

# Course Syllabus

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## SPAN 1120 Elementary Spanish I - Face-to-face (In the classroom & Online)

Professor Juan-Alberto Salto

[Click here](#)

### Instructor Contact

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### Office Hours:

*Click here on the "[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.

### 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**. All assignments, activities, and assessments are due according to the calendar of deadlines (the [Course/Assignment Schedule](#)) found on Canvas and [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 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 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** (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/catalog/product/view/id/5393/s/portales-008/?pgi=a3W4A00000029A9UAI) <sup>Ⓔ</sup> (<https://vistahigherlearning.com/school/valenciacollege/catalog/product/view/id/5393/s/portales-008/?pgi=a3W4A00000029A9UAI>), 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 from the [Valencia Book Store](https://www.valenciabookstores.com/buy_textbooks.asp) <sup>↗</sup> ([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](#) and in Canvas.
- Canvas App - Downloading the Canvas App is recommended

### Evaluation and Grading:

Letter Grade	Points	Assignment	Percentage of Grade
A	90 – 100%	Cultural Project (Research Project / Presentations)	6%
B	80 – 89%	Compositions (2)	5%
C	70 – 79%	Supersite/e-book Online Activities/Homework, & Canvas Discussions/Orientation quizzes/Introduction Video/Create VHL account first week/ & other	30%
D	60 – 69%	Participation: Daily In-class participation	12%
F	0 – 59%	Lesson Exams (Top 3 of 4)	18%
		Midterm Exam	6%
		Oral Exams	8%
		Final Exam	15%
		Total	100%

### Assessments: Print Schedule

### Lesson Tests (18%):

**LESSON EXAMS:** 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. 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](#). 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 (in a case of jury duty, funerals, military service, or religious holidays).**

## 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.

**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 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 posted on the announcement section on Canvas (<https://online.valenciacollege.edu/login/canvas>) as well as on the Course Calendar.

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) (<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.

## 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](#) for Midterm Exam and Final Exam date.

## Compositions (6%):

You will write a minimum of two compositions in Spanish. 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 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.

## Participation/ Canvas Discussions (12%):

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 4 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 three (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> <sup>↗</sup> (<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, meet your professor and other activities that will be announce during the semester.

## Oral Assessments (8%):

There will be **three oral assessments**. Two of these assessments will be recorded online via Canvas and the last, final oral exam will take place 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 posted on the announcement section on Canvas (<https://online.valenciacollege.edu/login/canvas>) as well as on the [Course Calendar](#).

## Supersite Activities - Online Homework (30%):

**VHL Supersite** is one of the two learning management systems you will use in this course. The activities assigned in the VHL Supersite and "vText" are listed in the **Calendar** tab under "Assignment Calendar". 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 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. Late Supersite activities incur a penalty of **10%** reduction for each day they are late. Submissions after 9 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)" <sup>↗</sup> ([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** <sup>↗</sup> (<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 online activities, you have a maximum of **Five** attempts to complete the task correctly.

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

### **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.**

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.

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

**E-mail:** [techsupport@vistahigherlearning.com](mailto:techsupport@vistahigherlearning.com) [\\_\(mailto:techsupport@vistahigherlearning.com\)\\_](mailto:techsupport@vistahigherlearning.com) | **Call:** (800) 248-2813

## The Language Lab

The Language Labthe tutoring center 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.

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

- Check your email often, at least once a day. **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 any 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 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 Policy:

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

Each day your instructor will evaluate your class participation and record a score. Participation is an important component of your final grade and an asset to your learning. If you miss class, no participation points can be awarded for that day, therefore you will receive a

zero. **You cannot make-up class participation.** Daily participation is scored in the following manner. You should use this information during any discussion with your professor regarding your classroom performance. **Please NOTE Participation is Not simply just attending class.**

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

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

## ATTENDANCE POLICY:

### First Week:

Attendance during the first week of classes is mandatory. Anyone who misses both class meetings during the first week of class will be withdrawn as a “No Show”—no exceptions

### Attendance Policy During the Semester:

Regular attendance is necessary for successful completion of this course. Attendance is mandatory and will be taken on a daily basis. You will be withdrawn from the course **after five absences** (20% of the class meeting time) during the semester. **Upon the 4<sup>th</sup> absence**, you will be notified that a further absence will result in your withdrawal from the course. **On the 6<sup>th</sup> absence** you will be withdrawn from the course by the instructor. You will be marked absent if: your signature does not appear on the sign-in sheet for that day; if you miss more than 15 minutes of class by arriving late or leaving early. It is the attendance records of the instructor, not the recollections of the student, which will be consulted for proof of attendance/absences.

You are responsible for all material and announcements made during class whether you are present or not. It is your responsibility to contact a classmate regarding missed activities and assignments.

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. Exceptions will require clear and precise documentation which should be provided in a timely fashion.

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/> <sup>en</sup>

[\(http://international.valenciacollege.edu/current-students/maintaining-visa-status/\)](http://international.valenciacollege.edu/current-students/maintaining-visa-status/)

[http://valenciacollege.edu/finaid/satisfactory\\_progress.cfm](http://valenciacollege.edu/finaid/satisfactory_progress.cfm) <sup>en</sup> [.\(http://valenciacollege.edu/finaid/satisfactory\\_progress.cfm\)](http://valenciacollege.edu/finaid/satisfactory_progress.cfm)

**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 new student orientation, create your own supersite account, and complete the orientation quiz.

Please note that **there is NO EXTRA CREDIT** for this course.

**TARDINESS:** Arriving late to class or leaving early disrupts the class and negatively impacts both the student and his/her classmates. The student's participation grade will be lowered according to the above scale.

## 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 **6%** 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.

## 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 **here** <sup>↗</sup> ([https://docs.google.com/document/d/1nnN-nO431Bn0\\_9fePRPB9AEahBfsIP4mE7hIEOuhjUg/edit](https://docs.google.com/document/d/1nnN-nO431Bn0_9fePRPB9AEahBfsIP4mE7hIEOuhjUg/edit)) on the **Signup document** <sup>↗</sup> ([https://docs.google.com/document/d/1nnN-nO431Bn0\\_9fePRPB9AEahBfsIP4mE7hIEOuhjUg/edit](https://docs.google.com/document/d/1nnN-nO431Bn0_9fePRPB9AEahBfsIP4mE7hIEOuhjUg/edit)) 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 PowerPoint 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 to the class.
4. Present your project via PowerPoint & 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 PowerPoint presentation include descriptions of your visual aids but **DO NOT write out everything you are going to say in each slide** – as you will be presenting this information, not reading it.
0. In your presentation you should make sure to **include multiple important / Unique Traditions, as well as celebrations & important holidays**.

## 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 determine 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 for information about resources that may be available from the college or community.

## 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 include 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 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) or [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).

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:8008785470). Free face-to-face counseling is also available.

## 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

Printed version :

## Course Summary:

Date	Details	
Tue Jan 7, 2020	 <a href="https://online.valenciacollege.edu/courses/64146/assignments/1416299">Placement test (https://online.valenciacollege.edu/courses/64146/assignments/1416299)</a>	due by 11:59pm
Wed Jan 8, 2020	 <a href="https://online.valenciacollege.edu/courses/64146/assignments/1416258">Create VHL Supersite Account on the online homework website (https://online.valenciacollege.edu/courses/64146/assignments/1416258)</a>	due by 11:59pm
Thu Jan 9, 2020	 <a href="https://online.valenciacollege.edu/courses/64146/assignments/1416253">ORIENTATION QUIZ (https://online.valenciacollege.edu/courses/64146/assignments/1416253)</a>	due by 11:59pm
	 <a href="https://online.valenciacollege.edu/courses/64146/assignments/1416292">VHL Supersite Lesson 1 Grade (https://online.valenciacollege.edu/courses/64146/assignments/1416292)</a>	due by 11:59pm
Fri Jan 10, 2020	 <a href="https://online.valenciacollege.edu/courses/64146/assignments/1416254">Web Cam Intro presentation. (https://online.valenciacollege.edu/courses/64146/assignments/1416254)</a>	due by 11:59pm
Mon Jan 27, 2020	 <a href="https://online.valenciacollege.edu/courses/64146/assignments/1416285">Lesson 1 Exam (https://online.valenciacollege.edu/courses/64146/assignments/1416285)</a>	due by 11:59pm
Tue Jan 28, 2020	 <a href="https://online.valenciacollege.edu/courses/64146/assignments/1416293">VHL Supersite Lesson 2 Grade (https://online.valenciacollege.edu/courses/64146/assignments/1416293)</a>	due by 11:59pm
Thu Feb 6, 2020	 <a href="https://online.valenciacollege.edu/courses/64146/assignments/1416289">Oral Presentation 1 - Web Cam Media Recording (https://online.valenciacollege.edu/courses/64146/assignments/1416289)</a>	due by 11:59pm
Mon Feb 10, 2020	 <a href="https://online.valenciacollege.edu/courses/64146/assignments/1416257">Composition 1 - Una descripción y la universidad (https://online.valenciacollege.edu/courses/64146/assignments/1416257)</a>	due by 2:45pm