

Course Syllabus

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SPAN 1120 Elementary Spanish I - (Online)

Professor Juan-Alberto Salto

Instructor Contact

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Office Hours:

Click here on the "[Office Hours](#)" link.

Make sure you read and agree with the information and policies in this document. This is a contract between you and the professor.

Catalog Description:

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

Native Speaker: a person born and raise in a Spanish Speaking country.

Heritage Speaker: a person who learned or was exposed to Spanish outside of the classroom setting at a young age (such as exposure 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; it has strict deadlines and it is Not a self-paced course**. All assignments, activities, and assessments are due according to the calendar of deadlines (the [Course/Assignment Schedule](#)) found on Canvas and the [VHL Central Supersite](#) websites. Only under extenuating circumstances will your professor make exceptions to the deadlines. 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 (Spanish) to speak, listen, write and read in order to perform the following communicative functions:

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

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 the following, 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 1, author Jose Blanco; Vista Higher Learning

Vista Higher Learning: You can buy the 'Portales' book and access code in digital + loose leaf print format for **12-month access/ Multi-semester access** (this is the recommended and cheapest choice), you can purchase it directly from the publisher's website the [Vista Store](https://vistahigherlearning.com/school/valenciacollege?store=student_enus_usd&language=226)

(https://vistahigherlearning.com/school/valenciacollege?store=student_enus_usd&language=226),

(<https://vistahigherlearning.com/school/valenciacollege>

(<https://vistahigherlearning.com/school/valenciacollege>)) 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 asked for an ISBN or College, write 'Valencia College' and when it asks you to create an account, make sure to use your Valencia email.

Alternatively, you can buy it from the [Valencia Book Store](https://www.valenciabookstores.com)

(https://www.valenciabookstores.com/buy_textbooks.asp)(<http://www.valenciabookstores.com/valenc>

(<http://www.valenciabookstores.com/valenc>)). Only the loose leaf packet version is available at the Valencia bookstore.

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 VHL [Supersite](#) website and in Canvas.
- Canvas App - Downloading the Canvas App and turning on notifications is highly recommended.

Evaluation and Grading:

Letter Grade	Points	Assignment	Percentage of Grade
A	90 – 100%	Cultural Project (Research Project / Presentations)	8%
B	80 – 89%	Writing Assessments / Compositions	8%
C	70 – 79%	VHL Supersite/E-book Online Activities/ Homework	30%
D	60 – 69%	Participation: Canvas Discussions/Orientation quizzes/Introduction Video/Create VHL account first week/ & other	5%
F	0 – 59%	Lesson Exams (Top 3 of 4)	15%
		Midterm Exam	6%
		Oral Assessments	8%
		Final Oral Interview	5%
		Final Exam	15%
		Total	100%

Assessments:

Exams:

LESSON EXAMS (15%): 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). Your top **three** scores will be used to calculate your exam percentage and final grade. That means that your 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 the midterm or the final since those are separate grades.

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, 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. 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. **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 [Assignment Schedule/Course Calendar](#). No makeup tests are available without explicit written consent of your professor, which will only be granted for legitimate extenuating circumstances with proper documentation provided by student. **Note: The use of any vocabulary and/or grammar in an exam, that was not learned in this class will result in a failing grade for the exam.**

Tech issues: Occasionally it happens that 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 am able to do so—only if the deadline has not passed. Please be aware of and take into account 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 me an email after the deadline, you will not take the quiz you missed. Please plan accordingly. After sending an 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 emailing your professor. Note that you should not wait until one hour before the due date/time to attempt the test.

MIDTERM:

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 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.

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 week until you know the exact date and time of your scheduled Final Exam. THE FINAL EXAM IS 15 % OF YOUR GRADE.**

Your exams will be proctored using 'Honorlock' and you will be recorded via webcam as well as your screen will also be recorded during your exams. The Midterm and Final Exam expectations are the same as for your lesson exams. None of your exams, neither your Midterm, your Final exam (nor your lesson exams) are opened book/ nor opened notes.

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/instructions 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.

Honorlock:

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, download software, 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 to have the Google Chrome Internet 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>)

When you are ready to take your test, log into Canvas, go to your course, and click on your exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where **Honorlock will require you to take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam (it will be recording you as you take your exam) as well as record your computer 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's on a secondary device - Honorlock will record this and flag it as cheating, and if you are caught cheating, you will receive a zero on your exam.

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.

Supersite Activities - Online Homework Activities (30%):

VHL Supersite is one of the two learning management systems you will use in this course. The activities assigned in the VHL Supersite can be found in the VHL Supersite web site under the "**Calendar**" tab under "Assignment Calendar". From the VHL Supersite website you can also access the electronic Textbook (also known as the "**eCompanion**" [. \(https://reader.vhlcentral.com/portales1e/student-edition/vol1_ecompanion-v2#/book/vol1_ecompanion-v2?rid=0\)](https://reader.vhlcentral.com/portales1e/student-edition/vol1_ecompanion-v2#/book/vol1_ecompanion-v2?rid=0)) which can be found on the VHL Supersite websites under the "Content" tab. The activities assigned on the VHL Supersite represent extensive communicative practice that will assist students in internalizing the language. These activities are graded and averaged as part of the overall grade. VHL Supersite activities will need to be completed by the dates that appear in the VHL Supersite calendar. Other assignments might be graded differently, depending on the type of activity (e.g. virtual chats). 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 "**eCompanion**" [. \(https://reader.vhlcentral.com/portales1e/student-edition/vol1_ecompanion-v2#/book/vol1_ecompanion-v2?rid=0\)](https://reader.vhlcentral.com/portales1e/student-edition/vol1_ecompanion-v2#/book/vol1_ecompanion-v2?rid=0)" link on the **VHL Central website** [. \(http://www.vhlcentral.com\)](http://www.vhlcentral.com) under the 'Content' tab on the top right-hand corner on the VHL Central 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 writing activities, **you have multiple attempts to complete each activity / 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.

Recording activities: In the VHL Supersite website, there are activities where you will need to record your answers with a "virtual" conversation (virtual chats). These activities will be part of your oral assessment grade.

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 in order to complete each exercise.**

Technical Difficulties

Technical difficulties, online homework problems, etc.: If you have an issue while you are on the VHL Supersite homework website, please contact VHL Tech Support for any technical difficulties or other issues with the Supersite:

Visit: support.vhlcentral.com or [\(http://support.vhlcentral.com/\)](http://support.vhlcentral.com/)

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

Tutoring

Please note that currently [Valencia is offering Online Tutoring](https://libguides.valenciacollege.edu/c.php?g=1014597&p=7348794) for a number of different courses including for Foreign Languages (which includes Spanish). You must make an appointment with a Tutor for help (click on the link above for more information).

The Language Lab

Currently the Foreign Languages Lab at the East Campus (described below) is closed. The Language Lab is the tutoring center and it is available to any student enrolled in a Spanish class (or any foreign language course). **It is located in the East Campus 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.

Zoom:

For this class we will have [Zoom](#) sessions. Our class sessions will all be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing 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 un-mute 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 during a Zoom session.

We will be using zoom for your 'Meet your professor via Zoom' assignment, oral interviews and if a student requests a Q & A session or meeting via zoom during office hours.

Email:

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

- Check your email at least once a day (required for this course). An email response from your professor with have instructions with due dates for your response. If you email your professor regarding tech issues, they should be sent before the due date and time of the assignment.
- Use Canvas email to communicate with your professor and classmates. Do not use personal emails. You will not receive any response.
- **Please always write in the subject line [Elementary Spanish I online](#) and the course section number (CRN) that you are registered in.**
- Use a greeting and a closing in each of your e-mails. 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 (such as Microsoft Word), then cut and paste the message into the 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.
- It is recommended that you download the Canvas App and turn on your notifications.

Oral Assessments:

There are also **various oral assessments** which count toward **8%** of your final grade. **All of the Oral (speaking) assessments will be recorded online via Canvas (or as an assignment on the VHL Supersite website).** You will be using your webcam and Canvas for presentations and Zoom for oral interviews. You will find instructions in the learning modules. If you have technical issues with assignments, you need to contact Canvas tech support and then notify your professor via email before the due date & time. Further information about the oral assessments can be found below & detailed information (e.g. topics, rubric, dates, etc.) can be found under the Modules on Canvas (<https://online.valenciacollege.edu/login/canvas>) as well as on the **Course Calendar**.

Writing Assessments /Compositions (8%):

Along with short writing assignments & writing quizzes, you will also write a minimum of two compositions in Spanish. The purpose of these assignments are to assess your understanding of the material covered in the lessons and to prepare you for your chapter tests, midterm and final exams. **The use of electronic translators or unauthorized human assistance (such as a Spanish-speaking friend) is strictly forbidden. You are only allowed to use vocabulary and grammatical forms learned in this course. Otherwise you will receive a failing grade (an 'F') for the assignment.** Make sure you follow instructions carefully when completing any assignment. You will find the instructions for the writing assignments and compositions in the learning modules on the date that these composition assignments open. If you have technical issues with an assignment you must first contact Tech support and then email your professor before the due date and time of the assignment.

Cultural Presentation Project:

Cultural Presentation: You will prepare a cultural Video presentation (or a PowerPoint with voice over) to be presented via a Discussion Board Assignment on Canvas. Every student is expected do their video presentation between 4 to 6 minutes that will count as **8%** of your total grade. More details in Canvas (<https://online.valenciacollege.edu/login/canvas>) under the “[Cultural Presentation / Research Project](#)” 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](#) 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 under the [Research Project Module](#).

Cultural Presentation Project:

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

Make sure to follow the guidelines and detailed instructions listed on the '[Research Project](#)' Module for a successful presentation.

Participation/ Canvas Discussions (5%):

The Orientation quiz, creating your VHL account on the first week of classes, Meet your professor via Zoom and your Introduction presentation Discussion are all part of this grade. 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 at least 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> [↗] [_ \(http://www.albion.com/netiquette/corerules.html\)](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.

Participation Policy:

ATTENDANCE POLICY:

Attendance Policy During the Semester:

This course is web-based, fully online and considered a "WWW" course. Students are expected to complete and participate in all online activities and assignments. Attendance in an online class is based on a student's completion of assignments, online homework, quizzes, discussion board postings, tests, etc. Students who fail to complete five (5) assigned items (whether assignments, discussions, quizzes, or exams,) will receive a warning. **Upon the sixth (6) missed assignment, the student can automatically be withdrawn from the course by the instructor.** (NOTE: The instructor does not distinguish between excused and unexcused absences.) Upon the fifth missed assignment, the student will be notified that missing one other assignment will result in their withdrawal from the course. Keep in mind that going out of town, vacations plan during the semester, & work, are not excuses for not completing your work. Make sure you have Internet Access all semester. This is Not a self-pace course and assignments open and close every week.

http://valenciacollege.edu/finaid/satisfactory_progress.cfm

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, or military service.

Important: If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible in order to create a plan for the best course of action.

For severe **medical conditions** that result in excessive absences, you will also need to 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://international.valenciacollege.edu/current-students/maintaining-visa-status/)

http://valenciacollege.edu/finaid/satisfactory_progress.cfm ↗

[\(http://valenciacollege.edu/finaid/satisfactory_progress.cfm\)](http://valenciacollege.edu/finaid/satisfactory_progress.cfm)

First Week of Classes:

VERY IMPORTANT: College policy requires that students who are not attending class the first week of classes to be withdrawn from the course. **In an online class**, attendance is documented by participation. Your orientation quiz is proof of attendance the first week of classes. Thus, it is very important that during the first week of class you complete the Orientation module, create your own VHL Supersite account, complete the orientation quiz, and complete the 'Meet your professor via Zoom' assignment.

Withdrawal from a Course Policy:

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 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).
3. 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**.
4. 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.
5. 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.

Disability Statement:

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 East campus the number is Ph.: [407-582-2229](tel:407-582-2229). Here is the link to Valencia's OSD website: <http://www.valenciacc.edu/osd> [↗] (<http://www.valenciacc.edu/osd>) [↗]

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 meet with 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.

Link to Advising Center: <https://valenciacollege.edu/students/advising-counseling/> [↗] (<https://valenciacollege.edu/students/advising-counseling/>) [↗]

Baycare:

Valencia College is interested in making sure all our students have a rewarding and successful college experience. For 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](tel:800-878-5470). Free face-to-face counseling is also available.

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 (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. This includes any composition where a translator or unauthorized human assistance has been used or where the level of proficiency is higher than the one shown in class.

Students may collaborate on group assignments. This does NOT include duplication of work. Collaboration should be used to edit or to clarify doubts. If anyone is involved in incidents of cheating a zero grade (0) will be assigned for that activity, quiz, exam, or project without regard to who did the original work or who may have benefited. Each student is expected to be in total compliance with the college policy of Academic Honesty as set forth in the admissions catalog and the student handbook. 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 or unauthorized human assistance (i.e. getting help from a Spanish-speaking friend) has been used or in which the level of proficiency is higher than the one expected in the

course. In addition, Valencia College strives to provide a drug-free learning environment for all those involved in the academic experience.

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 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















http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0 
[\(http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0\)](http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0)

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.

Course Summary:

Date	Details
Mon Aug 24, 2020	 Placement test (https://online.valenciacollege.edu/courses/90063/assignments/2097968)
Tue Aug 25, 2020	 Course Schedule

Date	Details	
Wed Aug 26, 2020	 Signup for 'Meet your Professor' via Zoom on the 1st Week of class (https://online.valenciacollege.edu/appointment_groups/1469)	1:30pm to 2:10pm
Thu Aug 27, 2020	 Signup for 'Meet your Professor' via Zoom on the 1st Week of class (https://online.valenciacollege.edu/appointment_groups/1470)	8:30pm to 9:10pm
	 Create VHL Supersite Account on the online homework website (https://online.valenciacollege.edu/courses/90063/assignments/2097960)	due by 11:59pm
	 ORIENTATION QUIZ (https://online.valenciacollege.edu/courses/90063/assignments/2097946)	due by 11:59pm
Fri Aug 28, 2020	 Signup for 'Meet your Professor' via Zoom on the 1st Week of class (https://online.valenciacollege.edu/appointment_groups/1471)	7:30pm to 8:10pm
	 Web Cam Intro presentation. (https://online.valenciacollege.edu/courses/90063/assignments/2097956)	due by 11:59pm
	 Meet your Professor via Zoom (https://online.valenciacollege.edu/courses/90063/assignments/2097964)	due by 11:59pm
Sat Aug 29, 2020	 Signup for 'Meet your Professor' via Zoom on the 1st Week of class (https://online.valenciacollege.edu/appointment_groups/1472)	12pm to 12:40pm
	 VHL Supersite Lesson 1 Grade (https://online.valenciacollege.edu/courses/90063/assignments/2097969)	due by 11:59pm
Sun Aug 30, 2020	 Honorlock Practice Quiz (https://online.valenciacollege.edu/courses/90063/assignments/2097950)	due by 11:59pm
Thu Sep 3, 2020	 Signup for 'Meet your Professor' via Zoom on the 1st/2nd Week of class (https://online.valenciacollege.edu/appointment_groups/1473)	12pm to 12:40pm
Thu Sep 10, 2020	 Virtual Chat 1 (https://online.valenciacollege.edu/courses/90063/assignments/2097974)	due by 11:59pm
Sat Sep 12, 2020	 Test Chapter 1 (for Online class) (https://online.valenciacollege.edu/courses/90063/assignments/2097947)	due by 11:59pm
Tue Sep 15, 2020	 VHL Supersite Lesson 2 Grade (https://online.valenciacollege.edu/courses/90063/assignments/2097970)	due by 11:59pm

Date	Details	
Fri Sep 25, 2020	 Watch Video on 'How to Answer Questions in Complete Sentences in Spanish'	to do: 11:59pm
Sat Sep 26, 2020	 Quiz on Video 'How to Answer Questions in Complete Sentences in Spanish' https://online.valenciacollege.edu/courses/90063/assignments/2097953	due by 11:59pm
Mon Sep 28, 2020	 Oral Presentation 1 - Web Cam Media Recording https://online.valenciacollege.edu/courses/90063/assignments/2097965	due by 11:59pm
Thu Oct 1, 2020	 Composition 1 - Una descripción y la universidad https://online.valenciacollege.edu/courses/90063/assignments/2097959	due by 11:59pm
Sat Oct 3, 2020	 Test Chapter 2 (for Online class) https://online.valenciacollege.edu/courses/90063/assignments/2097949	due by 11:59pm
Tue Oct 6, 2020	 VHL Supersite Lesson 3 Grade https://online.valenciacollege.edu/courses/90063/assignments/2097971	due by 11:59pm
Tue Oct 13, 2020	 Virtual Chat 2 https://online.valenciacollege.edu/courses/90063/assignments/2097975	due by 11:59pm
Wed Oct 21, 2020	 Writing Quiz - Mi familia https://online.valenciacollege.edu/courses/90063/assignments/2097945	due by 11:59pm
Sat Oct 24, 2020	 Midterm Exam (for Online class) https://online.valenciacollege.edu/courses/90063/assignments/2097952	due by 11:59pm
Tue Oct 27, 2020	 VHL Supersite Lesson 4 Grade https://online.valenciacollege.edu/courses/90063/assignments/2097972	due by 11:59pm
Thu Nov 5, 2020	 Outline submission for Research Project on Spanish Speaking Country https://online.valenciacollege.edu/courses/90063/assignments/2097967	due by 11:59pm
Tue Nov 10, 2020	 Oral Presentation 2 - Web Cam Media Recording https://online.valenciacollege.edu/courses/90063/assignments/2097966	due by 11:59pm
Thu Nov 12, 2020	 Virtual Chat 3 https://online.valenciacollege.edu/courses/90063/assignments/2097976	due by 11:59pm
Fri Nov 13, 2020	 Composición 2 -Tú y tu familia https://online.valenciacollege.edu/courses/90063/assignments/2097958	due by 11:59pm

Date	Details	due by 11:59pm
Sat Nov 14, 2020	 Test Chapter 4_Portales (for Online class) https://online.valenciacollege.edu/courses/90063/assignments/2097955	due by 11:59pm
Tue Nov 17, 2020	 VHL Supersite Lesson 5 Grade https://online.valenciacollege.edu/courses/90063/assignments/2097973	due by 11:59pm
Thu Nov 19, 2020	 Research Project - Video. Cultural of a Spanish Speaking https://online.valenciacollege.edu/courses/90063/assignments/2097957	due by 11:59pm
Sat Dec 5, 2020	 Test Chapter 5_Portales- (for Online class) https://online.valenciacollege.edu/courses/90063/assignments/2097951	due by 11:59pm
Wed Dec 9, 2020	 Final Oral Interview - Zoom https://online.valenciacollege.edu/courses/90063/assignments/2097962	due by 11:59pm
Wed Dec 9, 2020	 Final Exam (for Online class) https://online.valenciacollege.edu/courses/90063/assignments/2097954	due by 11:59pm
	 Final Oral Exam (F2F) https://online.valenciacollege.edu/courses/90063/assignments/2097961	
	 Final Oral Presentation (Recording Online Class) https://online.valenciacollege.edu/courses/90063/assignments/2097963	
	 Mis pasatiempos - Quiz https://online.valenciacollege.edu/courses/90063/assignments/2097948	