**Elementary Spanish II - SPN 1121** CRN: 12668 **Valencia College - Fall 2014**

Chapters: 6 - 10 Class meeting time: **T/TH 10 PM - 11:40PM - Room # 4 - 147**

**Professor: Mariana Gouveia** Credit Hours: 4

**E-mail:** mgouveia1@mail.valenciacollege.edu

*¡Bienvenido (a)! Bem-vindo (a)! Welcome! Bienvenu (e)!*

*I will be happy to discuss any concerns that you may have about this course. You can contact me by email or by appointment.*

**Class meeting times:** Tuesdays and Thursdays 10AM- 11:40PM. Please do not confuse homework online with textbook assignments. You will have to do **VHL** online assignments and activities throughout the week and the ONLINE homework have due dates assigned to them. Please keep up with the online calendar at the: www.vhlcentral.com in this website used for this class. This is to allow you to submit every chapter’s homework by its deadline and to enable you to come prepared and knowledgeable to participate in class discussions, activities and exercises during our classes. You are very much responsible to come and attend class every **Tuesday and Thursday** for the Fall Semester session. **Remember this course is worth 4 credits!**

**Textbook & other materials needed for every class:**

* Aventuras 4th edition, by Blanco & Donley ISBN- 13:978-1-61857-055-0
* Make sure your book is not an Instructor Edition. This will not be accepted in class! In addition, you need your textbook in class every time we meet. This is part of your participation in class.
* **Important: Online component of the class: I have e-mailed you and posted under Blackboard an attachment with step by step instruction on how to purchase the online code and how to enroll for this class at the website used for this class. At the end of the syllabus instructions are also given for you to purchase the SUPERSITE CODE = Online Code for:** VHL =Vista Higher Learning Center and the website is: [www.vhlcentral.com](http://www.vhlcentral.com) The online workbook and lab manual with audio has everything you need to master the skills and contents of the course and is built right into this dynamic audio- and video- enhanced learning environment, including an interactive diagnostic study tool that helps you prepare for exams. The online workbook and lab manual with audio also allows you to receive immediate feedback on your work.
* It is a requirement for this class to purchase the online access code: **VHL** ONLINE CODE in order to submit Homework online, which is part of your grade for this class! Check the calendar online on the VHL website in order to be aware of the upcoming online deadlines and it’s found on the weekly schedule page. Please purchase the **SUPERSITE CODE in a timely manner to ensure that your 1st online Homework submission is fully submitted.** Online Homework is an important part of your grade for this class and by ensuring its full submission; it benefits your overall grade for the class. You may always work ahead of time to ensure full submission of the online HW assigned.
* A folder or binder, pencil, eraser, colored pens and HIGHLIGHTERS.
* **DUE: Keep a hard copy of this syllabus! Have an extra copy of the Weekly schedule found on page 10 of this syllabus to keep up with due dates for each graded assignment. The professor will check it.**
* **IMPORTANT: DUE in September: Please turn in the last pages to me by the due date assigned on the top of such pages.**

Recommended:

* Spanish- English dictionary, (Cuyás, Collins, Larousse, Oxford, or Vox).
* 501 Spanish Verbs English Grammar for Students Studying Spanish by Emily Spinelli.

**COURSE DESCRIPTION**

This is a four-credit course and which goal is to continue to give an introduction to the Spanish language and culture. It is the continuation of SPN 1120 and is the second class of two semesters. The purpose is to continue to introduce one to the experience of learning a foreign language, and to give the basic tools to continue with other Spanish courses. The students’ success in this course requires from the student substantial commitment and study, both in and out of class. I encourage regular attendance to the **IMPORTANT LANGUAGE LAB ATTENDANCE**: PLEASE TAKE NOTE: Language Lab on BLDG- 4 -104 Spanish tutoring and workshops provided throughout the semester. Language Lab Phone number: **(407) 582-2841. Remember you need to attend the Language lab with your student ID to sign in and out for 1 hour per week for up to 10 hours to receive full credit for the Language Lab assistance.**

**PREREQUISITES:** SPN 1120C or equivalent.

♣This class is for those who’ve completed SPN 1120, and do not have two years of recent High School Spanish completed, or department approval.♣

**Attention: This class is NOT open to native or heritage speakers**. **Valencia College offers a** **free placement exam called:** the Web CAPE exam, on a walk-in basis. Please contact the **Language Lab on BLDG 4- 104 for more info. Phone # (407) 582-2841.** The exam is offered for such group of students and for all others who’ve already taken language classes previously. Keep in mind that it is important to be in the right language class and such exam will help students do so.

**This class is not open to native or heritage speakers**. A minimum grade of “C” is required if being used to satisfy the General Education Foreign Language proficiency requirement. A minimum grade “C” is also a pre-requisite for SPN 1121.

**Course Objectives:** Our objective is for students to achieve a novice level of proficiency in the target language (in writing, speaking, reading, and listening) as well as some awareness of the Hispanic culture, which will allow students to continue to the next course. In addition to the competencies acquired at the end of this course, by the end of the semester you will be expected to be able to use the target language at a novice level proficiency to:

\*Introduce self and others \* Express likes and dislikes

\*Describe self and others \*Describe the physical environment

\*Ask & answer questions \*Negotiate elements of time

\*Describe hobbies and pastimes \*Understand basic commands

\*Show a mature attitude towards cultural differences.

**Core Competencies:** In addition to our program competencies, Valencia faculty has defined four interrelated competencies (Value, Think, Communicate, and Act) that prepare students to succeed in the community. These competencies are outlines in the College Catalog. In this course, through classroom lecture and discussion, group work, and other learning activities, you will further develop your mastery of these core competencies.

**Class Competencies:** This course will develop your mastery in the following areas: Reading skills, (literal/critical comprehension); listening skills (literal/ critical comprehension); speaking skills (composing and transmitting the message, using oral skills suitable to the topic, purpose and audience.

**Attendance:** Regularity in classroom attendance is vital to academic success. As a registered student in this course you are expected to attend all class meetings. Students who do not maintain regular attendance and who fall behind in their work are subject to withdrawal by the instructor. In this course, every class section is considered a week of classes. **You are allowed to miss three classes in the semester before you lose any attendance points.** After that you will receive a notification of excessive absences and five points will be deducted for each hour you’ve missed from your attendance grade. Also five points will be deducted from your participation grade.

**Lateness:** Lateness of fifteen minutes or early departure will count as a missed hour. A professor can withdraw you from a course for excessive absences without your permission. Do not leave early without informing me. This is disruptive and rude. Being more than 10 minutes late to class will count as an absence after the third time you are late. If you come into class after roll has been taken, you will be considered late. It is your responsibility to have your attendance recorded on the instructor’s attendance roster. **All cellular phones must be turned off and put away during class period. NO TEXTING DURING CLASS EITHER!!**

Students will receive a **W** if withdrawn by the deadline: November 7th, 2014. After this date, if a student withdraws or is withdrawn by the professor for excessive absences or other reasons, the professor will assign an **F** for a grade, based upon student’s academic achievement in the class as of the last day of attendance. **Please do not ask if you can miss a week of class for any reason.** This will not be acceptable attendance to get credit for any of these courses.

*Remember* ***students*** *can* ***only*** *withdraw up until the Withdrawal deadline: November 7th, 2014 noted in the Important College Calendar Dates in the college catalog. I can withdraw students until the last day of classes as noted in the Important College Calendar Dates college catalog.*

**Grading:** Your grade will be calculated as follow for this course:

1) Attendance **50 points** (10%) **Grade Scale:**

2) Participation/ textbook homework (not vhl) **50 points** (10%) **500-450 points** (90-100%) **A**

3) vhl Online Homework **100 points** (20%) **449-400 points** (80-89%)  **B**

4) 3 Chapter Exams : (Ch. 6& Ch.7) & (Ch.8 & Ch.9) & Ch. 10 **100 points** (20%) **399-350 points** (70-79%) **C**

5) 1 oral presentation **50 points (**10%) **349-300 points** (60-69%) **D**

6) 2 writing assignments **40 points** (8%) **299-0 points** (59-0%) **F**

7) 10 hrs Language Lab attendance (Student ID is required) **10 points** (2%)

7)Final Exam **100 points** (20%)

**Total: 500 points** (100%)

**Method of Instruction:** The course will be taught through a combination of lecture, hands-on classroom exercises, homework assignment, and online work. Students should not assume there would be class time to complete homework assignment.

**Participation:** Participation grade is separate from attendance. You have to be willing to participate and ready with your work for every class. This is not a place to sleep or do other classes’ homework. Attendance to class does not guarantee an **A** on participation. Participation in class involves a number of variables, including but not limited to:

* Your use of Spanish in the classroom.
* Your willingness to participate actively in *all* activities.
* Your cooperation during group and pair work.
* Your respect and attitude toward the class, your peers and the instructor.
* Your daily preparation for each class.
* Your instructor may assign written homework that will be collected and graded; these assignments form part of your participation grade.

**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. The following list includes things which are disruptive to the learning environment:

* Use of any electronic devices including but not restricted to: Cell phones, iPods, and laptop computers (documentation form OSD will be taken into consideration).
* Plagiarism, cheating, submitting work of another person’s work, previously used without informing the instructor, tampering with the academic work of others and other forms of academic dishonesty may lead to a lowered course grade, failure of the course or more severe measures, depending on the judgments of the gravity of the individual case.
* Each student is expected to be in complete compliance with the college policy on Academic Honesty as set forth in the admission’s catalog and the student handbook. Any instance of cheating or plagiarism will result in an “F” for the course, and the instructor at his/her discretion can withdraw the student from the class.
* Preparing homework for other courses during class.
* Engaging in private conversations with classmates while class is in session.
* Excessive tardiness
* Leaving and re-entering the classroom while the class is in session.
* Exams and homework are considered individual effort; any submissions that are too similar for coincidence will receive no credit. This include any composition where a translator have been used or where the level of proficiency is higher than the one shown in class.
* Students may *collaborate* in 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 he/she will be given a zero for that assignment/quiz/exam/project without regard to who did the original work or who may have benefited. Any student(s) cheating on an exam will receive a zero on it, which cannot be replaced by the final score.
* Students are responsible for preparing for class by reading pre-assigned readings and completing assignments.
* Students who are absent are fully responsible for all material covered in class. Leaving a message to me or sending an e-mail will not be excused. Make sure you contact your classmates by phone or email when absent.
* Students should bring the textbook and any other material required for class.
* During exams students may not leave the room or receive phone calls. Phones must be put away.
* The instructor’s email is used for students to get in touch with the instructor and will be answered as soon as possible, usually within 24 hours (during week days). Students who need more than a brief response should arrange a meeting with the instructor.
* Student behavior or speech that disrupts the instructional setting or is clearly disrespectful of the instructor or fellow students will not be tolerated. Disruptive conduct may include but is not limited to: 1. Rude or disrespectful behavior; 2. Unwarranted interruptions; 3. Failure to adhere to instructor’s directions; 4. Vulgar or obscene language, slurs, or other forms of intimidation; 5. physically or verbally abusive behavior that is inappropriate will affect your grade and you may be asked to leave the classroom and it can ultimately result in disenrollment form the course.
* In addition, Valencia College strives to provide a drug-free learning environment for all those involved in the academic experience.
* 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 order disciplinary action, which may include a warning, withdrawal from class, probation, suspension, or expulsion from the college. Please read the Student Code of Conduct in the current Valencia Student Handbook. Here is the link to Valencia’s Student Code of Conduct website: <http://www.valenciac.edu/policies/policydetail2.cfm?PolicyCatID=3>
* **Student with Disabilities:** Students who qualify for academic accommodations must provide Notification to Instructor **(NTI)** from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first week of class. The Office for Students with Disabilities (East: Bldg 5) determines accommodations based on appropriate documentation of disabilities. For **East Campus**:
* Location: Building 5, Room 212 Fax Number: (407) 582-8909
* Phone number: (407) 582-2229 TDD Number: (407) 582-0238

**Valencia I.D. Cards:**

Valencia I.D. cards are required for LRC, Testing Center and IMC usage. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID is mandatory in order to obtain these services.

**Method of Communication: Atlas and vhl online website:** By now you, I am sure you are familiar with ATLAS. I encourage you to learn how to use all the features these programs offer. I will be using ATLAS (Blackboard) and **vhl** to communicate with you. You should check your Valencia e-mail regularly and Blackboard’s announcements prior to every class to come prepared for it. To contact me, e-mail me at: mgouveia1@mail.valenciacollege.edu

**Additional Handouts due for class:** I will use Blackboard and under Handout Materials icon I will post handouts at the Atlas website found under: **(Valenciac.edu)**. It’s your responsibility to print them out and complete such assignments prior to class and have it with you by the due date. Also, some assignments may be from your textbook. **Please note**: Some assignments will be required to be typed, double spaced, using a 12 font.

* **Important: Vhl online website:** This is an electronic workbook with online activities**.** Keep up with all the assigned activities by the due date and remember that you usually have 3 attempts to get them correctly. Remember putting the effort to complete the online homework and attempting to get the assignments correct only helps your overall grade for the class at the end of the semester.
* In addition, you will keep a folder/binder with all of your written assignments and any other activities done in class or at home.
* Being absent for class is not an excuse to turn in your homework late. Late homework will lose points. Make sure you contact a classmate by phone or email to get the information you missed.

**Presentations & Compositions:** Students will be required to do one memorized presentation in Spanish in front of the class, it may be by yourself or with a partner/ group. You will have to submit a total of 2 typed copies: one 1st rough draft & one final draft of your speech/ dialogue, etc to the instructor. Guidelines will be provided. Everyone should present on the scheduled day and turn in the 1st typed rough draft with my corrections shown and one typed final draft as part of the grade for the presentation. **No excuses and no make- ups.**  Reasonable excuses will be individually evaluated. Both written compositions will be written in class.

**Chapter exams and Final Exam:** Exams will be given at the start of the lecture meeting. Late arrivals will not have extra time to complete the exam. Students cannot leave the classroom once examination begins. No exams will be handed out once the first student turns in their test. No makeup exams are available without explicit consent from the instructor, which will only be granted in case of jury duty or military service and with appropriate documentation. **You will take one Final Comprehensive Exam per semester (Ch. 6-10),** which should be taken according to the Valencia Final Exam Schedule. IF YOU DO NOT TAKE THE FINAL EXAM, YOU WILL RECEIVE A **0** (zero) and will not be able to continue to the next level.

**Disclaimer Statement: All above information it is subject to change at the discretion of the instructor** during the course of the term. It is the responsibility of the student to make any adjustments as announced verbally in class or in written by the instructor. **There are no make-ups for homework assignments, chapter exams and the final exam.**

**Oral Assessment Rubric**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Level of achievement  (excellent)  5 - 4 points** | **Level of achievement  (Acceptable)  3 points** | **Level of achievement  (Not Acceptable)  2 - 1 points** |
| **Vocabulary** | Proper use of topic vocabulary  No deviation from topic  Clear understanding of topic | Adequate usage of vocabulary appropriate to topic  Minimum deviation from  topic  Understanding of topic | Inadequate usage of vocabulary appropriate to topic  Deviation from topic  Little understanding of topic |
| **Grammar** | Proper usage of subject/verb agreement  Proper usage of gender/number agreement  Proper use of tense  Uses facts, formulas, procedures and concepts appropriately to the level | Adequate use of  subject/verb agreement  Adequate use of gender/number agreement  No interference with communication  Adequate use of tense  States appropriate to the level facts, formulas, procedures and concepts with some inaccuracies | Inability to use subject/verb agreement  Inability to use gender/number agreement  Salient interference with communication  Inadequate use of tense  Inappropriate use of facts, formulas, procedures and concepts to the level |
| **Adherence to topic/**  **Flexibility in comprehension** | Able to exchange same ideas with the interviewer  Connects ideas or develops solutions in a clear and coherent order | Some variation from the  topic  Able at times to interchange same ideas with the interviewer  Arranges ideas or solutions into a simple pattern | Lack of understanding of topic at hand.  No flexibility of transition from topic to topic  List of ideas or expresses solutions in a fragmentary manner, without a clear or coherent order |
| **Pronunciation** | Clear enunciation of vowel sounds Close to native speech pattern  (based on vowel sounds)  Proper use of stressed syllable | Inconsistency in vowel sounds Acceptable use of stressed syllable  No interference with communication | Interference with communication due to vowel sounds  Incorrect use of stressed syllable |
| **Fluency** | Fluid transition from topic to topic  Uninterrupted transition of Conversation | Some interruption in conversation  Adequate transition of topic | Long pauses in conversation  Inconsistent transition of topic |

**Composition Criteria & Standards**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Level of achievement  (excellent)  5 - 4 points** | **Level of achievement  (Acceptable)**  **3-2 points** | **Level of achievement  (Not Acceptable)  1 – 0 point** |
| Organization | Clear supporting sentences.  Clear conclusion.  Clear Topic sentence.  Clear cohesiveness in the development of the main topic.  Clear transition of ideas within the topic. | One element missing and/or unclear.  Includes some  transition of ideas within the topic. | Lack of topic sentence.  Lack of sequence.  Main idea not developed.  Little evidence/weak  transition of ideas within the topic. |
| Format and Mechanics  (sentences, phrases, word order, punctuation) | Complete sentences.  Word order is clear.  No or minor inaccuracies of mechanical errors.  Ability to discern a complete thought. | Complete sentences.  Occasional inaccuracies of mechanical errors. | Errors interfere with communication of main topic.  Frequent mechanical errors. Obscure meaning. |
| Vocabulary | Proficient use of topic vocabulary.  Orthography is correct. | Adequate vocabulary usage.  Occasional orthographical errors. | Frequent errors in vocabulary usage.  Frequent orthographical errors. |
| Grammar | Proficient use of grammar (subject/verb agreement; noun/adjective agreement).  Conveys ideas effectively. | Adequate use of grammar.  Occasional errors interfering with communication. | Inadequate use of grammar. Frequent errors interfering with communication. |
| Adherence to topic | Stay faithful to the topic.  Include information pertaining to the topic. | Some digression from the topic.  Recognition of some of the information pertaining to the topic. | Topic not addressed. |

**For the ORAL PRESENTATION: Due 1st draft a week or weeks prior to the presentation itself.** You need to turn in your 1st draft in a paragraph form, double space, 12 fonts, typed. **This is an individual assignment**. You can help each other and designate a person to put all of the students’ work for that presentation in one Rough draft to be turned in to me, but **each one of you will write your paragraph individually**. The paragraph rough draft is due on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Due on the day of the presentation which is on: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ , which is the same date to turn in one, Final Draft per group shown my corrections made from the Rough draft you’ve turned in and I’ve returned to you with the appropriate corrections. Re-type it for a clean draft to be given to me. Both drafts are part of your overall grade for the Oral Presentation assignment.

**Oral Presentation – Formal Assessment**

1. Good Information/ Accurate. All information has been checked for accuracy. Relevant to the course. Shows why the topic is of interest.
2. Students understand better the information and to have a real experience with the material being discussed. Use of authentic material.
3. Information Presented with authority: Student is not reading from notes. He shows familiarity with topic he/she is presenting and is done using Spanish that is appropriate for our Language level, relying on the book Ch. 1- Ch10.
4. Group work: There is coordination and organization in the presentation. Group cooperation and efforts are obvious through the presentation. Each member knows what is going on and presents the next speaker.

**NO MAKE UP TEST WILL BE GIVEN.**

**\*\*\*ALL ABOVE INFORMATION SUBJECT TO CHANGE ANNOUNCED OR WRITTEN AT THE DISCRETION OF THE INSTRUCTOR\*\*\***

**Important Dates:**

* **Monday: Sept. 2nd (Labor Day): No classes**
* **Withdrawal deadline is on November 7th, 2014**
* **Final Exam Date for this class is on: Tuesday, December 9th, 2014 at 10AM until 12:30PM**

**Online Homework will be due at different days of the week: M/W. Please keep up with the online calendar at:** [**www.vhlcentral.com**](http://www.vhlcentral.com)

**Week of**: August 25th,2014 WEEKLY CALENDAR

Semana del 26 de agosto Introduction- Subject Pronouns / Ch. 6 (pg.139)/ Chap. 6 Vocab.(pg.140) /Numbers 101 & higher.

Semana del 2 de septiembre The preterite Regular verbs (pg. 152-153) / Indirect Object pronouns (pg. 154)/ Adj. (pg.156)

Semana del 9 de sept. Stem-changing verbs in the preterite (pg.153)/ Indirect Object Pronouns (pg.154)

Semana del 15 de sept. Ch. 7 (pg.169) Vocab. (pg.170) BE FAMILIAR WITH IT TO USE IT IN CLASS/ Reflexive verbs (pg.180-181)

Semana del 22 de sept. **Due:** Sept 24th: **Student Activity Manual** @ (vhl CHAPTER 6)

Semana del 22 de sept. Ch. 7Indefinite and negative words (pg. 182) / Preterite of Ser & IR (pg. 184) **/** Gustar (pg. 186)

Semana del 29 de sept. Ch. 7 Gustar (pg.186)/Ch. 8 Vocab (pg.195-196) / Preterite of Stem-changing verbs (pg. 206)

**9/29 MIDTERM** **Exam Review (Chapters 6 – 7)**

Semana del 6 de octubre - **Due:**  oct. 8th :  **Student Activity Manual** @ (vhl CHAPTER 7) & in class Chapter exam **(Ch. 6 & 7)**

**Due: Oral Presentation # 1 (in class) Write out date given in class here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Semana del 6 de oct. Ch. 8 Vocab. (pg.195-196) / Ch. 8 Stem-changing verbs/ Double Object Pronouns (pg. 208)

Semana del 13 de oct. Ch. 8 / Double Object pronouns/ Saber & Conocer (pg.210) / Comparatives & Superlatives (pg.212)

Semana del 20 de oct. Ch. 8 Comparatives & Superlatives / Saber & Conocer

Semana del 27 de oct. – Due: 10/29 - **Student Activity Manual** @ (vhl CHAPTER 8)

Semana del 27 de oct. Chapter 9: Vocab (pg.225)/ Irregular preterites (pg. 236-237)

Semana del 3 de noviembre – Ch. 9 Irregular preterites / Verbs that change meaning in the preterite (pg. 238 )

Semana del 10 de nov. - Ch. 9 Verbs that change meaning in the preterite / Qué vs. Cuál (pg. 242)/ Ch. 10 The Imperfect

Semana del 17 de nov. **Due** Nov. 19th:  **Student Activity Manual** @ (vhl CHAPTER 8)CHAPTER 9)

Semana del 17 & 25 de nov. –Ch. 10 Vocab.(pg. 250) / The Imperfect Verb tense & Irregular verbs (pg.262) & its uses (pg.263)

Semana del 1 de diciembre – Ch. 10 The Imperfect & Irregular verbs in the Imperfect /**Review for the Final Exam**

Semana del 1 de diciembre – Due: Dec. 3rd: **Student Activity Manual** CHAPTER 10) **+ Review Final Exam**

**November 7th, 2014 -** Withdrawal Deadline (This is the last date to withdraw with a “W” grade)

**Final Exam week** Our exam will take place on Tuesday: December 9th from 10 AM- 12:30PM

**ALL ABOVE INFORMATION IS SUBJECT TO CHANGE AT PROFESSOR’S DISCRETION**

**ELEMENTARY SPANISH II- SPN 1121 Fall 2014 TERM Due: 9/9/14**

**Student Copy**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(print full name) received, read and understood the SPN 1121 syllabus.**

1. I understand that it is my responsibility to arrive prepared to class (i.e. have read ahead, HW done, etc.)\_\_\_\_\_\_\_\_\_\_\_\_ (initials)
2. I understand the class’s attendance policy.\_\_\_\_\_\_\_\_\_\_\_(initials)
3. I understand the class’s make up policy (i.e. no make-ups unless necessary documents have been provided).\_\_\_\_\_\_\_\_(initials)
4. I understand that arriving over 15 minutes late means that I will receive an absence and will not be given extra time to complete in class assignments (i. e. exams, written assignments, etc)\_\_\_\_\_(initials)
5. I understand that I may not be able to take an examination if I am tardy to class.\_\_\_\_\_\_(initials)
6. understand that once a student has completed their test and left the room, no more exams

will be given to tardy students.\_\_\_\_\_\_\_(initials)

1. I understand the class homework policy (no late HW accepted).\_\_\_\_\_\_\_(initials)
2. I understand that cellular phones are to be **turned off** and be **put away during** class and all examinations. I understand that disrupting class with my phone ringing may result in a 10-point deduction per incident.\_\_\_\_\_\_\_\_(initials)
3. I understand that disrupting class by: talking, having a cell phone ringing or other behavior that is deemed as incompatible with a positive learning environment can result in my being asked to leave the room. Failing to do so will result in campus security being contacted. \_\_\_\_\_\_(Initials)
4. I have read and understood the VCC Student Core Competencies.\_\_\_\_\_\_(initials)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Print full name Date

Returning this complete sheet constitutes the above student’s class attendance for the day.

**ELEMENTARY SPANISH II- SPN 1121 Fall 2014 TERM Due: 9/9/14**

**Instructor Copy**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(print full name) received, read and understood the SPN 1121 syllabus.**

1. I understand that it is my responsibility to arrive prepared to class (i.e. have read ahead, HW done, etc.)\_\_\_\_\_\_\_\_\_\_\_\_ (initials)
2. I understand the class’s attendance policy.\_\_\_\_\_\_\_\_\_\_\_(initials)
3. I understand the class’s make up policy (i.e. no make-ups unless necessary documents have been provided).\_\_\_\_\_\_\_\_(initials)
4. I understand that arriving over 15 minutes late means that I will receive an absence and will not be given extra time to complete in class assignments (i. e. exams, written assignments, etc)\_\_\_\_\_(initials)
5. I understand that I may not be able to take an examination if I am tardy to class.\_\_\_\_\_\_(initials)
6. I understand that once a student has completed their test and left the room, no more exams

will be given to tardy students.\_\_\_\_\_\_\_(initials)

1. I understand the class homework policy (no late HW accepted).\_\_\_\_\_\_\_(initials)
2. I understand that cellular phones are to be **turned off** and be **put away during** class and all examinations. I understand that disrupting class with my phone ringing may result in a 10-point deduction per incident. \_\_\_\_\_\_\_\_(initials)
3. I understand that disrupting class by: talking, having a cell phone ringing or other behavior that is deemed as incompatible with a positive learning environment can result in my being asked to leave the room. Failing to do so will result in campus security being contacted. \_\_\_\_\_\_(initials)
4. I have read and understood the VCC Student Core Competencies.\_\_\_\_\_\_(initials)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Print full name Date

Returning this complete sheet constitutes the above student’s class attendance.

SPN 1120/1121- Elementary Spanish I & II

Required Student Questionnaire: **Due 9/9/14**

Please complete this questionnaire and return it to me by: Sept. 9th, 2014 and do not cut the page. It will count as your attendance for the day.

**Instructor’s Copy:**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prefers to be called by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you completed the pre-requisite for this course? \_\_\_\_\_\_\_\_\_\_\_\_ Where? \_\_\_\_\_\_\_\_\_ When? \_\_\_\_\_\_\_

Do you have contact with Spanish Speakers at work? \_\_\_\_\_\_\_at home? \_\_\_\_\_\_\_\_ on a social basis? \_\_\_\_\_

What is your reason for taking this course? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Print Full name Date

Please cut and keep bottom portion in your binder:

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**Student’s Copy: Must be fully filled out for the instructor to initial here \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of your instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail of your instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When is the withdrawal deadline? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the consequence of withdrawing after the deadline? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Final Exam: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classmate name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_

Classmate name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Print Full name Date