

Syllabus SPN 1120 Class

Mixed Mode

Instructor Contact

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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. Not open to 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 for 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 Online:

This course is an introduction to the Spanish language and culture. It is the first class of two-semester sequence. 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.

It 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 found in Canvas and VHL Central (Supersite). Keep in mind that going out of town, vacations plan during the semester, work is not excuses not to complete your work. Only under extenuating circumstances will your professor make exceptions to the deadlines. If you feel you lack the self-discipline, motivation, and time it requires you 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 using Supersite chat activities and others; 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.

Required Text:

Portales, author Jose Blanco; Vista Higher Learning

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

Valencia Book Store: You can buy it from the Valencia Book Store Online (<http://www.valenciabookstores.com/valence>) or Valencia Book Store.

Vista Higher Learning: You can buy the book and access code in digital format (includes e-book) and digital + loose leaf print format the Vista Store College Site (<https://vistahigherlearning.com/school/valenciacollege>). When asked for ISBN or College, write Valencia College and when ask to create an account, please use your Valencia email.

Materials/Technology Requirements:

- A reliable computer with up to date operational system capable of running the required browser (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 Email 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

Evaluation and Grading:

Letter Grade	Points	Assignment	Percentage of Grade
A	90 – 100%	Lesson Tests	15%
B	80 – 89.9%	Oral Assessments (oral presentations midterm interviews/Virtual Chats Supersite)	15%
C	70 – 79.9%	Supersite (class work and assignments)	25%
D	60 – 69.9%	Composition/Writing Activities	10%
F	0 – 59.9 %	Participation: Cultural Discussions/Orientation quiz/Meet your professor /Create VHL account first week/others	5%
		Midterm	10%
		Final Oral Interview	5%
	No curving or rounding final grade. Make sure you do all the work.	Final Exam	15%
		Total	100%

Assessments:

Lesson Tests (15%): All lesson's 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 there will be no make-up tests. You will see an announcement in Canvas letting you know when tests are opened. Tests will be opened to take for 48 hours so plan accordingly, as to when you will sit to complete them. Due dates could vary from either Tuesdays, Thursdays or Saturdays at 11:59pm Eastern time. Use of vocabulary and grammar not learned in class will result in a failing grade.

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—only if the deadline has not passed. 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 email after deadline, you will not take the quiz you missed. Please plan accordingly. After sending 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. Note that should not wait until one hour before the due time to attempt the test.

Compositions /writing activities (10%): You will write a composition in Spanish, short writing discussion activities and writing quizzes (see guidelines for discussions below). The purpose of these assignments are 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 or unauthorized assistance (such as a Spanish-speaking friend) is strictly forbidden. You are only allow to use vocabulary and grammatical forms learned in this course. Otherwise, you will receive a F 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.

Technical issues with assignments have to be notified via email before due time and after contacting Canvas.

Participation (5%): Orientation quiz, creating your VHL account first week of classes, meet your professor and cultural presentation are part of this grade. You are required to complete the activities listed in the discussion. Cultural Presentation is a discussion. You will prepare a power point to discuss a cultural topic from a Hispanic country and you will reply to at least three peers' presentations. To receive full credit for the Cultural discussion, you are required to post one original comment and reply to three or more postings. Read instructions carefully.

Oral Assessments (15%): There will be different types of oral assessments in the course. You will be using your webcam and Canvas for presentations. You will find instructions in the learning modules. Technical issues with assignments have to be notified via email before due time and after contacting Canvas.

Supersite Activities (25%): VHL Supersite is one of the two learning management systems you will use in this course. These activities are your class work – learning activities. You will find them in your VHL Supersite 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. Supersite activities will need to be completed by the dates that appear in the Supersite calendar. Other assignments might be graded differently, depending on the type of activity (virtual chats and quizzes). Late Supersite activities incur a penalty of 5% reduction for each day they are late. As with any website, you might experience tech issues with the Supersite. Make sure you report tech issues to the Vista Supersite tech support. Any email referring to tech issues with Supersite should include the incident report number they will provide you. Technical issues with assignments have to be notified via email before due time and after contacting Supersite Tech support.

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

Discussions: The guidelines to receive full credit for discussions (English or Spanish) are as follows:

- Post an original comment by Tuesday

- Read at least four other responses
- Reply to a minimum of three (2) or more peers' responses by due date.
- 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 on Thursday and will have until Saturday to respond to other students.
- Do not post to comments with original postings with that have five (5) responses.
- Not replying to peers will be considered an incomplete assignment. Make sure to read instructions.

Technical issues with assignments have to be notified via email before due time and after contacting Canvas.

Zoom:

Maybe, for this class we will use zoom for assessments and communication.

Midterm (10%) 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. No make-up test will be given. **Check schedule for opening and closing date for Midterm and Final Exams. More information soon.**

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 Google Chrome and to download the Honorlock Chrome Extension. You can download the extension at www.honorlock.com/extension/install

When you are ready to test, 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. 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's on a secondary device.

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.

Email:

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

- 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 send before due time. Get the Canvas App.
- Use Canvas email to communicate with your professor and classmates. 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.
- Any email referring to tech issues with Supersite or Canvas should include the incident report number they will provide you.
- Be patient. Do not expect an immediate response when you send a message. I will get back to you within 24 hours Mondays – Fridays or sooner. You are also expected to answer emails in a timely manner. Weekend emails will be answered on the next business day. Set up your Canvas account to receive emails in your personal email or get the Canvas App so you do not miss any email or announcement.
- You can use the discussion board title “El café latino” in Canvas to ask questions to other students in the class. 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. Remember you are communicating with your professor not with your friend. Hey, or calling professors by first name is not acceptable. 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 if you are using atlas instead of Canvas.
- 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 send before due time. Get the Canvas App.

Attendance/Participation:

Regular attendance is critical to success in this course and attendance will be graded as class participation. Absences will lower your participation grade, unless they are the result of a college-sanctioned activity, or jury or military duty. Please inform the instructor if you will be absent for an excused event such as a college sanctioned activity, or jury, or military duty. The instructor's records, not the student's recollections, will be the determining factor in resolving disputes concerning tardiness or absences. This course is hybrid with 50% component online. Students are expected to complete and participate in all online activities and assignments. Participation in online activities are similar to attendance to the face-to-face component of the class. Therefore, try not to miss these asynchronous activities because once the assessment is closed, it would not be possible to make it up. Class participation and work done during the class portion of the course cannot be make up. Missing class will affect your grade.

The participation grade is based on a mathematical calculation of attendance and your active class engagement in class work, group activities, quizzes, and general class discussion. There will be announced and unannounced quizzes, compositions, and oral gradable activities in class every day that you will not be able to make up. A poor participation grade might cause you to fail the course, or it can significantly lower your final grade because you are not available to discuss the material with your classmates. Conversely, excellent participation improves your final grade, in part, because it prepares you for oral interviews, compositions and exams.

In addition to attendance, the following behaviors will result in a high participation grade: perfect or near-perfect, prompt attendance; attentive and prepared in class; volunteers for class activities, discussions, and reading passages out loud; Initiates discussion based on class material; asks questions related to class discussion, readings, and lectures; treats everyone in class with dignity and respect

In addition to poor attendance, the following behaviors will result in a low participation grade and may result in your being asked to leave the classroom if you are disturbing the learning environment: absences; regularly late to class; comes and goes repeatedly during class with no explanation to the professor of the reason; Private conversations with fellow classmates; clearly inattentive (texting/talking on cellphone, using the computer for non-class-related reasons, sleeping, working on anything not related to class).

For this course, the professor will not withdraw anyone. To get a grade of "W" it will be your responsibility (the student) to withdraw from the course before the withdrawal deadline. After the deadline, you will receive a grade that will be calculated based on your progress until you stopped attending the course. There is no incomplete grade "I" posted as final grade in this class. Please do not ask.

If you stop participating in the course, you will receive the grade reflected by the work completed in it. Instructor will not withdraw you from the course.

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" would affect your status.

<http://international.valenciacollege.edu/current-students/maintaining-visa-status/>
http://valenciacollege.edu/finaid/satisfactory_progress.cfm

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

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 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.

Students who believe they may have been exposed to COVID-19 or who test positive, please inform our COVID liaison Tanya Mahan (COVIDillness@valenciacollege.edu) as well, so she can support you in this process. We are in this together! For more information, please consult:

<https://valenciacollege.edu/about/coronavirus/>

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 in a timely manner may put the student at risk of academic penalty as indicated in the attendance policy on the professor's syllabus.

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"

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.

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, take the Placement Test, and complete the orientation quiz. Failure to do so will result in being withdrawn from the course.

There is no incomplete grade "I" posted as final grade in this course. Please do not ask.

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. Here is the link to Valencia's OSD website: <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

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. Free face-to-face counseling is also available.

Disclaimer Statement:

This syllabus may be changed at the instructor's discretion, during the course of the term. It is the responsibility of the student to make any adjustments as announced.