# SPN1120 Syllabus- Mixed Mode

Text

Description automatically generated

Make sure you read and agree with this document's information and policies. 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. This class is not available for Native or Heritage Spanish Speakers. A minimum grade of C is required to pass this course if being used to satisfy the General Education Foreign Language Proficiency Requirement.

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 (through their family, parents, grandparents, etc.).

All students in the course will take a placement test (<https://valenciacc.ut1.qualtrics.com/jfe/form/SV_06YcoxtYyKV9XYV>). Make sure to take a picture or screenshot of your results). You will receive a grade for completion—more information in Welcome Module.

## Prerequisite:

None

## SPN 1120 Mixed Mode:

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 essential tools to continue your other Spanish courses. The level of proficiency you attain will depend on you as the student.

This course is mixed-mode. It combines traditional face-to-face classroom instruction with online computer-based learning. In this course, students will have 60% of the instruction in the classroom (face to face) and 40% of online instruction (not to be confused with homework).

This course requires self-discipline and time commitment.  Keep up with the pace of the course and ask for help as soon as you feel you need it. All assignments, activities, and assessments are due according to the calendar of deadlines found on the syllabus and VHL Central.

## Course Objectives:

At the end of the semester, students are expected to use the target language to speak, listen, write, and read 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 worldwide.

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 the 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 extralinguistic support. Understand formulaic language such as 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. 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 group activities using a variety of materials in class); 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. Every effort will be made to make this class student-centered.

This course is a mixed-mode course with an instructional component online and homework. Students are expected to complete and participate in all online activities and assignments.  Participation in online discussions is like attendance to the face-to-face component of the class. Therefore, try not to miss these asynchronous activities because it would not be possible to make it up once a discussion opportunity is missed. In-class participation and work done during the course's class portion cannot be made up.

## Required Text:

Portales, author Jose Blanco; Vista Higher Learning

You can use either digital format or digital format plus print for this class.

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

Vista Higher Learning: You can buy the book and access code in digital format (includes ebook) 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 asked to create an account, please use your Valencia email.

## Materials/Technology Requirements:

A reliable computer with an up-to-date operating 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 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- Mandatory

## Mask policy and CDC Physical Distancing Guidelines

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

## Attendance Policy:

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.

Regular attendance is necessary for the successful completion of this course. Attendance is mandatory and will be taken daily. You will be withdrawn from the course after three absences (20% of the class meeting time) during the semester. Upon the 2nd absence, you will be notified that a further absence will result in your withdrawal from the course. On the 3rd absence, you will be withdrawn from the course by the instructor. You will be marked absent if: they do not answer when their name is called, or if their signature does not appear on the sign-in sheet for that day; if they miss more than 15 minutes of class by arriving late or leaving early. It is the instructor's attendance records, not the student's recollections, which will be consulted for proof of attendance/absences.

If you cannot 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 in-class and/or online absence of one week or more, you and I will meet to discuss options and determine your ability to continue in the course.

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

Regardless of the reason for an absence, it is the student's responsibility to follow professors' policies regarding making up missed assignments. Failure to do so promptly may put the student at risk of academic penalty, as indicated in the professors' syllabus's attendance policy.

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

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

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

## Withdraw Policy

A. 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 course after the withdrawal deadline.

B. 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 before 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 their class as a response to student conduct which falls under the jurisdiction of the Student Code of Conduct (6Hx28:10-03).

C. A student who withdraws from a class before the withdrawal deadline will receive a grade of "W." A student who a professor withdraws 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 professors. 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.

D. 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.

E. 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.

## Evaluation and Grading:

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| --- | --- | --- | --- | --- |
| Letter Grade | Points |  | Assignment | Percentage   of Grade |
| A | 90 – 100% | Lesson Tests | 10% |
| B | 80 – 89.9% | Oral Assessments | 15% |
| C | 70 – 79.9% | Supersite Activities Online | 30% |
| D | 60 – 69.9% | Writing Activities | 10% |
| F | 0 – 59.9 % | In-class Graded Activities, Quizzes, and Cultural Project | 5% |
|  |  | Midterm | 10% |
| No curving or rounding. Make sure you do all the work. | | Final Exam | 20% |
| Total | 100% |

Assignments:

Lesson Tests (10%): All tests will be administered in class. The best preparation method for tests is by attending class regularly and keeping up with your online and in-class activities.  Be aware that there will be no make-up tests. Professor will drop the lowest lesson test grade. If you miss a test, that will be your lowest grade. The lowest dropped test grade policy does not apply to the midterm or final.

Oral Assessments (15%):  There will be different types of oral assessments in Spanish in the course. Your Professor will provide details in class.

Supersite Activities (30%): The activities assigned in the Supersite are listed in the Calendar tab under "Assignment Calendar". Supersite activities will need to be completed by the dates that appear in the Supersite calendar. 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. As with any website, you might experience tech issues with the Supersite. Make sure you report tech issues to the Vista Supersite tech support. Do not email me before you do that. Any email referring to tech issues with Supersite should include the incident report number they will provide you.

Compositions (10%): You will write a minimum of two in-class compositions in Spanish.

In-Class Graded Activities, Quizzes, and Cultural Project (5%):

You will participate in a variety of in-class activities that will be graded. Professors will administer in-class quizzes on an announced and/or unannounced basis. You will also complete a number of graded cultural projects, discussions, and/or presentations throughout the course in class and online.

Zoom:

We will be using zoom for office hours, oral interviews, and q & a sessions.

Midterm (10%) and Final Exam (20%): 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, speaking, 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, except under extenuating circumstances with documentation. Check the schedule for dates.

Incompletes: In general, a grade of I (Incomplete) will not be given in this course.

## 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](http://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 the 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.

## Disability Statement:

 "Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the Professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. Please contact your home campus for more information." For East campus the number is Ph.: [407-582-2229](about:blank).  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 includes any composition where a translator or unauthorized human assistance has been used or where the level of proficiency is higher than the one shown in class.

Students may collaborate on group assignments. This does NOT include duplication of work. Collaboration should be used to edit or 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 Professor can withdraw you from the class at his/her discretion. 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

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| --- | --- |
| Specific Authority: | 1006.60, FS. |
| Law Implemented: | 1006.60, FS. |

Valencia College is dedicated to the advancement of knowledge and learning and the development of responsible personal and social conduct. By enrolling at Valencia, a student assumes the responsibility for knowing and abiding by the rules of appropriate behavior as articulated in the Student Code of Conduct. The primary responsibility for managing the classroom environment rests with the faculty. Faculty may direct students who engage in inappropriate behavior that disrupt a class to leave the class. Such students may be subject to other disciplinary action, including a warning, withdrawal from the course, 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 ensuring 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, and relationship problems coping with school, home, or work.

BayCare Behavioral Health Student Assistance Program (SAP) services are accessible to all Valencia students and available 24 hours a day by calling [(800) 878-5470](about:blank). Free face-to-face counseling is also available.

## Disclaimer Statement:

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

Withdrawal Deadline: March 25, 2022