extenuating circumstances with proper documentation provided by student (in a case of jury duty, funerals, military service, or religious holidays). The Final Exam must be taken on the date published for Final Exams.

FINAL EXAM: You will take one final comprehensive exam per semester (which will cover all the material covered throughout the semester). **The date is listed on the Course Calendar.** Do not make other plans for that day and time. THE FINAL EXAM IS 15 % OF YOUR GRADE.

MIDTERM: The Midterm will take place on the date listed on the Course Calendar and it will cover all the information from **Lesson 6, Lesson 7, and Lesson 8.** THE MIDTERM EXAM IS 6 % OF YOUR GRADE.

ORAL EXAM: There is also **one oral exam**, which counts toward **5%** of your final grade. This exam will also take place during class time. Further information about the oral exam can be found below & detailed information (e.g. topics, rubric, date, etc.) will be posted on Blackboard (<https://learn.valenciacollege.edu/>).

QUIZZES: There are **five quizzes** in this course. Only your **top four quiz scores** will be used to calculate the final quiz percentage which will count for **8%** of your total grade. Be aware that a make-up quiz will only be granted for legitimate extenuating circumstances with proper documentation provided by student (e.g. jury duty, funerals, military service, hospitalization, or religious holidays). The lowest quiz grade will be dropped at the end of the semester.

Tardiness: Students who arrive late to an exam will only be given the remaining exam time to complete the exam. No oral comprehension sections will be repeated due to tardiness. If the tardiness is the result of an excusable situation the student must see his/her instructor immediately after the exam.

ORAL EXAM

The oral exam is an **8-minute conversation between you and a partner**; or a 4-minute conversation between you and the instructor (if your partner does not show). You will sign up in advance during class time for a designated time to complete your oral exam. The oral exam will be held on one day during regular class time; you (and your partner) will sign up for a time slot ahead of time before the oral exam.

For the oral exam you (and your partner) will converse on one of a given number of topics, using vocabulary and grammar that you have learned during the semester. You will receive a list of possible topics during the semester that will be posted on Blackboard (<https://learn.valenciacollege.edu/>) under the “Oral Exam” tab. You will draw a topic at random at the start of your exam slot. No note cards are allowed.

Note that the oral exam is NOT a presentation and although you should practice with your partner beforehand, it should NOT be a rehearsed script. Your professor might ask you (and your partner) questions during the exam and you will be expected to answer using appropriate vocabulary and the grammar points noted in that particular topic.

ONLINE HOMEWORK (on: <http://www.vhlcentral.com/home>)

Homework is designed to help you prepare for exams and quizzes and should be completed individually to reflect your progress. Any work submitted that is not your own will be considered academic dishonesty. Furthermore, cheating on homework in this course includes, but is not limited to, copying another student’s answers, copying answers from other resources like the internet, working on homework with other students, native speakers, etc. Please note that all VHL assignments will be scrutinized throughout the semester for any evidence of cheating. **If a student is caught cheating on one activity in WebSAM, the student will receive a 0 for all VHL activities completed in that lesson.**

Supersite Activities (25%): <http://www.vhlcentral.com/home> is the course management system that you will use this semester in this course. Course material, workbook and Lab activities, tutorials, Vtext and any other activities assigned are listed on Calendar under Items Due on the Supersite.

The activities assigned in the Supersite are listed in the ‘Calendar’ tab under “Assignment Calendar”. Supersite activities will need to be completed by the dates that appear in the Supersite calendar.

Late Work: After the due date the computer will deduct 15% of the activity’s grade per day. After 6 days you cannot receive credit for completing the assigned activities. You do not need to send an excuse or an email to complete these late activities. You can go directly to Supersite during the time that the activities are available. Keep in mind that after 6 days you will receive a failing grade on the activities.

All online (Supersite) activities are due at 11:59pm Eastern Time on due date.

1) **Supersite.** Online. The Supersite homework consists of various types of activities. For all online activities, you have a **maximum of FIVE attempts** to complete the task correctly.

NOTE: For activities with only two possible answers (e.g., true/false questions) you will be allowed only **ONE** attempt at the activity.

NOTE: Please do the homework frequently. Do not leave the homework for the last minute. You will not finish and you may encounter technological problems. Use the textbook to help you complete the online activities. Activities are due as assigned online. Read the instructions and the whole exercise carefully **before** listening or performing the task. For audio exercises **you may need to listen several times to each exercise.**

Technical difficulties, online homework problems, etc.: Please contact VHL for any technical difficulties or other issues with the Supersite: Visit: support.vhlcentral.com

E-mail: techsupport@vistahigherlearning.com | Call: (800) 248-2813

LANGUAGE LAB - TUTORING CENTER

The Language Lab / the tutoring center is available to any student enrolled in a Spanish class (or any foreign language course). **It is located in the library in Building 4, room 104.** It is designed to help students who need additional time or support in mastering concepts or answering specific topic-related questions. Tutors may answer questions related to online homework, such as confusion with instructions or a particular concept, but they cannot complete assignments for you. Be sure to come to the tutoring center with a particular question(s) in mind.

COMPOSITIONS

There are **two compositions** for this course. You will work in class on the compositions and you will need to **finish them by the end of class** on the date listed on the Course Calendar, on the **in-class writing date**. The compositions will be completed individually. **There are no make-ups for missing the in-class writing:** if the student is not in class on those days s/he will lose credit for the composition and opportunity for instructor feedback, with no exceptions, unless proper documentation for missing class is provided by student. Students who know they cannot be in class during the in-class writing but still want to submit their composition, must meet with their professor (**before the due date**) to complete their composition.

NOTE: NO LATE COMPOSITIONS WILL BE ACCEPTED.

For help during your composition you may ONLY use your textbook and the following online resource:

WWW.WordReference.COM

Further details about the compositions (e.g.: topics, rubric, & editing key) will be provided during the semester as well as posted on blackboard (<https://learn.valenciacollege.edu/>) under the “Composition” tab. **You will be expected to use accents and other diacritic marks and to check for spelling.** Failure to follow the format may result in a lower grade. Writing the composition in English and using an online translating service will not only result in an incredibly bad composition but will also be considered academic dishonesty (see below). Seeking assistance from a native speaker (roommate, friend, co-worker, relative, etc.) is also considered academic dishonesty and will result in a 0 (zero).

CULTURAL PRESENTATION

CULTURAL PRESENTATION: You will prepare a cultural presentation to be presented the last weeks of classes. More details in Blackboard (<https://learn.valenciacollege.edu/>) under the “Cultural Presentation” tab.

Every student is expected do their presentation between 4 to 5 minutes that will count as **7%** of your total grade

IMPORTANT: The day of your presentation you need to have your presentation ready in a memory stick/flash drive ready for quick access (Do not Save/Send your presentation in your own E-mail). If you do not have access to a flash drive/memory stick, you need to **e-mail me** your presentation the morning prior to the day that you present.

Cultural Presentation Projects:

For your Cultural Presentation, You are expected to present your project with good, detailed & clear **visual aids (pictures) via PowerPoint (you may NOT use Prezi).**

Make sure to follow the guidelines below for a successful presentation.

1. Include a variety of clear visual aids for each cultural aspect that you will be describing to the class.
2. Present your project via PowerPoint & make sure to **do Spell Check** to avoid any spelling mistakes.
3. **Include a map** of your country indicating where it is located.

4. You may present in either Spanish but **it is recommended that you present in English** but stay within the 4 minute to 5 minute limit for your presentation.
5. Cite at least 5 different sources in MLA style (at the end of your presentation).
6. **Make sure that you do a comparison with your own culture.**
7. **Do not read off your presentation**; practice it multiple times before hand to make sure you are comfortable presenting it in your four minute time span.
8. On your PowerPoint presentation include descriptions of your visual aids but **DO NOT write out everything you are going to say in each slide** – as you will be presenting this information, not reading it.
9. In your presentation you should make sure to **include multiple Important / Unique Traditions, as well as celebrations** and important holidays.

ACADEMIC DISHONESTY & STUDENT CONDUCT

ACADEMIC DISHONESTY:

You are responsible for understanding what constitutes academic dishonesty which is set forth in the admission's catalogue and the student handbook. In this Spanish class — as in any class—each student must work **completely alone** on anything (homework, exams, quizzes, composition) turned in for a grade. Therefore, the following cases would be included under academic dishonesty:

- Working with one or more other students on homework that is to be turned in for a grade, unless specifically directed to work in groups by the professor.
- Copying another student's homework, copying homework from other resources like the internet.
- Passing information about the content of an exam to another student.
- Using an online translation service to write a composition.
- Self-plagiarism: re-submitting previously submitted work from another course.

Violation of academic integrity includes copying homework or otherwise turning in work that is not original to you. Cheating in this case applies both to the copier and the person who allows his/her work to be copied. If students believe they are wrongfully graded they must approach their instructor with an explanation. We encourage you to study with others, but not to produce any work submitted for a grade under the direction of others (including internet resources or resources of any other kind). If a student's work is found to fit any of the academic dishonesty cases, **the assignment, quiz or exam submitted will automatically receive a grade of zero.** If a student is caught cheating on one activity in WebSAM the student will receive a 0 for all activities completed in that one Lesson, not just the single activity.

STUDENT CONDUCT:

Valencia College is dedicated to promoting honorable personal and social conduct. By enrolling at Valencia, a student assumes the responsibility for knowing and abiding by the rules articulated in the Student Code of Conduct (6Hx28:10-03). The instructor reserves the right to refer students who engage in activities that are disruptive to the learning environment to the Dean of Students for disciplinary action. The following list, though not exhaustive, includes things which are disruptive to the learning environment:

- Use of any electronic devices including but not restricted only to: Cell phones, iPods, and laptop computers (documentation from OSD will be taken into consideration).
- Preparing homework for other courses during class.
- Engaging in private conversations in English with classmates while class is in session.
- Excessive tardiness
- Leaving and re-entering the classroom while the class is in session.
- 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. Sending an e-mail will not be an excuse. Make sure you have the contact information of some of your classmates.

- Students should bring the textbook and any other material required for class.
 - During exams, students may not leave the room or receive phone calls.
- Emails with specific questions will be answered 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 during my office hours.
- In addition, Valencia College strives to provide a drug-free learning environment for all those involved in the academic experience. Our policy is as follows:

POLICY: In compliance with the provisions of the Federal Drug-Free Schools and Communities Act of 1989, Valencia College will take such steps as are necessary in order to adopt and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by Valencia College students or employees on college premises or as part of any college activity.

VALENCIA COLLEGE 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://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

STUDENTS WITH SPECIAL NEEDS: Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. Please contact (campus phone number) for more information.

For east the number is Ph: 407-582-2229

Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

Setting up your 'AVENTURAS' Supersite account and enrolling in your Instructor's course

In order to see and submit your assignments & receive important announcements, you will need an account, a Supersite code, and you will need to enroll in your Professor's course.

PURCHASING A SUPERSITE CODE

This class requires technology access. This access allows you to complete and submit assignments and tests; access all media and study tools; receive announcements; and communicate with your instructor.

Shop smart: only buy books that include the required Supersite code!

You will spend more if you purchase the textbook and code separately. New textbooks purchased at the bookstore will include this code. Most books that are sold online or used DO NOT include the access code. Always check that what you are buying includes the code.

For value-priced packages, and free shipping, visit www.vhlcentral.com/store

SETTING UP YOUR ACCOUNT (on VHLCentral for your Online Homework)

RETURNING STUDENTS

If you have an existing account for VHLCentral, for your textbook's Supersite, or for another Vista Higher Learning textbook, complete these steps:

- Go to VHLCentral (the link will open in a new window): <https://www.vhlcentral.com/>
- Log in using your existing account information.
- To redeem a new Supersite code, click the "Redeem a code" link. Then complete the items below in "Step 3 - Activate Code" of the NEW STUDENTS section.
- To enroll in your Professor's course, click the "Enroll in a course" link. Then complete the items below in "Step 5 - Select a Course/Class". Look for & select your professor's course: **Professor "Salto"** & the course' name **'Fall 2017 Spanish 1121 ...'** and the correct CRN number, correct TIME you take the class.

NEW STUDENTS

If you are **new** to Vista Higher Learning, complete these steps:

Step 1 - Go to VHLCentral

To begin, go to vhlcentral.com (the link will open in a new window).

Step 2 - Create an Account

- In the "Login Information" section of the account creation page, enter a username of your choice.
- Enter the email address you would like to associate with your account (**We recommend you use your Valencia Email**).
- Enter and confirm a password of your choice.
- In the "Personal Profile" section, enter your first and last name as it appears in your Instructor's roster.
- Select the year of your birth from the drop down list.
- Enter a student ID (optional).
- In the "Security Information" section, you will provide the answer to a secret question, which may later be used to help you access your account if you forget your password.
- After you enter all of the information, click "create an account."
- Click "agree." (Before your account is created, you must agree to the terms and conditions of use policy.)

Step 3 - Activate Code

- On the code activation screen, enter your Supersite code.
- Click "activate code" to continue.
- Look for a flash alert confirming that the code was successfully redeemed.

Step 4 - Select a School

- Locate your school by typing your school's name, Valencia College -East/ Winter Park. To narrow the search results, include the city and state Orlando, FL, (or country, if outside of the USA) in which your school is located.
- Click "find." If the terms you entered did not result in a successful search, follow the on-screen tips to revise your search.
- Select your school from the list by clicking the radio button next to the school name.
- Click "select school" to add the school to your account.
- Look for a flash alert confirming you successfully added the school.

Step 5 - Select a Course/Class

- From the list of available classes at your school for your textbook's Supersite, look for your **Professor "Salto"** And the course' name **'Fall 2017 Spanish 1121 ...'** and the correct CRN number & class time.
- Click the radio button for the specific CRN for your course section with both your correct DAY (of the week), and TIME (of the day). If more than one class is listed for your Professor, click the information icons in the class listings until you locate the section.

Click Save. You should see a confirmation that you successfully enrolled in your instructor's course.

DISCLAIMER STATEMENT

This Syllabus 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.

Any of the above information might be changed at the professor's discretion.