

Course Syllabus

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SPAN 1120 Elementary Spanish I - (Online)

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Instructor Contact

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Office Hours:

Click here on the "[Office Hours](https://online.valenciacollege.edu/courses/221119/pages/office-hours) (https://online.valenciacollege.edu/courses/221119/pages/office-hours)." link.

Catalog Description:

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

This class is Not open to Native or Heritage Spanish Speakers.

Native Speaker: a student born and raised in a Spanish-speaking country.

Heritage Speaker: a student who learned or was exposed to Spanish outside of the classroom setting at a young age (such as through their family, parents, grandparents, etc.)

Prerequisite:

None

SPN 1120:

This course is an introduction to the Spanish language and culture. It is the first class of two semesters. The purpose is to introduce you to the experience of learning a foreign language, and give you the basic tools to continue your other Spanish courses. The level of proficiency you attain will depend on you as the student.

This course requires **self-discipline and time commitment**. This is not a self-paced course. All assignments, activities, and assessments are due according to the calendar of deadlines (the [Course/Assignment Schedule](https://online.valenciacollege.edu/courses/221119/pages/course-schedule) (https://online.valenciacollege.edu/courses/221119/pages/course-schedule)) found on Canvas and [VHL Central Supersite](https://online.valenciacollege.edu/courses/221119/pages/vhl-supersite) (https://online.valenciacollege.edu/courses/221119/pages/vhl-supersite) websites. The VHL Supersite is your classroom in this online course, and it is **35%** of your total grade. Failure to complete VHL will result in you not succeeding in this course. Keep in mind that going out of town, vacations planned during the semester, and work are not excuses for not completing work. Only under extenuating circumstances will your professor make exceptions to the deadlines. If you feel you lack the self-discipline, motivation, and time required to be successful in this course, you may want to consider the classroom setting instead. Keep up with the pace of the course and ask for help as soon as you feel you need it.

Course Objectives:

At the end of the semester students are expected to use the target language to speak, listen, write and read in order to perform the following communicative functions:

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

The linguistic objective is for the student to communicate at a novice high level of proficiency (according to the American Council of Teachers of Foreign Language proficiency guidelines) when communicating in the target language.

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 the proficiency level targeted in the course).
- Gain knowledge and understanding of **Cultures** of the Hispanic world.
- **Connect** with other disciplines and acquire new information.
- Develop awareness of similarities and differences (**Comparisons**) among language and culture systems around the world.
- Use the language and the knowledge gained in the course to build and participate in **Communities** at home and around the world.

ACTFL Proficiency Guidelines for novice high level of proficiency are that the student can:

SPEAK: Manage simple and formulaic communicative tasks in straightforward social situations.

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 needs.

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

WRITE: Meet limited basic writing needs using lists, short messages, and simple notes.

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 (paired and virtual chat activities using VHL Supersite); 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.

Language Learning Tips: Food for thought.

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 Text:

'Portales 2.0', author Jose Blanco; Vista Higher Learning

Access code with book bundle ISBN: 978-1-5433-7437-7

or

Access Code only with E-Text ISBN 9781543368291

For this class, you can use either digital format or digital format plus print.

Vista Higher Learning: You can buy the *'Portales'* book and access code in digital + loose leaf print format for **12-month access** (this is the recommended and cheapest choice), you can purchase it directly from the publisher's website the [Vista Store](https://vistahigherlearning.com/store/school/valenciacollege/portales-2-0.html?pgi=a3W4A000000AJA1UAQ%20) <https://vistahigherlearning.com/store/school/valenciacollege/portales-2-0.html?pgi=a3W4A000000AJA1UAQ%20>, they also have the option for an electronic book only (the e-book) for a slightly lower price. **Note that you need the 12 month code**. When it asks you to create an account, please use your Valencia email.

Alternatively, you can buy it, although more expensive, from the [Valencia Book Store](https://www.valenciabookstores.com/buy_textbooks.asp) https://www.valenciabookstores.com/buy_textbooks.asp. Only the loose leaf packet version is available.

For this class you can use either digital format or digital format plus print.

Materials/Technology Requirements:

- A reliable computer with up to date operational system capable of running the required browsers (only Firefox or Google Chrome) and required programs.
- A soundcard and speakers (or earphones)
- A hi-speed modem (Cable or DSL strongly recommended to access audio and video without delays)
- A dependable Internet Service Provider (ISP)
- A working Valencia E-mail address
- Webcam/microphone: Most computers come with an integrated microphone, but it is better to purchase one to avoid audio background noise. You will need this to complete your projects and activities in the [Supersite \(https://online.valenciacollege.edu/courses/221119/pages/vhl-supersite\)](https://online.valenciacollege.edu/courses/221119/pages/vhl-supersite) and in Canvas.
- Canvas App - Downloading the Canvas App is recommended

Evaluation and Grading:

Letter Grade	Points	Assignment	Percentage of Grade
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A	90 – 100%	Cultural Project (Research Project / Presentations)	7%
B	80 – 89%	Compositions (2)	6%
C	70 – 79%	VHL Supersite/e-book Online Activities/Homework	35%
D	60 – 69%	Participation: Participation via Assignments on Canvas, & Canvas Discussions/Orientation quizzes/Introduction Video/Create VHL account first week/ & other	5%
F	0 – 59 %	Lesson Exams (Top 3 of 4)	18%
		Midterm Exam	6%
		Oral Assessments (including the Final Oral Exam)	8%
		Final Written Exam	15%
		Total	100%

Incompletes:

<https://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattempts/coursewithdrawal/> An Incomplete grade may be assigned if you are progressing satisfactorily and, for valid reasons (emergencies such as serious illness or death of a family member), cannot complete the work of a course within the time constraints of the term. It is your responsibility to consult with your professor to determine if you qualify for the incomplete grade.

Foreign Language courses are not self-paced, and part of the assessments require students to communicate and collaborate. For that reason, an Incomplete will be considered if the student has satisfactorily completed 85% of the course or more after the professor's assessment.

(College Policy: [6Hx28: 4-7: Academic Progress, Course Attendance, and Grades, and Withdrawals](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcatalog.valenciacollege.edu%2Facademicpoliciesprocedures%2Fincompletes%2F4-07-academic-progress-course-attendance-and-grades-and-withdrawals.pdf&data=05%7C02%7Cjsalto%40valenciacollege.edu%7Cf9bd67a77bcb490549e308dd2d942480%7C0e8866953d1741a88544135b0a92a47c%7C0%7C63871683648) (<https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcatalog.valenciacollege.edu%2Facademicpoliciesprocedures%2Fincompletes%2F4-07-academic-progress-course-attendance-and-grades-and-withdrawals.pdf&data=05%7C02%7Cjsalto%40valenciacollege.edu%7Cf9bd67a77bcb490549e308dd2d942480%7C0e8866953d1741a88544135b0a92a47c%7C0%7C63871683648>))

Course Attempts & Course Withdrawal:

Agencies and organizations that provide financial assistance/scholarships (federal and state government, businesses, etc.) may have requirements relative to withdrawal, course repeats, and grade forgiveness that are more stringent than those described below. It is your responsibility to verify the effects of enrollment and/or withdrawal upon your financial assistance (financial aid, scholarships, grants, etc.).

According to State Rule 6A-14.0301, you may attempt the same course only three times at Valencia College including the original grade, repeat grades, and withdrawals at any point in the term. The same course usually means the subject prefix and course number are the same when posted on a Valencia College transcript. Courses that have been deemed equivalent will all count as attempts even if the current course number is not the same as your previous attempt(s). Being enrolled in a course for credit beyond the Drop/Refund Deadline counts as an attempt. The Drop/Refund Deadline for each term is listed in the [Important Dates and Deadlines](https://valenciacollege.edu/academics/calendar/) (<https://valenciacollege.edu/academics/calendar/>) document.

Registration Information & Withdraw Policy

1. It is also your (the student's) responsibility to withdraw from a course if you stop attending class. The last date for students to **Withdraw from a course and receive a "W"** is listed at the bottom of the [Course Calendar](https://online.valenciacollege.edu/courses/221119/pages/course-schedule/) (<https://online.valenciacollege.edu/courses/221119/pages/course-schedule/>), as well as in the [Valencia website](https://valenciacollege.edu/academics/calendar/) (<https://valenciacollege.edu/academics/calendar/>), in the **'Important Dates & Deadline'** (<https://valenciacollege.edu/academics/calendar/>). Calendar link.
2. If you have questions about placement once the course begins, please e-mail me **immediately** and explain your concern.

Withdrawal from a Course Policy:

<https://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattempts/coursewithdrawal/>
<https://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattempts/coursewithdrawal/>

1. A student is permitted to withdraw from a class on or before the withdrawal deadline, as published in the College calendar. A student is not permitted to withdraw from a class after the withdrawal deadline.

2. A faculty member is not permitted to withdraw a student from their course throughout the semester.
3. Faculty members, however, must certify that students are actively attending a course during the first week of classes, during the no-show period. If students do not attend class/complete an online assignment, during the first week of class, student will be withdrawn as a 'No show' during this period at the beginning of the semester.
4. A student who withdraws from a class before the withdrawal deadline will receive a grade of "W." 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**.
5. 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.

VERY IMPORTANT: College policy requires that students who are not attending class during the first week of classes be withdrawn from the course. In an online class, attendance is documented by participation. Your orientation quiz is proof of attending the first week of classes. Thus, it is very important that during the first week of class, you complete the new student orientation, create your supersite account, and complete the orientation quiz. Failure to do so will result in being withdrawn from the course.

Assessments:

Lesson Tests (18%):

LESSON EXAMS:

All lesson tests will be administered online using Canvas via computer under time constraints. Keep in mind Canvas does not support test-taking with your phone or tablet. Make sure you are using Chrome as your browser. The best preparation method for tests is by keeping up with your class work, online homework, and assignments on Canvas. Tests will be administered at the end of each lesson accessed within Canvas in the Learning Modules for each chapter. The professor will drop the lowest lesson test grade. If you miss a test, that will be your lowest grade. The lowest dropped test grade policy does not apply to midterm or final since those are separate grades. **Important:** The use of vocabulary and grammar not learned in class will result in a failing grade for all assignments on Canvas.

There are **four Lesson exams** in this course (one exam for each of the Lessons covered in this course – Lesson 1, Lesson2, Lesson 4, & Lesson 5). **Note that the lesson exams (as well as the Midterm & Final) are Not opened book nor open notes exams.** 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. 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 must be taken on the dates assigned on the [Course Calendar \(https://online.valenciacollege.edu/courses/221119/pages/course-schedule\)](https://online.valenciacollege.edu/courses/221119/pages/course-schedule). **No makeup tests are available without explicit written consent of your professor, which will only be granted for legitimate extenuating circumstances.** Each Test (Lesson Exam/Midterm/Final/etc.) on Canvas will be open to take within a 3-day window, so plan accordingly, as to when you will sit to complete your tests.

Tech issues:

Occasionally your server, computer, or Canvas has an error while you are taking a quiz or an exam, and you need to have the exam or quiz reset. If that happens, you can contact me to help you if I can—only if the deadline has not passed. Please be aware of and consider my office hours. If you email me at 11:00 pm when your quiz is due by 11:59 pm that same day, you should not expect a response from me before the deadline. If you send an email after the deadline, you will not be able to take the quiz or exam that you missed. Please plan accordingly. After sending the email, continue checking your email for additional notifications from me about the course of action you should take after your issue is resolved. You should also contact Valencia's tech support for additional help prior to contacting me. Note that should not wait until one hour before the due time to attempt to complete your assignments on Canvas.

Note: If you miss an exam you will receive a 0 (zero). You only have one attempt for each exam. If you have technical problems you should contact me immediately via email at Jsalto@valenciacollege.edu (<mailto:Jsalto@valenciacollege.edu>), and then continue checking your email for additional notifications from me about the course of action you should take after your issue is resolved. Note that you cannot wait until one hour before the due time to attempt the test then email me regarding any problems you encounter because you will miss the deadline.

Final Exam:

You will take one final comprehensive exam per semester (which will cover all the material covered throughout the semester). **The Final Exam will include listening, reading, writing and an essay writing section. The Final Exam will be on the scheduled date listed during Finals Week. Do not make other plans for the days during Finals until you know the exact date and time of your scheduled Final Exam. 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 1, Lesson 2, and Lesson 3. THE MIDTERM EXAM IS 6 % OF YOUR GRADE.

ORAL EXAMS / Oral Assessments: There are also **three oral assessments** which counts toward **8%** of your final grade. Two of these assessments will be recorded online via Canvas and the last, final oral exam will take place some time during the last two weeks of class. Further information about the oral exam can be found below & detailed information (e.g. topics, rubric, date, etc.) will be available under the 'Module' section on Canvas (<https://online.valenciacollege.edu/login/canvas>) (<https://online.valenciacollege.edu/login/canvas>), as well as on the Course Calendar.

Midterm (6%) and Final Exam (15%):

The goal of the midterm and final exams is to assess your ability to assimilate what you have learned about Spanish grammar, vocabulary, language, and culture in the lessons up to that point in the course. The final exam will be comprehensive and cumulative in nature. The midterm and final exams will consist of listening, reading, and writing sections in which you will demonstrate your overall knowledge of the course material. The test is not curved and no make-up test will be given. Check [Course / Assignment Schedule \(https://online.valenciacollege.edu/courses/221119/pages/course-schedule\)](https://online.valenciacollege.edu/courses/221119/pages/course-schedule) for Midterm Exam and Final Exam date.

Honorlock - Online Remote Proctoring system

“Honorlock” will proctor all your Exams this semester. “Honorlock” is an online proctoring service that allows you to take your exam from the comfort of your home. You Do Not need to create an account or schedule an appointment in advance. “Honorlock” is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection.

To get started, you will need the Google Chrome browser and to download the “Honorlock” Chrome Extension. You can download the extension at www.honorlock.com/extension/install ([http://www.honorlock.com/extension/install](http://www.honorlock.com/extension/install%C2%A0)).

When you are ready to take your exam, log into Canvas, go to your course, and click on your exam. Clicking “Launch Proctoring” will begin the “Honorlock” authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room and desk. “Honorlock” will be recording your exam session by webcam as well as recording your screen. “Honorlock” also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it is on a secondary device.

“Honorlock” support is available 24/7/365. If you encounter any issues, you may contact them by live chat, phone (844-243-2500), and/or email support@honorlock.com (<mailto:support@honorlock.com>). There are also detailed instructions on how to use “Honorlock” listed in the Orientation Module. You can also find additional information regarding Honorlock by clicking on this link:

[Valencia Online Proctoring \(https://valenciacollege.edu/faculty/canvas-resources/online-remote-proctoring.php\)](https://valenciacollege.edu/faculty/canvas-resources/online-remote-proctoring.php)

Privacy Notice: Valencia has an obligation to ensure the integrity of the online learning space, as it does for all learning and testing environments. In online courses, the testing environment may include electronic spaces and any physical locations where tests are taken. Valencia will protect information from the online testing environment just as it protects personal information you may provide during the admissions process, for tuition or financial aid purposes, or to the Office of Students with Disabilities. Under Valencia's contract, Honorlock is acting on Valencia's behalf and is obligated to protect your personal information, and Honorlock may not share it with any person or company outside Valencia.

Compositions (6%):

You will write a minimum of two compositions in Spanish.

The purpose of these assignments is to assess your understanding of the material covered in the lessons and to prepare you for your chapter test, midterm, and final exams. The use of electronic translators, ChatGPT or unauthorized assistance (such as a Spanish-speaking friend) is strictly forbidden. **You are only allowed to use vocabulary and grammatical forms learned in this course. If you use any vocabulary or grammar not yet learned in this course, you will receive a failing grade as your grade for the assignment.** Make sure you follow instructions carefully when completing any assignment. You will find the instructions for the compositions in the learning modules. Make sure you read and follow instructions carefully.

Technical issues with assignments must be communicated via email before the due date/time and after contacting Canvas.

Oral Assessments (8%):

There will be **three oral assessments**. These assessments will be recorded online via Canvas.

Further information about the oral exam can be found below & detailed information (e.g. topics, rubric, date, etc.) can be found on the Modules on Canvas (<https://online.valenciacollege.edu/login/canvas>) as well as on the Course Calendar. **You are only allowed to use vocabulary and grammatical forms learned in this course. If you use any vocabulary or grammar not yet learned in this course, you will receive a failing grade as your grade for the assignment.** Make sure you follow instructions carefully when completing any assignment. You will find the instructions for the compositions in the learning modules. Make sure you read and follow instructions carefully.

Cultural Presentation:

You will prepare a cultural presentation to be presented via a Discussion Board Assignment on Canvas. Every student is expected to do their presentation between 4 to 6 minutes that will count as **7%** of your total grade. More details in Canvas (<https://online.valenciacollege.edu/login/canvas> (<https://online.valenciacollege.edu/login/canvas>)) under the “**Cultural Presentation / Research Project** (<https://online.valenciacollege.edu/courses/221119/pages/project-cultural-presentation-instructions-and-evaluation-information>)” assignment. IMPORTANT: An example of what your presentation is supposed to look like is provided in the instructions on Canvas. And prior to this assignment, you will have to turn in a **detailed Outline** (<https://online.valenciacollege.edu/courses/221119/pages/outline-template-for-project-spanish-speaking-country-cultural-presentation>) of the information that you will be presenting in your presentation. It is your responsibility to carefully read the details of both the assignments/requirements provided on Canvas.

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. First you need to click on the **Signup document** (located under the instructions page of the Research project Module) and write your name next to the country that you will be presenting on; every student will be presenting on a **different** country (whoever signs up first, gets first choice on the country that they want to present on).
2. After you have signed up for one of the Spanish speaking countries; you will need to research that country. This is a research project, so you will need to **cite at least 5 different academic sources both in your Outline AND** at the end of your **video presentation**. Academic sources include books or government or educational websites (not personal website nor Wikipedia – these are not considered academic resources).
3. Include a variety of clear visual aids (pictures) for each cultural aspect that you will be describing.
4. Present your project **via video (or a PowerPoint saved as a video file)** & make sure to do Spell Check to avoid any spelling mistakes.
5. **Include a map** of your country indicating where it is located.
6. You need to **present in English** but stay within the 4 minute to 6 minute (max) limit for your presentation.
7. **Make sure that you do a comparison with your own culture and the country that you are presenting**.
8. **Do not read off your presentation**; practice it multiple times before hand to make sure you are comfortable presenting it in your four to 6-minute time span.
9. On your **video** 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**.
10. In your presentation you should make sure to **include multiple Important / Unique Traditions, as well as celebrations & important holidays**.

Supersite Activities - Online Homework (35%):

VHL Supersite (<https://online.valenciacollege.edu/courses/221119/pages/vhl-supersite>) is one of the two learning management systems you will use in this course. These activities are your class work–learning activities. The activities assigned in the VHL Supersite and “vText” (https://reader.vhlcentral.com/portales12e/student-edition/vol1-2e_vtext?rid=0#/book/vol1-2e_vtext)” are listed in the ‘Dashboard’ as well as under the **Calendar** in the “Assignment” tab on the VHL Supersite website. The activities assigned represent extensive communicative practice that will assist students internalizing the language. These activities are graded and averaged as part of the overall ‘VHL Supersite’ grade for the course. VHL Supersite activities will need to be completed by the dates that appear in the VHL Supersite calendar (which is located under the “Assignments” tab on the right-hand corner on the VHL Supersite website). Other assignments might be graded differently, depending on the type of activity. Late Supersite activities incur a penalty of 5% reduction for each day they are late. Submissions after 19 days of the due date will obtain a zero grade. If you do not have a physical textbook, you can access the digital textbook format by clicking on the “vText” (https://reader.vhlcentral.com/portales12e/student-edition/vol1-2e_vtext?rid=0#/book/vol1-2e_vtext)” link on the **VHL Central website** (<http://www.vhlcentral.com>) under the ‘Learning Tools’ tab on the top right-hand corner on the VHL Supersite website.

As with any website, you might experience tech issues with the VHL Supersite. Make sure you report tech issues to the VHL Supersite tech support. Do not email me before you do that. Any email referring to tech issues with VHL Supersite should include the incident report number they will provide you.

All activities are due at 11:59pm Eastern Time on due date.

- **Supersite.** The Supersite homework consists of various types of activities. For all online activities, you have a maximum of **Nine** 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.

All online (Supersite) homework is due by 11:59 PM the night before the next class period.

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

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

support.vhlcentral.com (<http://support.vhlcentral.com/>)


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

You can also click on the following **attachment for Vista's Support Resources for Students** (<https://online.valenciacollege.edu/courses/221119/files/58724905?wrap=1>) ↓ (https://online.valenciacollege.edu/courses/221119/files/58724905/download?download_frd=1) .

Recording activities: There are activities in which you will need to record your answers via a recording of yourself in Spanish. These activities will be part of your oral assessment grade.

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

- Post an original comment/video recording as per the instructions of the assignment.
- Read/Watch at least five other responses.
- Reply to a minimum of three (3) or more peers' responses by the due date.

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

- You are required to post before midnight on the Due Date and will have until two days later to respond to other students.
- Do not post to comments with original postings that have five (5) responses.
- Not replying to peers will be considered an incomplete assignment. Make sure to read the instructions.
- Technical issues with assignments must be communicated via email before the due time and after contacting Canvas.

Zoom:

For this class, we will use Zoom for a mandatory meeting (Meet your professor). This assignment(s) will be scheduled using Canvas Calendar. You might have Zoom sessions scheduled to complete other assignments for this course.

Our class sessions will all be audio-visually recorded for students in the class to refer to and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image agree to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who unmute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live.

Tutoring

The [Language Lab \(https://valenciacollege.edu/students/learning-support/east/language/\)](https://valenciacollege.edu/students/learning-support/east/language/) offers in-person tutoring that is available to any student enrolled in a Spanish class (or any foreign language course). **It is located in the East Campus library, first floor in Building 4, The Learning Support Center.** 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.

Please note that Valencia also offers [Online Tutoring \(https://libguides.valenciacollege.edu/c.php?g=1014597&p=7348794\)](https://libguides.valenciacollege.edu/c.php?g=1014597&p=7348794) or 'Distance Tutoring' via Zoom as well for a number of different courses including for Foreign Languages (which includes Spanish). You must make an appointment with a Tutor to meet via Zoom.

A third option for online Tutoring offered by Valencia can be accessed by clicking on the "[Brainfuse !\[\]\(cf531ed27e91483460120fcc057b3901_img.jpg\)](https://www.brainfuse.com/highed2/home.asp?a_id=48321F9B&ss=&r=) (https://www.brainfuse.com/highed2/home.asp?a_id=48321F9B&ss=&r=)." tab on the bottom left-hand Navigation bar here on Canvas.

Email: Email will be an integral part of this course. Make sure you:


- Check your email often, at least once a day (this is required). Any instructions will have due dates for your response.
- **Please, always write in the subject line Elementary Spanish I online and the course section number (CRN).**
- **Do not use personal emails. You will not receive a response.**
- Use a greeting and a closing. Treat university email as regular mail, not as text messaging.
- Do not use the VHL Supersite email or personal email. You will not receive answer.
- Any email referring to tech issues with Supersite should include the incident report number they will provide you.
- Be patient. Don't expect an immediate response when you send a message. I will get back to you within 24 to 48 hours Mondays – Fridays or sooner. Weekend emails will be answered on the next business day. Set up your Canvas account to receive emails or get the Canvas App so you do not miss any email or announcement.
- You can use the discussion board in Canvas to ask questions to other students in the class. This discussion board is called "El Café Latino" Just remember that this discussion board is exclusively for the students to help each other and I will not reply to any emergencies or questions about your grade within this discussion board.
- Be courteous and considerate. Being honest and expressing yourself freely is very important but being considerate of others online is just as important as it is in the classroom.
- Make every effort to be as clear as possible in your communications. Online communication lacks the nonverbal cues that fill in much of the meaning in face-to-face communication.
- Do not use all caps. This makes the message very hard to read and is considered "shouting." Check spelling, grammar, and punctuation (you may want to compose in a word processor, then cut and paste the message into the discussion or e-mail).
- Break up large blocks of text into paragraphs and use a space between paragraphs.
- **Sign your e-mail messages and include the course you are taking.**
- Never assume that your e-mail can be read by no one except yourself; others may be able to read or access your mail. All emails and communications at Valencia College are public record.
- Make sure you check email daily (required). Any instructions will have due dates for your response. If you email because of tech issues, they should be resolved before due time.

Participation/ Canvas Discussions (5%):

You are required to complete the activities listed in the discussion board, then to check regularly to review the responses of other students, and to add follow-up comments whenever applicable to contribute to the academic discussion thoughtfully and with detail. I will be monitoring your progress and the quality of your responses throughout the course. To receive full credit you are required to post one original comment and reply to 5 or more postings.

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

- Post an original comment by the Due Date
- Read at least seven other responses
- Reply to a minimum of five (5) or more peers' responses within two days of the Posting deadline

- Observe the Rules of Netiquette when posting responses. For more information go to: <http://www.albion.com/netiquette/corerules.html> 
- You are required to post before midnight and will have until two days of the Posting deadline to respond to other students. No late postings will be accepted.
- Do not post to comments with original postings with that have five (5) responses.

In addition to discussions, this percentage of your grade also includes your orientation quiz, setting VHL account first week of classes, and other activities that will be announce during the semester.

Participation Policy:

Attendance is required for this online course. You are responsible for all material and announcements posted on Canvas, under the Announcements & via your Valencia College email. It is your responsibility to contact your professor regarding questions on missed activities and assignments.

ATTENDANCE POLICY:

First Week:

Attendance during the first week of classes is mandatory. Anyone who does not complete any of the assignments due on Canvas during the first week of class will be withdrawn as a "No Show".

Attendance Policy During the Semester:

Attendance in an online class is based on a student's completion of assignments, quizzes, discussion board postings, tests (among other assignments). Keep in mind that going out of town, vacations planned during the semester, or work are Not excuses to not complete your work. Make sure you have Internet Access all semester.

This is Not a self-paced course and assignments are open every week as per the [Course Schedule \(https://online.valenciacollege.edu/courses/221119/pages/course-schedule\)](https://online.valenciacollege.edu/courses/221119/pages/course-schedule) on Canvas. We will complete all assignments Due on Canvas using the 'Modules (<https://online.valenciacollege.edu/courses/221119/modules/2025721>)' and assignments & due dates listed under each Module on Canvas. Missing assignments and assessments may result in failing the course.

Important: If you stop participating in the course, you will receive the grade reflected by the work completed in it. **The instructor will Not withdraw you from the course.** If you wish to Withdraw from the class, it is your responsibility to Withdraw from the course by the 'Student-initiated Withdraw Deadline. This date can be found on Canvas at the bottom of the [Course Schedule \(https://online.valenciacollege.edu/courses/221119/pages/course-schedule\)](https://online.valenciacollege.edu/courses/221119/pages/course-schedule).

For severe **medical conditions** that result in excessive absences, consult the Dean of Students concerning Valencia's medical withdrawal policy. International students, and students receiving financial aid, should be aware of how a "W" will affect their status.

<http://international.valenciacollege.edu/current-students/maintaining-visa-status/> (<http://international.valenciacollege.edu/current-students/maintaining-visa-status/>)

http://valenciacollege.edu/finaid/satisfactory_progress.cfm ([http://valenciacollege.edu/finaid/satisfactory_progress.cfmLinks%20to%20an%20external%20site.\)](http://valenciacollege.edu/finaid/satisfactory_progress.cfmLinks%20to%20an%20external%20site.)


<https://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/> (<https://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/>)

<https://catalog.valenciacollege.edu/search/?search=attendance+and+financial+aid> (<https://catalog.valenciacollege.edu/search/?search=attendance+and+financial+aid>)

Exceptions will be determined on a case-by-case basis for extremely extenuating circumstances, such as, but not limited to, complications regarding pregnancy, lengthy hospitalization as a result of a major medical condition, family illness, or military service.

Regardless of the reason for an absence, it is the student's responsibility to follow the professor's policies regarding making up missed assignments. Failure to do so promptly may put the student at risk of failing the course.

Mask policy and CDC Physical Distancing Guidelines

The health and safety of everyone at the college is our top priority. Therefore, anyone going to campus is encouraged to wear masks indoors and maintain physical distancing. If you do not have a mask, the college can provide one for you. You may find it helpful to refer to current research on the importance of masking for public safety. Feel free to check out the CDC guidelines on masking, [located at this link](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html)  (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>).

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. Valencia College expects all members of our campus community to wear masks indoors.

Important: If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible to create a plan for the best course of action. In the case of 'absence' from an online course or a prolonged online absence of one week or more, continuation in the course will be determined on a case-by-case basis through discussion between you and the professor.

Note that regardless of the reason for an absence from the course, it is the student's responsibility to follow the professor's policies regarding making up missed assignments. Failure to do so in a timely manner may put the student at risk of academic penalty as indicated in the attendance policy on the professor's syllabus.

If you find yourself feeling unwell and suspect you might be experiencing symptoms of COVID-19, test positive for COVID-19, or have been in close contact with someone who has the COVID-19 virus, please stay home. Please also report this to Valencia's COVID-19 case manager Tanya Mahan, at COVIDillness@valenciacollege.edu (<mailto:COVIDillness@valenciacollege.edu>), so the College can determine how to best support you. 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%7Cygonzalez%40valenciacollege.edu%7C62feb14c725f48674ec808d9627c210d%7C0e886f>)

Disability Statement:

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 your home campus for more information." For the East campus the number is Ph.: 407-582-2229. Here is the link to Valencia's OSD website: <http://www.valenciacc.edu/osd> ↗ (<http://www.valenciacc.edu/osd%C2%A0>)

Statement of support for students with food/housing/financial needs:

Any student who has difficulty accessing sufficient food to eat, or who lacks a safe and stable place to live, and believes this may affect his or her performance in the course, is urged to contact a [Counselor in the Advising Center](https://valenciacollege.edu/students/advising-counseling/) (<https://valenciacollege.edu/students/advising-counseling/>) for information about resources that may be available from the college or community.

BayCare

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 by contacting 'BayCare'.

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.

TITLE IX

Valencia College strives to be a place free from all forms of discrimination. Title IX protects students from discrimination based on sex including protection against sexual violence, domestic violence, and stalking. This also includes protections for students who are pregnant or may become pregnant. If you experience sexual violence, domestic violence, or stalking and would like assistance there are several options available to you. Valencia partners with the Victim Service Center of Central Florida which is a confidential resource available 24/7. They can be reached by calling 407-497-6701. If you would like assistance on campus, you can go to valenciacollege.edu/eo or contact Valencia College's Title IX and Equal Opportunity Officer, Ryan Kane, by emailing rkane8@valenciacollege.edu. If you would like to report to law enforcement, you may visit Campus Security or call 911.

Please note that there are no confidential resources on campus. As your professor, I am required to report any information mentioned in this statement to the appropriate campus resources. This will include your name, and detailed information shared with me. We take privacy very seriously at the College and only those who have a legitimate need to know the information will be provided with this information.

If you have more questions about Title IX or the College's response, please visit valenciacollege.edu

Student Conduct:

You are responsible for understanding what constitutes academic dishonesty which is set forth in the admission's catalog and the student handbook. In this Spanish class — as in any class—each student must work alone on anything (homework, exams, discussions, writing assignments, etc.) 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 online (or from Google or Wikipedia)
- Passing information about the content of an exam to another student
- Using an online translation service to write any assignment for the course
- Self-plagiarism: re-submitting previously submitted work from another course (or a previous course), once again for another grade.
-

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 as soon as they receive their graded assignment. 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 receive a grade of zero.** If a student is caught cheating on one activity in the VHL Supersite the student will receive a 0 for all activities completed in that one Chapter, not just the single activity.

STUDENT CONDUCT and ACADEMIC HONESTY:

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 <https://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/> (<https://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/>).

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.

[Academic Honesty \(https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-11-academic-integrity.pdf\)](https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-11-academic-integrity.pdf)

Each student is expected to be in total compliance with the college policy of Academic Honesty as outlined in the admissions catalog and the student handbook (<https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-11-academic-integrity.pdf>). Any student(s) cheating on an exam will receive a zero (0) grade, and the professor can at his/her discretion withdraw you from the class. This includes submitting work on which a translator, AI, or unauthorized human assistance has been used or in which the level of proficiency is higher than the one expected in the course. This includes any composition where a translator, AI, or unauthorized human assistance has been used or where the level of proficiency is higher than the one shown in class.

Violations of the Academic Integrity Policy

All violations of the academic integrity policy are explicitly prohibited within the College community. Definitions and examples of such violations include but are not limited to:

1. Plagiarism: A form of intellectual theft in which a student presents work done by others – in writing or orally – as their work. Examples of plagiarism include but are not limited to using direct quotations without quotation marks or proper citation; paraphrasing without using proper citation; and/or failure to properly reference or acknowledge the ideas and words of others. 6Hx28:8-11 3 of 7
2. Cheating: A form of dishonesty in which a student misrepresents their mastery of the course content or clinical experience. Cheating applies to examinations, labs, assignments, presentations, clinical experiences, online discussions, and any other form of learning assessment. Examples of cheating include but are not limited to: using materials such as a textbook, prepared notes, study aids, website, or an electronic device during an examination unless the use has been explicitly permitted; taking an exam on behalf of another student or allowing someone else to take the exam for the student; submission of an assignment (e.g., term paper, software program, etc.) purchased from a private or commercial entity; or generated by Artificial Intelligence (AI), unless the use of AI has been explicitly permitted; unauthorized copying of another's work and submitting it as one's work; giving or receiving unauthorized assistance in one's academic work.
3. Misrepresentation of Academic Experiences, Ability, or Effort: Providing false or misleading information concerning academic background or academic work. Examples of misrepresentations include but are not limited to: Falsifying, altering, or presenting misleading information on academic concerns such as coursework, absences, reasoning for late work, the inability to meet course expectations, or the level of effort on projects; and/or Using fabricated or invented data, such as for lab experiments or interviews.

Drug-free 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 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."

Here is the link to Valencia's Student Code of Conduct

<https://catalog.valenciacollege.edu/drugfreeschoolscommunitiesact/> (<https://catalog.valenciacollege.edu/drugfreeschoolscommunitiesact/>).

<https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-11-academic-integrity.pdf> <https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fabout%2Fgeneral-counsel%2Fpolicy%2Fdocuments%2Fvolume8%2F8-11-academic-integrity.pdf&data=05%7C02%7Cjsalto%40valenciacollege.edu%7C5e141d9e638744a2d02208dc0e35c61b%7C0e8866953d1741a88544135b0a92a47c%7C0%7C0%7C638400871347343>

<https://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/> (<https://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/>).

Valencia College is dedicated to the advancement of knowledge and learning, and 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.

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