

# VALENCIA COLLEGE

**SPN 1120 Elementary Spanish I**

**CRN 21834**

**Term: Spring 2025**

**Modality: Online**

	CONTACT INFORMATION
Instructor:	Professor Tilsik “Tiki” Hagan
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Engagement Hours:	M/T/R/F 11:00 AM – 12:00 PM via telephone / Zoom Mondays 2:00 PM – 5:00 PM via telephone / Zoom Fridays 2:00 PM – 4:00 PM via telephone / Zoom (Zoom meetings by appointment or Bookings only, please.)

## IMPORTANT DATES:

Note: Please check the following link for updates on all important dates such as the withdrawal deadline and observed holidays: [Valencia College Academic Calendar](#)  
**All dates are subject to change.**

**Recommended allocated time for this course:** As students, you are encouraged to learn to manage your time wisely. What does this mean regarding this class? Since it is a 4-credit hour class, you should multiply 4 times 4 which is equal to **16 hours of study time per week for this course**. This means that if you divide 16 (hours) by 7 (days of the week), **you are expected to study and work in this class for at least 2.5 hours daily.** Out of those 2.5 hours, at least 20 minutes should be devoted to studying and memorizing vocabulary daily.

## REQUIRED TEXT:

- Blanco (2022) Portales 2.0: *Introductory Spanish*. Vista Higher Learning.

It is recommended that you purchase the textbook at the Valencia Bookstore. By doing so, you are guaranteed to receive the book and the online 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 a valid and active online access code that is required for this course.

## **TWO WAYS TO PURCHASE THE REQUIRED TEXTBOOK:**

1) Go to the virtual [Valencia Bookstore](#) and purchase 'Portales'.

2) Go to [Vista Higher Learning](#) and:

- Create an account using your Valencia College email
- You will need a username and password
- Log in
- Click Spanish
- Click Spanish SPN 1120 or SPN 1121
- Your least expensive option is the Digital format for 6-months
- If you will be taking both SPN 1120 followed by SPN 1121 within a year, your least expensive option is Digital format for 12-months

## **PURCHASE YOUR BOOK RIGHT AWAY:**

**If needed, you can get a one-time two-week temporary online access code from your professor.**

It is **imperative** that you purchase the textbook **right away!** This will give you access to the online platform where you will be doing many of your activities and homework assignments. **But in the event that you cannot purchase your textbook right away,** you can still go to <https://www.vhlcentral.com>. This is the textbook publisher's website where you will be creating your username and password, enrolling in the VHL course, and completing the assigned homework activities. (These homework activities are in addition to activities on the Canvas platform).

The Professor will see your name on VHL and **can give you a one-time temporary two-week online access** so that you do not fall behind at the start of the semester. The homework you complete on VHL during the temporary grace period will carry over to your VHL Central account once you purchase the textbook with the online code.

Click on the link below for detailed instructions on how to **register** for the textbook's online platform Vista Higher Learning Central (VHL Central):

[https://www.vhlcentral.com/section/43094e7c-563c-470f-b93b-ee6c581f8315/student\\_instructions](https://www.vhlcentral.com/section/43094e7c-563c-470f-b93b-ee6c581f8315/student_instructions)

**Note:** The Portales 2.0 Textbook that you purchase is the same textbook we use for both Elementary Spanish 1 (SPN 1120) and Elementary Spanish 2 (SPN 1121). If you will be taking both SPN 1120 followed by SPN 1121 within a year, your least expensive option is Digital format for 12 months.

### **OPTIONAL AND/OR RECOMMENDED TEXTS:**

- Spanish–English dictionary, (Cuyás, Collins, Larousse, Oxford, or Vox).
- English Grammar for Students of Spanish: The Study Guide for Those Learning Spanish (English Grammar Series); Spinelli.
- 501 Spanish Verbs; Kendris.

### **ONLINE REQUIREMENTS AND PROFICIENCIES:**

Knowledge of internet browsing, file management, typing, and word processor editing skills will help you this semester. **A computer with a camera, microphone, and headphones 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, Room 4-104 (located inside the library).
- Osceola Campus: Library Lab, Room 1-131.
- Winter Park: Library, Room 140.
- Downtown Campus Library: DPAC 2<sup>nd</sup> floor, Room 265.

### **COURSE DESCRIPTION:**

**SPN 1120** and **SPN 1121** are designed for students **without** two years of recent high school Spanish completed within the last three years. The class will emphasize the everyday use of the language, integrating basic grammar, vocabulary, composition, and culture through a conversational approach to Spanish. **This class is not open to native or heritage speakers.** Please see the definition of Native and Heritage Speakers under the **Native Speaker and Heritage Learners** heading of this syllabus. 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.

### **COURSE OBJECTIVES:**

The objective of this course 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:

The 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-level proficiency according to ACTFL. Furthermore, students will develop a mature attitude toward cultural differences.

## NO-SHOW POLICY:

Class attendance is required beginning with the first day of class. If you do not attend the first class meeting and/or complete the entire Orientation Module including all of the assignments, quizzes, and discussion, you may be withdrawn from the class as a “No-Show”. Class attendance is required for all modalities including online, mixed-mode, and face-to-face classes; students who are not actively participating in class and/or do not submit the required attendance activities and assignments by the scheduled due date will be withdrawn by the instructor at the end of the first week as a “No-Show”. If you are withdrawn as a “No-Show”, you will be financially responsible for the class, and a final grade of “WN” will appear on your transcript for the course. If you begin the class and decide not to continue, you will need to withdraw yourself by the withdrawal deadline or earn an “F” in the course.

## WITHDRAWAL POLICY:

- Per Valencia Policy 4-07 (Academic Progress, Course Attendance, 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 (‘W’ Grade) which is by the following date:  
**March 14th, 2025 by 11:59 PM. All dates are subject to change.** Please check the following link for updates on all important dates: [Valencia College Academic Calendar](#)
- After the withdrawal deadline, students can no longer withdraw themselves, and the professor cannot withdraw the student either.
- Students who know that they are not going to pass the course and stop coming to class will receive an ‘F’ for the course unless they withdraw themselves before the withdrawal date mentioned above.
- Withdrawing from a course is the student’s decision. The Professor may recommend either dropping or staying in the course however these recommendations by no means guarantee a passing or prevent receiving a failing grade.
- The Professor will **not** withdraw a student at any time. This is true even if a Valencia or UCF advisor says that I can withdraw you, I actually **cannot**.
- If you have a medical condition/emergency, please contact your Valencia or UCF advisor and/or counselor to have him or her help you look into the possibility of obtaining a medical withdrawal from the course.
- The last day to Drop/Refund is the following date:

**January 13th, 2025 by 11:59 PM.** All dates are subject to change. Please check the following link for updates on all important dates: [Valencia College Academic Calendar](#)

### **NATIVE SPEAKERS AND HERITAGE LEARNERS:**

**SPN 1120** (Elementary Spanish I), **SPN 1121** (Elementary Spanish II), **SPN 1000** (Conversational Spanish I), and **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 designed for you.**

**\*\*\*SPN 1120 students are required to take a Heritage Placement Exam as soon as the course opens and upload their results to the assignment page.\*\*\***

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 could also be someone 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 formally studied the language, but speaks (or at one time 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 understands 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** designed 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 through a computer-based exam. Below is the link for more information on the CLEP Test:

[Valencia College Assessments - CLEP](#)

Another alternative if you are a Heritage learner is enrolling in a course that Valencia has created that will count as Foreign Language credit. These courses are 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 and SPN 1341 classes are now usually offered throughout the entire academic year.

**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. 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 that 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 either Native speakers or Heritage learners, they will inevitably use elements of the language that are not in our learning parameters. These students can also receive a low grade or a **zero** in this course. As a result, 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. This leads to no real and productive learning taking place. For this reason, we offer many other languages, including Spanish for Heritage Speakers courses, or the CLEP Test options.

### **METHOD OF INSTRUCTION:**

The course will be taught through a combination of written homework assignments, Canvas discussions, and various video assignments. Face-to-face and mixed-mode classes will include in-class presentations.

### **CANVAS AND VHL ARE REQUIRED:**

This Spanish course will utilize **two** websites, [Canvas](#), and the [VHL Central Supersite](#). We will be using Valencia College's **Canvas** website for grades, Canvas assignments, Canvas graded assessments, etc. We will also be using the textbook publisher's website Vista Higher Learning (**VHL Central Supersite**), for VHL homework, some VHL formative practice assessments, as well as cultural activities. Please note that you will be able to launch VHL from Canvas in the left-hand navigation. See below for more details.

You will be using **Canvas** for the following:

- Keeping track of your grades
- Taking graded Canvas Practice Quizzes/Chapter Tests/Final Exam
- Participating in various Canvas Discussions Boards
- Completing Canvas presentations
- Checking Canvas-specific assignment due dates
- Completing various other Canvas assignments
- Accessing extra materials such as Pages, worksheets, PowerPoints, useful YouTube videos, and other helpful links throughout each chapter module within Canvas
- Communicating between Professor and student through the Canvas messaging system

You will be using the **VHL Central Supersite** for the following:

- Viewing VHL tutorials
- Seeing VHL Supersite weekly assignments and their due dates
- Completing VHL Supersite activities including some formative practice quizzes/tests

When you purchase the Portales textbook from the Valencia Bookstore, you will receive an access code that will allow you to gain access to the VHL Supersite.

**Reminder:** If you purchase the book online from an outside vendor such as Amazon, you are **not** guaranteed to receive a valid and/or active online access code that is required for this course.

## GRADING:

Your grade will be calculated as follows for each section of the course:

Preliminary Assignments (Canvas) -----	5%
Roll Call Attendance/Participation (Canvas) -----	10%
VHL Assignments/Journals (VHL/Canvas) -----	15%
Quizlet for Vocabulary (Canvas) -----	10%
Spanish Pronunciation (Canvas) -----	10%
Cultural Discussion (Canvas) -----	15%
Journals/Presentations (Canvas) -----	10%
Chapter Tests/Practice Quizzes/Orals Exams/Final Exam (Canvas) -----	25%
Extra Credit: 10% in addition to the activities above (Canvas/Optional) -----	10%

**Total Potential Percentage      110%**

GRADING SCALE	
Percent	Letter Grade
90 - 100	A
80 - 89.99	B
70 - 79.99	C
60 - 69.99	D
0 - 59.99	F

## EXTRA CREDIT:

The Extra Credit I offer in this class is **optional** and is **graded**, but it is **10% over and above the total grade in this course**. In other words, the total percentage in this class could be up to 110%. You will **not** be penalized if you don't do any of the Extra Credits even though you may have a 0 entered as a grade for these activities.

Note: Extra credit will not be accepted if any academic dishonesty occurs during the course.

## EXAMS:

- Any indication of academic misconduct (including but not limited to the following; that someone else is taking the exam for you reflected in advanced verbal usage, slang, and common errors made by native speakers, not seeing your face during the assessment, talking during the assessment, evidence of using AI technologies, online searches outside of the assessment page, putting the assessment on pause, videotaping the assessment with a phone or other device including screen recording with the computer and or device with which the assessment is taken) during these assessments and all other Honorlock proctored assessments will result in a zero for the flagged assessments and the student will receive a zero (F) in this course as a final grade.



- Throughout the course, you will have Chapter Tests in Canvas.
- The Canvas Practice Quizzes, Chapter Tests, and Final Exams could consist of listening, reading comprehension, grammatical knowledge, and writing competencies as well as developing knowledge and awareness of the various Hispanic and Native cultures of the Spanish-speaking world.
- The writing portion of the tests/exams could be assigned separately. In other words, you could have two or more summative assessments per chapter.
- Exams will have a time limit.
- Once you open the exam, you must complete it. You cannot close or pause the exam and then reopen it at a later time.
- There will be **no make-up exams** regardless of the excuse.
- If there is any indication whatsoever that someone else is taking the exam for you, you will receive a **zero** for the exam. These indications include but are not limited to the use of any AI technology, advanced vocabulary, advanced sentence structure, advanced verbal usage, slang, and common errors made by native speakers. Refer to the section on plagiarism.
- It is your responsibility to have a working computer with reliable internet.
- There will be at least five Canvas Chapter Tests and various Canvas Chapter Practice Quizzes.
- The Final Exam is **mandatory**. Regardless of your grade, the Final Exam is **required** to pass this class. If you do not take the Final Exam the professor will drop your final grade one entire letter grade (e.g. it could drop from an A to a B).

### **HONORLOCK:**

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. The Honorlock 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 a phone).
- A webcam and headphones.
- A 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](#) (required browser).
- [Honorlock Chrome Extension](#) (required extension).



**Honorlock support is available 24/7/365.** Support access is built into Honorlock in real-time. If you encounter any issues during an exam, please contact support by live chat within the Honorlock window in Canvas, and/or by email at [Honorlock email](#). For answers to common questions on online proctoring, visit the [Student FAQ](#) page or visit the [Honorlock Knowledge Base Help](#) page. Beware that timed quizzes or exams will not be paused as you contact Honorlock support for help during the time you are taking these types of assessments.

### **SPEAKING ASSESSMENTS USING FLIP:**

**Language skills using *Flip Discussion Board*** – For each Chapter, you will be asked to post a short video where you will ask a question in Spanish and/or share something brief related to the communicative goals of each chapter. 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 Flip discussion activity. By clicking on the assignment, it will take you there automatically. These presentations must comply with the minimum time requirement. You are encouraged to use visuals/props to enhance your presentation. For example, if you are saying that you like to play soccer, hold up a soccer ball.

**Warning:** Only use grammar and vocabulary that we are learning in class. Do **not** use advanced grammar and vocabulary. Failing to do so will result in a very low grade or perhaps a **zero**, at the professor's discretion.

### **CULTURAL DISCUSSIONS:**

When covering **Culture**, we will discuss cultural topics related to the Spanish-speaking world including its various Native cultures. These will be done mostly in **English**, but are encouraged to use Spanish terms whenever possible or applicable. You must submit an initial post with intelligently and well-thought-out comments, then respectfully and intelligently respond to at least **two** other posts to receive full credit. You will receive full credit if you write an original post plus include your responses to at least **two** classmates' posts.

### **PRACTICE QUIZZES:**

**Practice Quizzes** are assigned 3-4 times throughout the chapter. They are short quizzes that vary between fill-in-the-blank and multiple-choice, etc. Their purpose is to make sure you are learning and understanding the material. You will have 3 attempts and there is no time limit on most of the Practice Quizzes.

### **WRITING ASSIGNMENTS:**

**Writing Assignments (Journals)** are done in Canvas. These are essentially practice writing assignments in which you will write on various topics. You are expected to use the material, grammar, vocabulary, and sentence structure that we are learning in class. Any work that uses the Spanish language that is beyond our scope of learning will receive a **zero**. This includes but is not limited to using verb tenses that we have not yet learned for each of the chapters and or using any type of AI technology aid.

## HOMework IN VHL CENTRAL SUPERSITE:

The VHL Central Supersite can be found at [VHL Central](#). This is the online component of the textbook where you will do many of the activities of the course and keep track of your VHL Homework grades. The assigned activities will be listed on the calendar of the VHL 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. These activities will assist the student in internalizing the material the student has learned. The VHL Homework will be completed on the dates that appear on the calendar at [VHL Central](#). There will be homework most days of the week. This is to ensure that you are staying in touch with the course daily thereby being exposed to the target language every week. It is essential to have daily contact and interaction with the Spanish language to have the most immersive experience.

## REGARDING CANVAS AND VHL:

- The Professor will not remind you to do your homework on both Canvas and VHL.
- Please be sure to complete all Canvas and VHL assignments on time. It is highly recommended that you complete all of the homework and activities in each chapter module before taking each chapter test.
- Late assignments are subject to a 20% deduction on top of any other deductions due to grammatical and/or context errors.
- Although you may submit assignments late due to a medical emergency, **do not** get into the habit of turning in late work. With a language class, it is best to stay on track for more effective learning of the target language.
- Please be responsible and manage your time wisely.
- Make sure you have a working computer with a camera, headphones, and a microphone. Remember, there are computer labs at all Valencia Campuses which are available to students (bring your headphones).
- Please read the instructions for all homework activities on both Canvas and VHL carefully.

## QUIZLET FOR VOCABULARY:

- Towards the beginning of each chapter module, there is a Quizlet activity that involves inputting all vocabulary words into Quizlet.com and creating flashcards which you will use to study and memorize your Spanish vocabulary words from each chapter for at least 20 minutes daily. Successful students say that they find that memorizing vocabulary makes learning grammar much more effective. When you learn vocabulary words and then incorporate that new vocabulary into your new grammar lessons, you can use your knowledge to your advantage.

### SPANISH PRONUNCIATION ASSESSMENTS:

- You will have the opportunity to practice and showcase your Spanish pronunciation through a Discussion Board in which you will practice reciting a tongue twister **three times in a row**.
- I highly encourage listening to the original tongue twister several times and then practicing before attempting to record yourself.
- Try your best to imitate the sounds and pronunciation of each word from my original recordings so that you may achieve a native sound in Spanish.
- I recommend that you write out the tongue twister several times in a notebook because when you take the time to write it out with a pen on paper, you get the opportunity to see the way each word is constructed in terms of accents, diphthongs, and letter combinations.
- Take it a step further and try to **memorize** the tongue twister you choose to record.

### INFORMATION GAP ASSIGNMENTS:

- Information Gap Assignments are activities that you will complete with a classmate and/or a Valencia or Brainfuse tutor.
- Please be sure to follow the instructions within this Canvas activity carefully.
- **Always follow the examples given in each Information Gap Activity.**

### TUTORING:

There are two options for tutoring opportunities within each chapter module with suggestions on what subjects to focus on for each chapter.

1. Students, please click on the link to access the tutoring page for foreign languages at Valencia College. Here's the link: [Valencia College Tutoring](#)
2. You can also access Brainfuse for 24/7 online tutoring through a chat-like feature and/or a live tutor. The link is found on your Canvas course's left-hand menu. Go to Academic Tools → Click on Language Lab  
Here's the link: [Brainfuse Tutoring](#)
3. Tutoring for **UCF students only**: <https://www.ucf.edu/distance-learning/>

### ZOOM:

- The Professor's Zoom is: [Professor Hagan's Zoom](#)
- The Professor's Personal Zoom ID is: 475 802 6422
- The Professor's Zoom link and Meeting ID can be found on the Home Page of the Canvas course as well as on page 1 of the syllabus.

## MIDTERM AND FINAL ORAL ASSESSMENTS:

- The Midterm Oral Assessments will be given after Chapter 3 (SPN 1120) or Chapter 8 (SPN 1121) via Canvas Quiz using Honorlock.
- The Final Oral Assessment will be given after Chapter 4 (SPN 1120) or Chapter 9 (SPN 1121) via Canvas Quiz using Honorlock.
- The Professor will ask you questions based on what we have learned in class. Sample questions can be found in the Midterm Oral Assessment Module and the Final Oral Assessment Module.
- **Be prepared to video record yourself during the Oral Assessments.**
- **Any indication of academic misconduct (including but not limited to the following; that someone else is taking the exam for you reflected in advanced verbal usage, slang, and common errors made by native speakers, not seeing your face during the assessment, talking during the assessment, evidence of using AI technologies, online searches outside of the assessment page, putting the assessment on pause, videotaping the assessment with a phone or other device including screen recording with the computer and or device with which the assessment is taken) during these assessments and all other Honorlock proctored assessments will result in a zero for the flagged assessments and the student will receive a zero (F) in this course as a final grade.**

## FINAL EXAM:

- The Final Exam will cover chapters 1-5 for SPN 1120 and chapters 6-10 for SPN 1121. The Final Exam is composed of 3 parts;
  - 1) The Main part consists of vocabulary, listening, reading, and grammar
  - 2) The Writing sections
  - 3) The Final Oral Assessment
- Students who do not take all 3 components of the Final Exam will **not** pass.
- The Final Exam **does not** have to be taken in the Testing Center.
- The **“Main”** part and the **“Writing”** portion of the Final Exam will be available during Final Exam week.
- **The Final Oral Assessment** will be available before the Final Exam week. The Professor will ask you questions based on what we have learned in class. Sample questions can be found in the Final Oral Assessment Module. Remember that the Oral Assessments will be completed via Canvas Quizzes using Honorlock.
- **Any indication of academic misconduct (including but not limited to the following; that someone else is taking the exam for you reflected in advanced verbal usage, slang, and common errors made by native speakers, not seeing your face during the assessment, talking during the assessment, evidence of using AI technologies, online searches outside of the assessment page, putting the assessment on pause, videotaping the assessment with a phone or other device including screen recording with**

the computer and or device with which the assessment is taken) during these assessments and all other Honorlock proctored assessments will result in a zero for the flagged assessments and the student will receive a zero (F) in this course as a final grade.

### LATE WORK:

Students will receive a one-week grace period to submit Canvas work. With a language class, it is best to stay on track for more effective learning of the target language. It is best to turn in all assignments on time. This includes both VHL and Canvas assignments.

- VHL homework is required to pass this course.
- Students will have a 3-day grace period to turn in late work for Canvas.
- Valid Medical excuses will be accepted.
- Each VHL lesson homework must be completed to at least 70% for each chapter lesson.
- Your final grade will be reduced by one letter grade if you don't complete the minimum 70% for each chapter lesson of your VHL homework.

### ATTENDANCE AND PARTICIPATION:

Attendance and Participation in all course modalities (face-to-face/mixed mode/online) are strictly recorded and graded. Please let the professor know ahead of time if you will be absent and/or not participating. The only way to get a valid excused absence is to provide a medical excuse with the date(s). Unless you are medically excused, if you arrive late to an onsite class and/or if you leave class early it will be counted as a tardy in your Attendance grade for that day.

**A reminder of Recommended allocated time for this course:** As students, you are encouraged to learn to manage your time wisely. What does this mean regarding this class? Since it is a 4-credit hour class, you should multiply 4 times 4 which is equal to **16 hours of study time per week for this course**. This means that if you divide 16 (hours) by 7 (days of the week), **you are expected to study and work in this class for at least 2.5 hours daily.** Out of those 2.5 hours, at least 20 minutes should be devoted to studying and memorizing vocabulary daily.

### ACADEMIC HONESTY:

Student Conduct and Academic Honesty: Each student is required to follow Valencia's policy regarding academic honesty. All work submitted by students is expected to be the result of the student's thoughts, research, and self-expression unless the assignment specifically states "group project". Any act of academic dishonesty will be handled following Valencia policy as outlined 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 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 website:

[Valencia College Student Code of Conduct Information](#)

**Exams and homework are considered individual efforts. 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, or any AI technology) will be considered plagiarism and will receive no credit.**

Students may collaborate in group assignments. Collaboration should be used to edit or clarify doubts. Any students involved in incidents of cheating or plagiarism will be given a **zero**. Each student is expected to be in complete compliance with the College policy on Academic Honesty as outlined in the Admissions Catalog and the Student Handbook. **Any student(s) cheating on an exam will receive a zero on the exam.** This zero cannot be replaced with the exam's final score. It is up to the Professor's discretion to give an 'F' as a Final Grade.

### **PLAGIARISM:**

Guidelines to prevent copying from native speakers, online translators, and/or AI technology.

**This course only allows content that pertains to the class.**

If it is suspected that you are using an online translator or AI technology, or that a native or heritage speaker is doing your work for you, you will receive a **zero** on your assignment. It is worthwhile to mention that it is evident to the Professor when you are not doing your work. This is especially true in your writing assignments and short-answer assignments. The use of verb tenses that we are not learning, sentence structure that we are not learning, slang, and advanced vocabulary are **prohibited**. Only use what we are doing in class. In doing so, the Professor can be fairly certain that you are doing your work. The aforementioned statement refers to exams and other assessments as well.

### **Regarding AI technology:**

The use of AI-generated responses and essays is strictly prohibited in this course unless otherwise explicitly approved by your instructor. AI includes "any kind of artificial computational system that employs complex behavior used to satisfy the Learning Outcomes of a course or lesson" (Vincent C. Muller). ChatGPT, for instance, is an AI. Any assignment in violation of this policy will receive the punishments as specified in the Academic Dishonesty/Plagiarism policy.

*In this course, you are required to do your own work. There are many resources at your disposal that can assist you such as AI. AI is a powerful new tool that can benefit society in a great deal of ways, however representing work that you did not produce as your own, including work generated or materially modified by AI, constitutes academic dishonesty. Use of generative AI in a way that violates an instructor's articulated policy or using it to*



*complete coursework in a way not expressly permitted by the faculty member will be considered a violation of the Honor Code.*

*I reserve the right to challenge **any material** you have submitted that I may believe is AI generated and actions will be as follows: 1. Warning and no credit given. 2. Second offense, no credit given, issued final notice of misconduct. 3. Third offense grounds for failure of course and dismissal.*

*Should the work that you submit is questionable, you will be asked to meet with the professor and will be given the opportunity to demonstrate that you did the work.*

Please see more information on Plagiarism at the following website:

[Tutorials on Plagiarism](#)

### **STUDENT CONDUCT:**

Valencia College – Expected Student Code of Conduct 10-03. Valencia Community 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 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 website: [Valencia College Academic Policies and Procedures Student Code of Conduct](#)

### **STUDENT RIGHTS AND RESPONSIBILITIES:**

[Student Rights and Responsibilities](#)

### **SMOKING POLICY:**

Please note that Valencia College adopted the revised policy in June 2023 to include the vape-specific language: <https://valenciacollege.edu/sharetheair>

### **STUDENTS WITH DISABILITIES:**

Students who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the Professor, preferably during the first week of class. 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 they 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:

[Valencia College Office for Students with Disabilities Information](#)

Valencia's OSD office is located at Valencia West Campus, SSB, Room 102

Ph: 407-582-1523

Fax: 407-582-1326

TTY: 407-582-1222

### **A COMPASSIONATE LEARNING SPACE:**

Please know that I'm here to listen and guide you toward professional counseling services if needed. Our classroom is a kind community where we support each other in learning and life. We need to build not just a learning environment but a space where compassion and understanding are at the heart of everything we do.

- Navigating Challenges Together: While my role primarily supports your academic progress, I deeply care about your overall well-being. Please remember, I may not be a therapist, but I'm here to listen and guide you towards the professional counseling services and resources our campus or community offers, should you need them.
- A Culture of Kindness: Our classroom is more than a place of learning—it's a community where empathy, respect, and care for one another thrive. Let's commit to being there for each other, in learning and life.

### **BAYCARE BEHAVIORAL HEALTH'S STUDENT ASSISTANCE PROGRAM:**

*"Valencia is committed to making sure all our students have a rewarding and successful college experience. For that purpose, 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 **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."*

Please note that **UCF students** have access to counseling and psychological services in the Union West building, Room 245 on the Downtown Campus. UCF Counseling – 407-823-2811. UCF after-hours helpline 407-823-2811 (press 5). **UCF students only**.

As of July 16, 2022, you can dial 988 to reach the National Suicide Prevention Lifeline. Please note the current Lifeline phone number (1-800-273-8255) will always remain available to people in emotional distress or suicidal crisis, even though 988 is now launched nationally.

Valencia College joins the U.S. Department of Health and Human Services, Office of Minority Health in recognizing July as National Minority Mental Health Awareness Month. This month brings awareness to the unique struggles that racial and ethnic minority communities face regarding mental illness in the United States. Here is a comprehensive list of resources to support our Valencia College family's mental health.

<https://bit.ly/3AxRMbb>

[#Dial988](#)

[#BreakTheStigma](#)

### **SECURITY STATEMENT:**

This statement comes from our chief of security:

*“We want to reassure you that our security officers are here around the clock to ensure the safety and security of the campus community. It’s important to remain alert and aware of your surroundings, especially during the early morning or evening hours. Remember that you can always call security for an escort if you feel uncomfortable walking alone on campus. White security phones can also be found in many of our buildings; simply pick up the phone and security will answer. Finally, report any suspicious persons to West Campus Security at: 407-582-1000 or 407-582-1030 (after-hours number) or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways.”*

### **VALENCIA I.D. CARDS:**

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

### **DISCLAIMER STATEMENT:**

This outline/syllabus may be altered, at the Professor’s discretion, during the term. It is the responsibility of the student to make any adjustments as announced.

**Note: The schedule of activities and exams is subject to change.**

### **IMPORTANT WEBSITES:**

- College Calendar: [Valencia College Academic Calendar](#)
- College Catalog: [Valencia College Student Catalog](#)
- Valencia Policy and Procedures: [Valencia College Policy and Procedures](#)
- FERPA – Family Educational Rights and Privacy Act: [FERPA Information](#)
- ADA – Americans with Disabilities Act of 1990:  
[Valencia College Office for Students with Disabilities Information](#)

### **CORRESPONDENCE:**

**IMPORTANT: All correspondence with the Professor must be done through Canvas or your Valencia email address.** Any emails sent to the Professor with ‘Gmail’, ‘Yahoo’, or any other external email address will **not** be answered.

### **STUDENT SUPPORT SERVICES:**

Valencia College is committed to supporting students. The college offers various services to meet student needs.

## **LEARNING SUPPORT CENTERS:**

Each Valencia campus has a Learning Center that provides resources such as tutoring, writing consultations, and skill shops to students. To locate available resources for the campus closest to you, view the Learning Support website.

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 a 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 [Distance Tutoring & Learning Technology Support](#). Through this site, you can view the schedule of tutors/tech support assistants, and find available times.

## **LEARNING SUPPORT STATEMENT:**

Learning Support Services provides students with academic support through distance tutoring, face-to-face tutoring at the campuses, writing consultations, library services, and resources. Tutoring is offered in most academic disciplines including math, science, foreign languages, English for academic purposes (EAP), computer programming, and writing assistance for any course. Assistance with library research can be accessed online through Atlas.

**Brainfuse** is a 24/7 online tutoring and learning hub, which is available to all of Valencia’s students. This service is best used as a backup to Valencia’s Distance Tutoring service, not as a replacement. **Brainfuse** is accessible through Canvas and works as a chat feature as well as a live tutor when available.

## **STUDENT ILLNESS:**

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 to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged absence, please communicate with me as soon as possible to create a plan for the best course of action.

## **HOUSE BILL 233:**

As your professor, I am committed to giving you as many opportunities and resources to support your learning as possible. Therefore, you may find it beneficial to record class lectures to review later. Please keep in mind that you do not have your peers’ permission to record them, and they have a right to privacy; your peers should not be in your recordings. You may not record class discussions, student presentations, labs, group

work, and private conversations. These recordings are permitted for your personal use; you should contact me to discuss sharing options. Note that while these recordings are useful for review, we want you to attend the class for your insights and questions; these recordings are not substitutes for class participation and attendance. Should you have any concerns or questions, please feel free to contact me through Atlas email or Canvas message.

### **HOUSE BILL 7:**

This class requires participation in discussion to meet course learning outcomes. We are a class comprised of individuals. As such, there will be multiple opinions expressed throughout the semester that you may not personally agree with or even understand - as may be expected. My role as an instructor is to facilitate freedom of expression that is relevant to the course, credible, open, and respectful without the promotion or endorsement of a single viewpoint. Conversations informed by diverse viewpoints contribute to critical thinking and higher-level learning. Even if you don't agree, listening to different points of view may give you further insight into your perspectives. No lesson is intended to espouse, promote, advance, inculcate, or compel a particular feeling, perception, viewpoint, or belief in a concept. Concepts, as presented, are not endorsed by the instructor but are presented as part of the larger course of instruction. Should a student feel uncomfortable with how course content is presented or discussed, please contact the instructor for further conversation.

***Next page, see the Writing and Speaking Rubric.***

### WRITING AND SPEAKING RUBRIC:

<b>WRITING AND Criteria / Points</b>	<b>SPEAKING 5</b>	<b>RUBRIC 4</b>	<b>3</b>	<b>2 or &lt;</b>
<b>CONTENT</b>	Completed the task sufficiently above and beyond. Contained ample vocabulary and grammar in the lesson.	Submitted the required length of activity. Some grammar and vocabulary are included.	At least half of the required length submitted or some content not applicable. Most grammar and vocabulary are not included.	Less than half submitted. Most of the content does not apply to the lesson.
<b>LISTENING/READING COMPREHENSION (Do you understand me?)</b>	Fully understands what I am asking and/or stating in the target language.	Some listener/reader effort is required. The listener/reader asks for clarification in Spanish.	Listener/reader effort is required. Asks for clarification in English.	The listener/reader cannot understand anything I am asking and/or stating in the target language.
<b>SPEAKER COMPREHENSIBILITY AND PRONUNCIATION (Do I understand you?)</b>	Fully comprehensible; clear and fluid ideas.	Some listener effort is required.	Some listening effort is required; some parts are not comprehensible.	Mostly not comprehensible.
<b>GRAMMAR</b>	Demonstrated a complete understanding of grammar.	Some errors did not impede comprehension.	Errors present that impeded comprehension or some occurrences of grammar not applicable to the lesson.	Demonstrated little or no understanding of grammar applicable to the lesson.
<b>VOCABULARY</b>	Used vocabulary that is pertinent to the lesson correctly.	Some errors in vocabulary were used but did not impede comprehension.	Errors in the vocabulary used that impeded comprehension or occurrences of vocabulary not applicable to the lesson.	Did not demonstrate correct use of vocabulary applicable to the lesson.
<b>SENTENCE STRUCTURE</b>	Demonstrated complete understanding of sentence structure pertinent to lesson; good flow; sentences were cohesive.	Some errors in sentence structure did not impede comprehension.	Errors in sentence structure impeded comprehension; some random sentences; sentences were not at the level.	Did not demonstrate understanding of sentence structure applicable to the lesson; sentences are random with no cohesiveness.

**Note:** Students who receive less than 3 on **Content** can only receive a **maximum** of 3 on the remaining criteria.

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