

# VALENCIA COLLEGE

SPN 1000 Conversational Spanish I

CRN 12220

Term: Fall 2023 (08/21/2023 – 12/10/2023)

Modality: Face-to-Face

West Campus Bldg.1 RM 132

Wednesdays 4:00 PM – 6:30 PM

|                   | CONTACT INFORMATION  |
|-------------------|--|
| Instructor:       | Professor Tilsik “Tiki” Hagan  |
| Telephone:        | 407-582-6600   |
| Preferred:        | Canvas Messaging   |
| Email:            | <a href="mailto:tnoriega@valenciacollege.edu">tnoriega@valenciacollege.edu</a>   |
| Zoom:             | <a href="#">Professor Hagan's Zoom</a><br>Personal Meeting ID 475 802 6422   |
| Engagement Hours: | Monday - Friday 11:00 AM - 12:00 PM via telephone / Zoom<br>Mondays and Fridays 11:00 AM- 5:00 PM via telephone / Zoom<br>Before and after class on scheduled F2F and mixed mode classes.<br>(Zoom meetings by appointment or booking only, please.) |

## IMPORTANT DATES:

Note: Please check the following link for updates on all important dates such as the last day to withdraw 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 these are 3-credit hour classes, you should multiply 3 times 3 which is equal to **9 hours of study time per week**. This means that if you divide 9 (hours) by 7 (days of the week), **you are expected to study and work in this class for at least 1 hour and 20 minutes daily.** Out of that 1 hour and 20 minutes, at least 20 minutes should be devoted to studying and memorizing vocabulary daily.

## REQUIRED TEXTBOOK:

- Alonso, Alonso, and Zaslow. *Hola, ¿qué tal? Vista Higher Learning*.
- Please note that *Hola, ¿qué tal?* is a discontinued textbook meaning that it no longer has a Supersite website.
- Order your textbook here:  
<https://valenciacollege.textbookx.com/institutional/index.php?action=browse#books/3719931/>

### 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.

### ON-LINE 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 and 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 1000 and SPN 1001 are introductory courses in conversational Spanish for students with some sort of familiarity with the target language. The class will emphasize the everyday use of the language, integrating basic grammar and vocabulary through a conversational approach to Spanish. **This class does not satisfy the General Education Foreign Language proficiency requirement because it is an elective. This class is not open to native or heritage speakers.** Please see the definition of Native and Heritage Speakers on pages 4 and 5 of this syllabus. Three credits will be earned upon successful completion of this course.

### COURSE OBJECTIVES:

Our objective is for students to achieve a novice level of oral communication proficiency in the target language as well as awareness of the Hispanic culture. At the end of the semester, students should be able to communicate in Spanish using the basic words learned in this course.

### LEARNING OUTCOMES:

The student will be able to communicate verbally and orthographically in the target language at a basic/beginner 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 a basic/novice-level proficiency according to ACTFL. Furthermore, students will develop a mature attitude toward cultural differences.

### **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 by 11:59 PM) which is by the following date: **October 28<sup>th</sup>, 2022 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.
- Students knowing 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 to either drop or stay in the course however these recommendations by no means guarantee a passing or prevent you from receiving a failing grade.
- The Professor will not withdraw a student at any time.
- The last day to Drop/Refund is the following date: **August 28<sup>th</sup>, 2022 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](#)

### **METHOD OF INSTRUCTION:**

This course will be taught through a combination of written homework assignments, discussions, and various video assignments.

### **REQUIRED WEBSITE:**

This Spanish course will utilize Valencia College's **Canvas** website for grades, assignments, etc.

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

- Keep track of your grades.
- Taking quizzes/exams/Final Exam.
- Participating in discussions.
- Completing presentations.
- Checking assignment due dates.
- Completing assignments.

- Access extra materials such as worksheets, PowerPoints, useful YouTube videos, and other helpful links.
- Communicating between Professor and student through the Canvas messaging system.

### **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 for you.**

All 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** 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:

[CLEP Test Information](#)

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 is usually offered in the Fall semester.

**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.

**GRADING:**

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

|   |     |
|---|-----|
| Preliminary Assignments-----                              | 5%  |
| Roll Call Attendance/Participation-----                   | 10% |
| Quizlet/Audio-----  | 10% |
| Spanish Pronunciation-----                                | 10% |
| Cuaderno de Tareas (CDT) - <i>Homework Notebook</i> ----- | 10% |
| Cultural Discussions-----                                 | 10% |
| Information Gap Assignments-----                          | 10% |
| Flip Assignments/Writing/Presentations-----               | 10% |
| Chapter Exams/Quizzes/Exams-----                          | 25% |

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

**CHAPTER EXAMS/QUIZZES:**

- Throughout the course, you will have Chapter Exams in Canvas.
- The exams/quizzes will consist of listening, reading comprehension, grammatical knowledge, and writing competencies as well as developing knowledge and awareness of the various Hispanic cultures.
- Exams will have a time limit.
- Once you open the exam, you must complete it. You cannot close the exam and then reopen it at a later time.
- There will be **no make-up exams** regardless of 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 usage of any AI technology, using 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 up to five Chapter Tests.

### **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
- Headphones
- 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, you can contact support by live chat within the Honorlock window in Canvas, by phone (844-243-2500), and/or by email at [Honorlock's 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/LANGUAGE DISCUSSIONS/VIRTUAL CHATS:**

**1) Language skills using Flip for Discussions** - You will be asked to post a short video where you will ask a question 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 Flip. By clicking on the assignment, it will take you there automatically. You are encouraged to use visuals!

**2) Language skills using Flip for Presentations** - You will be asked to do presentations in this course and post them on Flip. By clicking on the assignment, it will take you there automatically. These presentations must comply with the minimum time requirement. If it looks like you are reading it will not be accepted. You are encouraged to use visuals to enhance your presentation. For example, if you are saying that you like to play soccer, hold up a soccer ball.

**Reminder: Remember to only use grammar and vocabulary that we are learning in class. By using advanced grammar and vocabulary, it will look like you are not doing your work which will result in a very low grade or perhaps a zero (up to Professor's discretion).**

### **CULTURAL DISCUSSIONS:**

When covering **Culture**, we will discuss cultural topics related to the Spanish-speaking world. These will be done in **English, but using Spanish is encouraged even if it is only keywords**. You must submit an initial post with intelligently and well-thought-out comments, then respectfully and intelligently respond to **two** other posts to receive full credit.

### **PRACTICE QUIZZES AND WRITING ASSIGNMENTS:**

**Practice quizzes** are assigned 3-4 times throughout the chapter. They are 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.

**Writing Assignments** Practice writing assignments will be 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 language that is beyond our scope of learning will receive a zero.

### **HOMEWORK:**

There will be homework most days of the week. This is to ensure that students are staying in touch with the target language. Students will have homework assignments in each module. Each module covers a single chapter.

### **SOME THINGS TO REMEMBER REGARDING THE HOMEWORK:**

- The Professor will not remind you every day to do your homework.
- Although you may submit assignments late due to medical emergencies, **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.
- In other words, please be responsible and manage your time wisely. Make sure you have a working computer. Remember, there are computer labs at all Valencia Campuses which are available to students.
- Please read the instructions for all activities 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. Please use the “free” version of Quizlet which includes advertisements if you do not wish to pay for a subscription.
- 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, then 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 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 pen and 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 example given in each 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 below 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 when available. There's a Brainfuse link 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: Click on the following links to access tutoring through UCF:

<https://sites.google.com/view/valenciadtqrco.de/valenciadt>

These links will take you to a Distance Tutoring webpage that does not require SSO.

### ZOOM:

- The Professor's Zoom address is: <https://valenciacollege.zoom.us/my/tikihagan>
- 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.

### FINAL EXAM:

- The Final Exam will cover up to chapter 5 and is composed of 3 parts;
  - 1) The main part consisting of largely of vocabulary, listening, reading, and grammar
  - 2) Writing section
  - 3) Speaking portion (this portion is completed in advance)
- 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.
- If there is any indication whatsoever that someone else is taking the exam for you, you will receive a **zero** for the exam. Indications include advanced vocabulary, advanced sentence structure, advanced verbal usage, slang, and common errors made by native speakers. Using any type of AI technology is considered plagiarism and is prohibited.
- The **"Main"** part AND the **"Writing"** portion of the Final Exam will be available during Finals week.

### LATE WORK:

Although you may submit assignments late due to medical emergencies, **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.

It is best to turn in all assignments on time.

## **ATTENDANCE AND PARTICIPATION:**

Attendance and Participation in all course modalities (face-to-face/mixed mode/online/ RTV) 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.

**A reminder of the 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 these are 3-credit hour classes, you should multiply 3 times 3 which is equal to **9 hours of study time per week**. This means that if you divide 9 (hours) by 7 (days of the week), **you are expected to study and work in this class for at least 1 hour and 20 minutes daily**. Out of that 1 hour and 20 minutes, 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 by 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 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.

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](#)

## **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

## **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.”*

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/3AxJRMbb>

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

### **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 online absence, please communicate with me as soon as possible to create a plan for the best course of action.

### **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.

### **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 own 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.

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

## WRITING AND SPEAKING RUBRIC:

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

| <b>WRITING AND<br/>Criteria / Points</b>  | <b>SPEAKING<br/>5</b>  | <b>RUBRIC<br/>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<br/>COMPREHENSION<br/>(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<br/>COMPREHENSIBILITY<br/>AND<br/>PRONUNCIATION<br/>(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 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<br/>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. |