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Course Info & Required Textbook

**SPN 1120 Elementary Spanish I Instructor: Roberto Hurtado**

**CRN 11329 Summer 2022 Online (No meetings) - West Campus**

***Textbook***

* Blanco (2016)Portales*: Introductory Spanish. Vista Higher Learning*
* **Please view the Orientation Module or the opening message for instructions on purchasing the book**
* You should purchase the textbook at the Valencia Bookstore or directly from the publisher. By doing so, you are guaranteed to receive the book and the access code that is required for the course. If you purchase the book online from an outside vendor such as Amazon, you are not guaranteed to receive the book and code that is required for this course.

Online Requirements and Proficiencies  
Internet browsing, file management, typing and word processor editing. A computer with camera and microphone will be required for this course. If you have difficulty obtaining the proper computer equipment you may use the following computer labs:

* **West Campus: Computer Access Lab 6-101 (located inside the library)**
* **East Campus: Language Lab 4-104 (located inside the library)**
* **Osceola Campus: Library lab 1-131**
* **Winter Park: Library RM. 140**

# How to get help

Don’t hesitate to seek help if you know you need it. Though I do not have office hours, since teach I part-time, I usually respond to emails fairly quickly.

Asking for help is GOOD! It shows that you are aware of what you need and that you are able to take some control of your life and education.

Some specific cases:

## If you don’t understand course material

It can be hard to learn a foreign language! I recommend you take advantage of tutoring. There are plenty of slots available for Spanish.

## If something in CANVAS isn’t working

If something in CANVAS doesn’t seem to be working, message me. The problem may not even be with you, or your computer. It may be a glitch and if it’s happening to you, it could be happening to other students.

## If you need accommodations for accessibility

The Office for Students with Disabilities (West-SSB 102) determines accommodations based on appropriate documentation of disabilities. The goal at the OSD is to open doors, remove barriers and assist you in any way the can. The key to success is matching your needs to the services provided. Please contact this office to discuss your individual needs. Here is the link to Valencia’s OSD website: <http://www.valenciacc.edu/osd>

**Also**: Valencia students can get immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home, or work. Students have 24-hour unlimited access to the Baycare Behavioral Health’s confidential student assistance program phone counseling services by calling (800) 878-5470. Three free confidential face-to-face counseling sessions are also available to students.

## Distance Tutoring & Technology Support at Valencia

You can easily access Valencia’s *free* distance tutoring and tech support from a computer, laptop or mobile device.

Distance tutoring services are provided fully online via Zoom.   Through this service, you will receive real-time assistance via a Valencia tutor.  Online tutoring is offered in: mathematics, sciences, accounting & economics, computer programming, EAP and foreign languages, and writing.

Online Learning Technology Support services are also available. Students can receive assistance with navigating: Canvas, OneDrive, Zoom, YouTube, and Microsoft Office (Word, Excel, & PowerPoint).  Support is also provided for video editing (via iMovie and MovieMaker) and converting documents from a Mac to PC.  Tech support is available live (on-demand) via Zoom, by appointment, or via email.   Students are encouraged to use the 24/7 Canvas Help located inside Canvas by clicking on the “Help” icon.

To get started using the Distance Tutoring and Learning Technology Support services, please visit [www.valenciacollege.edu/tutoring](https://nam01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.valenciacollege.edu%2Ftutoring&data=02%7C01%7Clshephard%40valenciacollege.edu%7Cd3a01797f62243f9719f08d83b031968%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637324231776604261&sdata=0UCUb8FcpuLtQKZstaBT0RebVJTcx5sNfbkLxmm1paM%3D&reserved=0).  Through this site, you can view the schedule of tutors/tech support assistants, find available times, learn more about the services, and access a collection of supplemental resources that are available 24/7.

**Hours of Operation:**

**Monday-Friday: 8 am – 10 pm**

**Saturday & Sunday: 9 am – 7 pm**

# Course Description, Objectives and Outcomes

This class is for students without two years of recent high school Spanish completed within the last three years. The class will emphasize everyday use of the language, integrating basic grammar, vocabulary, composition, and culture through a conversational approach to Spanish.

**A minimum grade of “C” is required if being used to satisfy the General Education Foreign Language proficiency. Four credits will be earned upon successful completion of this course.**

***This class is not open to native or heritage speakers. Please see definition of Native and Heritage Speakers further down on the syllabus.***

**Course Objectives**

The objective is for students to achieve a novice level of proficiency in the target language (in writing, speaking, reading, and listening) as well as awareness of the Hispanic culture. In addition to competencies at the end of the semester you will be expected to be able to use the target language at an intermediate - novice level.

**Learning Outcomes**

Student will be able to communicate verbally and orthographically in the target language at an intermediate/mid-level according to the American Council of Teaching of Foreign Languages (ACTFL) as well as develop listening and reading skills in the target language at an intermediate/mid proficiency level according to ACTFL. Furthermore, students will develop a mature attitude towards cultural differences.

# Withdrawal Policy

* Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of “W”.
* A student may withdraw at any time during the term in Atlas up until the withdrawal deadline of **July 5.**
* After the withdrawal deadline, students can no longer withdraw themselves.
* Any student knowing that he/she is not going to pass the course stops coming to class will receive an F for the course unless he/she withdraws himself before the withdrawal date of **July 5**.
* Withdrawing from a course is the student’s decision. The professor may recommend that you drop or stay in the course. However, by making these statements, it is by no means guaranteeing a passing or failing grade.
* **The professor will not withdraw a student at any time.**

# Information for Spanish Native Speakers and Heritage Learners

SPN 1120 (Elementary Spanish I), SPN 1121 (Elementary Spanish II), SPN 1000 (Conversational Spanish I), SPN 1001 (Conversational Spanish II) are classes specifically designed for non-native speakers or non-heritage learners. If you are a native speaker or heritage learner, this class is not for you.

A native speaker is one who was born and raised in a Spanish-speaking country and has studied the language formerly in elementary school and/or high school in a Spanish speaking country.

A heritage learner is one who was born in the United States or moved to the United States from a Spanish-speaking country at a very young age, has never formerly studied the language, but speaks/spoke Spanish at home. A heritage learner can communicate orally with a limited vocabulary but has not fully developed writing or reading skills. In addition, proper sentence formation, correct grammatical usage, and good pronunciation are usually lacking in their conversation.

In short, “a student who is raised in a home where a non-English language is spoken, who speaks or merely understand the heritage language and who is to some degree bilingual in English and the Heritage language” (Valdes, 2000)

If you are a native speaker, this class is not for you. It is strongly encouraged that you take another language class such as Portuguese, French, German or Latin. Another option is to take the CLEP (College Level Examination Program) Test which awards college credit for demonstrating achievement in a subject by means of a computer-based exam.

If you are a Heritage learner, Valencia has created a course for you that will count as Foreign Language credit. This course is called Spanish for Heritage Speakers I and II (SPN 1340 and SPN 1341). These classes are designed for students who have some level of fluency but wish to become more fluent, become better readers in Spanish and become better at expressing themselves orally and in written form in Spanish all while improving their vocabulary and grammar. SPN 1340 is offered in Fall 2020. To both Native Speakers and Heritage Learners: You are strongly encouraged to drop this course. If you do not and it is discovered later on that you are indeed a Heritage Learner, it will leave you little or no time to register for another course or take the CLEP. <https://valenciacollege.edu/students/assessments/clep.php>

For Elementary language courses, we don’t allow students to use any elements of the language that we are not specifically learning in the class. Why is this? Because this is a good indication that somebody else is doing their work for them or they are using an online translator. If this happens, they receive a very low grade or a zero. For students that have some level of fluency (Native speakers or Heritage learners), it is inevitable that they use elements of the language that is not in our learning parameters. They as well, receive a low grade or a zero. As a result, in order to get a good grade, Native speakers and Heritage Learners feel forced to use a level of the language that is lower than their level of proficiency. As a result, no real learning is taking place. For this reason, we offer many other languages or Spanish for Heritage Speakers.

* **Last day to Refund/drop is May 16th**

# Grading

*\*Though assignments/exams never close, late work is not accepted or graded\**

VHL Homework -------------------------------------------------30%

Discussions/Presentations-------------------------------------15%

Self-check quizzes ------------------------------------------------5%

Midterm Speaking Exam --------------------------------------5%

Exams-------------------------------------------------------------25%

Final exam------------------------------------------------------- 20%

## Exams

* Throughout the course you will have 3 written exams in Canvas. They are proctored with Honorlock.
* The exams/quizzes will consist of listening, reading comprehension, grammatical knowledge, writing and cultural competence.
* You will typically have a 3-4 day window to complete exams.
* Exams will have a time limit.
* Once you open the exam, you must complete it. You cannot close the exam and then reopen it later.
* You will not be able to see the correct answers after submission.

**Proctored Exam Requirement**

This course utilizes Honorlock, an online exam proctoring service, to promote academic integrity during online testing. You do not need to create an account, download software, or schedule an appointment in advance. Honorlock is available 24/7. After you verify your identity and scan your room, you can begin your exam. Honorlock will record you via webcam, as well as record your screen activity. Honorlock’s system also includes a process that can detect inappropriate search-engine use, while protecting the privacy of your personal information. The recorded information will be subject to the protection of the College’s policy on Student Records.

To take an online exam, you will need:

* A laptop or desktop computer with a microphone (not a tablet or phone)
* A webcam
* Reliable Internet connection
* Photo identification in the form of a Valencia-issued student ID card or government-issued ID card (i.e. driver’s license, passport)
* [Google Chrome](https://www.google.com/chrome/?brand=CHBD&gclid=CjwKCAjwqJ_1BRBZEiwAv73uwOdMgfo6w2jRYwQeMaGP_zdF8jUt2fxhF6RJTyd17J37_K7IdkhjthoCF3kQAvD_BwE&gclsrc=aw.ds) downloaded (required browser)
* [Honorlock Chrome Extension](https://static.honorlock.com/install/extension) downloaded

Honorlock support is available 24/7/365. Support access is built into Honorlock in real-time.

If you encounter any issues during an exam, you can contact support by live chat within the Honorlock window in Canvas, by phone (855-828-4004), and/or by email at [support@honorlock.com](mailto:support@honorlock.com). For answers to common questions on online proctoring, visit the [Student FAQ](https://valenciacollege.edu/faculty/canvas-resources/online-remote-proctoring-students.php) page or Honorlock’s [student information website](https://honorlock.kb.help/).

## Midterm Speaking Exam

A short oral exam will be conducted via Zoom near mid-term. There will be a sign-up sheet as well as a list of possible questions/scenarios.

## Discussions

Language discussions – the prompt will ask you to post a short video in Spanish. You will then be asked to respond by posting a short video to at least two of your classmates' posts.  Make sure you read the instructions for each discussion activity.  These will be done in Flipgrid.  By clicking on the assignment, it will take you there automatically.   You are encouraged to use visuals!

Written cultural discussions- We will discuss cultural topics related to the Spanish-speaking world.  These will be done in English.  You must respond to two other posts in order to receive full credit.

You will have 2 days after the due date to respond to other students’ posts.

**Remember to only use grammar and vocab that we are learning in class.  By using advanced grammar and vocabulary, it will look like you are not doing your own work which will result in a zero. Do not use electronic translators.**

## Self-check quizzes

These are assigned 3-4 times throughout the chapter.  They are low-stakes short quizzes that vary between fill in the blank and multiple choice.  Their purpose is to make sure you are learning and understanding the material.  You will have 3 attempts and there is no time limit.

## Homework in VHL Site

*Your book site can be found at* ***VHLCentral.com.*** *This is the online component of the textbook where you will do many of the activities of the course and keep track of your grade.*  The assigned activities will be listed in the calendar of the website. The activities will include extensive grammar-driven practice, vocabulary practice, listening practice, oral communication activities, reading activities, as well as activities to develop your oral and writing proficiency (journals). These activities will assist the student in internalizing the material they have learned.

The activities are graded by completion, not accuracy. Also, please read the instructions to all activities!

## Final Exam

* The 2 parts are: main part (vocab, listening, reading, grammar), and writing part
* The Final Exam **does not** have to be taken in the Testing Center

# Academic Honesty

Student Conduct and Academic Honesty: Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student’s individual thoughts, research, and self-expression unless the assignment specifically states “group project.” Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog.

VCC 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](https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-03-student-code-of-conduct.pdf) in the current Valencia Student Handbook.

**Exams and homework are considered individual effort; any submissions that are too similar for coincidence will receive no credit. Any submission that appears to have been done by somebody else (i.e a native speaker, google translate) will be considered plagiarism and will receive no credit.**

Students may collaborate in group assignments. Collaboration should be used to edit or to clarify doubts. If anyone is involved in incidents of cheating a zero will be given. Each student is expected to be in complete compliance with the college policy on Academic Honesty as set forth in the admissions catalog and the student handbook. **Any student(s) cheating on an exam will receive a zero on the exam.** This cannot be replaced with the final score and the professor at his/her discretion can withdraw you from the class or give you an F as a Final Grade.

Please see more information on Plagiarism at the following website

**http://valenciacollege.edu/west/arts-and-humanities/writing/plagiarism.cfm**

## Plagiarism

Guidelines to prevent copying from native speakers or online translators:

**Only allow content that pertains to the class.**

If it is suspected that you are using an online translator or a native or heritage speaker is doing your work for you, you will receive a zero on your assignment.

Most of the time it is obvious when you are not doing your own work; especially in your writing assignments and short answer assignments. By use of verb tenses that we are not learning, sentence structure that we are not learning, slang, and advanced vocabulary. Only use what we are doing in class, even if you think it sounds awkward! In doing so, I can be fairly certain that you are doing your own work. The aforementioned statement refers to exams as well.

**Valencia I.D. Cards**

Valencia ID cards are required for LRC, Testing Center, and IMC usage. They can be obtained at the Security office in the SSB.

# Important websites

* College Calendar: <http://valenciacollege.edu/calendar/>
* College Catalog: <http://valenciacollege.edu/catalog/>
* Valencia Policy and Procedures: <http://valenciacollege.edu/generalcounsel/policy/>
* FERPA: <http://valenciacollege.edu/ferpa/>
* ADA: <http://valenciacollege.edu/osd/handbook/sec4.htm>

Medical Records: <http://valenciacollege.edu/generalcounsel/policy/ValenciaCollegePolicy.cfm?policyID=186>

# Covid Guidelines

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. I urge all students who are able to do so to get vaccinated and encourage friends and family to do so as well.

Should you become ill with COVID, please inform me and your professors and coworkers both for your safety, the safety of our Valencia community. I will do what I can to assist you in completing successfully our coursework. Please inform our COVID liaison Tanya Mahan ([COVIDillness@valenciacollege.edu](mailto: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/](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fabout%2Fcoronavirus%2F&data=04%7C01%7Crhurtado2%40valenciacollege.edu%7Ce4039c3c7aac477ce19d08d961cd8b5d%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637648357720120290%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=XAibN6A10sIQrW%2F63rRjnkTwhvxs9uKYiS%2F5hpkshRo%3D&reserved=0).

# HB 233 (for face-to-face classes)

Students may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a planned presentation by a college faculty member or instructor, during a scheduled class, delivered for the purpose of transmitting knowledge or information that is reasonably related to the pedagogical objective of the course in which the student is enrolled. Recording class activities other than class lectures, including but not limited to class discussions, student presentations, labs, academic exercises involving student participation, and private conversations, is prohibited. Recordings may not include the image or voice of other students in the class, may not be used as a substitute for class participation and class attendance, and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the College’s Student Code of Conduct.

**\*Disclaimer Statement:** The outline/syllabus may be altered, at the instructor’s discretion, during the course of the term. The instructor will inform students of changes through Canvas Announcements.