

SOUTH PLAINS COLLEGE  
COMMUNICATIONS DEPARTMENT

COURSE SYLLABUS COVER PAGE  
SPANISH 1411  
SECTIONS 201 and 202  
SPRING 2017

INSTRUCTOR: DR. I-FAN KNOTTS

## **Course Syllabus** **SPAN 1411 – Beginning Spanish I**

**Department:** Communications

**Discipline:** Spanish

**Credit:** 3 hours lecture, 2 hours lab

This is a core course for the Associate of Arts degree, and satisfies five hours of the 8 – 16 hour requirement for foreign language.

**Prerequisites:** There are no prerequisites for this course.

**Available Formats:** conventional

**Campus:** Levelland/Reese Center

**Textbook:** *Arriba* 6<sup>th</sup> Ed. by Zayas-Bazán, Bacon & Nibert.

- (1) Textbook (Comunicación y Cultura) and
- (2) On-line workbook access code for (MySpanishlab-MSL)

**Supplies:** Three-ring loose leaf binder or a notebook/folder is suggested.

**Course Specific Instructions:** None

**Course Description:** This course is designed for beginning Spanish students, and will introduce and expand the functional skills of speaking, listening, reading and writing the Spanish language through the study of vocabulary, grammatical structures and syntax, with extensive practice in the classroom. We follow the American Council on the Teaching of Foreign Languages' "National Standards": <http://www.cas.usf.edu/languages/whystudy/standard.htm#standards>.  
**ACTFL National Standards in Foreign Language Education:**

**Course Objectives:** The purpose of this course is formed by *Standards for Foreign Language Learning in the 21<sup>st</sup> Century*, focusing on the five general areas:

### **Communication** *Communicate in Languages Other Than English*

**Standard 1.1:** Students engage in conversations, provide and obtain information, express feelings and emotions, and exchange opinions

**Standard 1.2:** Students understand and interpret written and spoken language on a variety of topics

**Standard 1.3:** Students present information, concepts, and ideas to an audience of listeners or readers on a variety of topics.

### **Cultures** *Gain Knowledge and Understanding of Other Cultures*

**Standard 2.1:** Students demonstrate an understanding of the relationship between the practices and perspectives of the culture studied

**Standard 2.2:** Students demonstrate an understanding of the relationship between the products and perspectives of the culture studied

### **Connections** *Connect with Other Disciplines and Acquire Information*

**Standard 3.1:** Students reinforce and further their knowledge of other disciplines through the foreign language

**Standard 3.2:** Students acquire information and recognize the distinctive viewpoints that are only available through the foreign language and its cultures

### **Comparisons** *Develop Insight into the Nature of Language and Culture*

**Standard 4.1:** Students demonstrate understanding of the nature of language through comparisons of the language studied and their own

**Standard 4.2:** Students demonstrate understanding of the concept of culture through comparisons of the cultures studied and their own.

### **Communities** *Participate in Multilingual Communities at Home & Around the World*

**Standard 5.1:** Students use the language both within and beyond the school setting

**Standard 5.2:** Students show evidence of becoming life-long learners by using the language for personal enjoyment and enrichment.

Upon completion of this course, the student should be able to demonstrate proficiency in the following areas:

- basic knowledge of the pronunciation and intonation
- basic knowledge of the global diversity with emphasis in the Hispanic World
- basic knowledge of everyday conversation using the basic Spanish grammar in all four skills-reading, writing, speaking and listening.
- basic knowledge of the usage of vocabulary
- basic knowledge of composing sentences and paragraphs using basic Spanish grammar
- basic knowledge of close reading of the text

**Course Requirements:** Since this is a performance class, in order to maximize the potential to successfully complete this course, the student must attend all class meetings, participate actively and complete all assignments.

**Attendance Policy:** Attendance in this class is mandatory. Students with more than four absences will be dropped from the class with either an F or an X **without further warning.**

**Diversity Statement-**In this class, the professor will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

**Contacting your Instructor-** Please feel free to contact me if you have questions or concerns about your progress in this class. Please let me know in advance if you will have to miss class. Arrangements may be made to turn in your assignments early. You may contact me at the **office** in person or by phone at 806-716-4037.

**Student Learning Outcomes/Competencies: The student will:**

- 1
  - 1.1 meet and greet others appropriately.
  - 1.2 spell names (first and last)
  - 1.3 perform simple math problems
  - 1.4 use the calendar and dates
  - 1.5 describe classroom
  - 1.6 respond appropriately to classroom instructions
  - 1.7 talk about him/herself
  - 1.8 identify colors and indicate his/her favorite color
- 2
  - 2.1 describe him/herself and other people and things
  - 2.2 ask and respond to simple questions
  - 2.3 ask for and tell time
  - 2.4 talk about what he/she likes to do (using *gustar*)
  - 2.5 talk about what he/she has (possesses)
  - 2.6 talk about what he/she has to do
- 3
  - 3.1 exchange information about classes with others
  - 3.2 talk about things that belong to him/her
  - 3.3 talk about how he/she and others feel
  - 3.4 ask for and give simple directions
- 4
  - 4.1 talk about his/her family
  - 4.2 express desire and preferences
  - 4.3 plan activities
  - 4.4 extend invitations
  - 4.5 make spatial references
  - 4.6 discuss things he/she knows

SOUTH PLAINS COLLEGE  
ARTS & SCIENCES—DEPARTMENT OF COMMUNICATIONS  
SPANISH 1411 COURSE SYLLABUS CONTINUATION

Professor: Dr. I-Fan KNOTTS  
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Office Hrs: TBA-Please see MSL: Course Materials

**Required Materials:** You can find these at the SPC Campus Book Stores or check online through the various online vendors or directly from the publisher at [www.myspanishlab.com](http://www.myspanishlab.com)

**¡Arriba! Comunicación y Cultura 6<sup>th</sup> Ed. by Zayas-Bazan, Bacon & Nibert.**

- (1) Textbook, and
- (2) On-line workbook-access code for MySpanishLab.

**Additional Information:**

There is no pre-requisite for this course. It is founded on interaction, communication, and culture; and is geared at acquiring all aspects of Spanish language: speaking, listening, reading, writing and a knowledge of the Hispanic culture. According to the South Plains College's New Student Experience-Advising Information, "generally, a student enrolled in academic courses needs 2 hours of preparation outside of class for each hour of classroom instruction". In our case, students need to spend at least 8 hours outside of class preparation for this course. **It is required that students have access to the internet for this course.** SPC has lab facilities available for students' usage.

**Grading Procedure:**

Written Exams . . . . .	30%
Oral Exams . . . . .	30%
Daily Grades (MSL, HW, quizzes, participation, classwork) . .	20%
Final Exams (Oral and Written) . . . . .	20%

**Grading Scale:**

A=100-90
B=89-80
C=79-70
D*=69-60
F*=59-below

**Note:** a "C" or better is required for continuing to the next Spanish course (SPAN 1412) at South Plains College.

**Expectations and Policies:**

**A. Daily Grades** are composed of *three* major components: (1) Assignments, (2) Quizzes, and (3) Class Participation and Class work. **NO make-ups will be allowed in this category!**

1. **Assignments** will be announced in class and will be due on the dates indicated. Always check with MySpanishLab website for required online assignments and datelines. All assignments are due at the beginning of the class period or the due dates indicated. Assignments may be exercises from textbook, worksheets, hand-outs, and MSL (which stands for MySpanishLab: [www.myspanishlab.com](http://www.myspanishlab.com) —an online textbook/ workbook with listening comprehension, vocabulary, grammar, conversation, reading exercises, videos, games, practice tests, cultural practices, etc.). It is your responsibility to make sure that assignments are submitted/turned in on time and that you complete future assignments even if you are absent. If you cannot attend class, you may e-mail your work (before class) in order to receive credit for it. There will be NO make-ups nor will any late assignments be accepted. **Note:** *Only Complete and accurate assignments will be graded. Do not leave any section of your assignment incomplete. If you need assistance, contact Dr. Knotts during office hours. NOTE: Dr. Knotts will NOT respond to e-mail requesting missed class work and/or homework assignment due to absences. Contact a fellow student instead.*

2. **Quizzes** will cover grammar, vocabulary, pronunciation, conversation, reading, listening comprehension from the required textual materials and from any additional material presented in class. There are 2 types: (a) the online quizzes (listed as extra practice in MSL) must be submitted on or before the due dates, and (b) the verbal quizzes (administered in class). There will be NO make-ups on any quizzes, no exceptions. Check your calendar on MSL website closely for due dates.
3. **Class Participation and Class-work** grades are collected randomly throughout the semester at the professor's discretion. Students are required to participate actively in classroom activities. If you are not in class for any reason, you will not receive a grade! There will be NO make-ups on any participation/ class work grades due to tardy, leaving early or any type of absences, no exceptions.

**B. Oral Exams.** Active participation in class will help prepare you for the oral exams as they will consist of questions and discussions from the textbook and "situations" practiced in class. More information will follow. See make-up policy below.

**C. Written Exams.** Written exams are comprehensive and mandatory and will test reading, writing, culture, listening skills and your ability to use grammar and vocabulary in communicative situations. Active participation in class along with the practices and exercises from MSL will help to prepare you to succeed in this course. See make-up policy below.

**D. Final Exams.** There are two parts: (1) Final Oral Exam and (2) Final Written Exam.

1. **Final Oral Exam:** is mandatory and required from all students. It is an oral presentation based on the topics presented in class. All conducted in Spanish with the difficulty level of (Chapter 4). You may be assigned into a group of two to prepare and to work on this task or you may work by yourself. You are encouraged to bring props and you will be graded based on your presentation, preparation, performance, and comprehension by your peers and your professor. You will be given more information at a later date. See make-up policy.
2. **Final Written Exam:** all students are required to take this comprehensive final written exam unless you meet the following requirements: (1) *an overall average of 70.0 or higher (including the Final Oral Exam)* and (2) *no more than 3 absences (regardless of the type of absence) incurred in this class, no exceptions.*

**E. Attendance Policy.** Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus. For this class, *Students with more than four absences may be dropped from the class with an F or an X without further warning.*

*You are expected to be on time and to remain the entire class period. Attendance will be taken at the beginning of each class period. If you leave class early, or arrive late, you may not receive credit for a quiz, test, in-class activities, worksheets, participation or homework collected that day. Missing class the day before will not be accepted as an excuse for not being prepared when you return. Class participation and attendance are required because they are of greatest importance to success in a foreign language class. Failure to attend a class always results in missed opportunity to hear and speak Spanish, and will have a negative impact on your performance on evaluations. Obviously, if you are not in class, you are unable to participate and learn from the instruction. Attendance will be recorded and filed in the Registrar's office. For more information, see SPC Student Guide. The last day to drop a course and receive "W" is April 27, 2017.*

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting. ***You are responsible for all class work covered during absences from class, even in cases in which you are able to satisfy the professor that the absence was unavoidable. An absence is considered unavoidable if it is due to***

(1) an illness—with proper documentation provided from the doctor's office, or (2) a college related/ sponsored activity—with a letter from the organization stating the requirement of your presence in advance, or (3) being called to active military service, or (4) an emergency—at the discretion of the professor.

"Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and **it is the student's responsibility to be aware of that policy**. It is also the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment."

**Make-Up Work Policy.** There will be absolutely no make-ups on any grades for assignments, quizzes, class participation and/or class-work. If you miss an exam (written/composition, oral or auditory) due to a verifiable unavoidable absence you may be allowed to take the make-up exam; however, it may be in a different format or with a different topic than previously announced and practiced in class, and must be taken at the discretion of the professor. \*You must contact Dr. Knotts within one week from the date of your absence in order to be considered for a make-up; otherwise, you will receive a zero for the missed exam.

**Class Conduct.** It is my belief that learning best occurs in a supportive and respectful atmosphere. Students are expected to assist in maintaining a classroom environment that is conducive to learning. When you enroll at South Plains College, you accept the rules and regulations prescribed by the College and it is your obligation to be familiar with the standards of conduct. In order to assure that all students have an opportunity to benefit from time spent in class, unless otherwise approved by the instructor, during class time student are prohibited from engaging in any other form of distraction. Inappropriate behavior in the classroom shall result, minimally in a request to leave class and be counted ABSENT for that day. Troublesome behavior may be classified as anything that disturbs the instructor or the students during the class period. Listed below are a few examples of troublesome behavior in the classroom:

- Eating, drinking or usage of tobacco products, (bottled waters and beverages with a "twist top" are allowed in the classroom),
- Usage of cell phones or any other electronic devices,
- Displaying of anger or aggression,
- Playing games or working on other projects during class,
- Making rude and/ or offensive remarks,
- Sleeping,
- Talking and visiting with classmates during a lecture, etc.

If problem persists, you will be removed from this course with a grade of WF (withdrawn failing). Refer to the Student Guide or the SPC General Catalog.

**Academic Integrity.** Cheating and plagiarism constitute serious offenses and will not be tolerated. Examples: for this class, the *use of online translators/websites for written assignments is considered cheating and copying other students' homework is considered plagiarism*. You will be dropped from the course with a grade of F. (Refer to the SPC Student Guide and the General Catalog).

**ADA Statement.** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers

ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529. \*\*\*It is important to note that no requirement exists that accommodations be made unless appropriate verification from the Disability Services Office has been provided to the professor.

**IMPORTANT ADDITIONAL INFORMATION:**

All SPC students have been provided with an e-mail account via SPC's website and will be used as the primary channel for official communication in this class. Do not use the e-mail system in MySpanishLab.

For more information, go to <http://www.southplainscollege.edu> or refer to the student guide and catalog.

**MSL <http://myspanishlab.com> ENROLLING IN A NEW SEMESTER: STUDENT**

**STEP 1: BEFORE YOU ENROLL (VERY IMPORTANT!)**

1. Visit <http://myspanishlab.com> and click on **Browser Tune-up** to confirm that you have met the Systems Requirements. You may need to go under **Tools** and access the **Internet Options** to delete cookies for MSL to work properly.
2. Confirm that you have the following needed to register:
  - a. **VALID EMAIL ADDRESS**
  - b. **INSTRUCTOR'S COURSE ID: CRSKLBY-493206**

**STEP 2: ENROLLING IN YOUR NEW COURSE**

1. Click on the **Students** button under **First time users** at <http://myspanishlab.com>.
2. Click on **I already have an access code** or click on **need to purchase the access code online** and follow the prompts. Read the online policy and click on **I accept** to continue.
3. When prompted, enter your school's zip code – Reese 79416
4. Create your account as follows:
  - a) Type in your name and your valid email address
  - b) Select school or select "other" and enter school's name, city and state.
  - c) Create login name and password
  - d) On the "My Courses" page, click on the **Enroll in a Course** button.
  - e) Type the Course ID listed above in the box and click **Next**.
  - f) **Confirm Course** screen; verify that the CourseID you entered matches your instructor's course. Click the **Next** button.
  - g) **Summary** screen, confirm the information is correct and then click **Enter Course Now** button to enter your instructor's course. This course name should now appear on your course list."

**STEP 3: YOU ARE NOW READY TO BEGIN. Click** on course name to open.

**\*VERY IMPORTANT\* Please check your time zone. Make sure it is set for Central Standard Time. All assignments are due at 11:59pm. If your alarm clock appears elsewhere, your time zone is set incorrectly (by default, it is set to Eastern Time Zone).**

**CALENDARIO TENTATIVO 2017 SPAN 1411-all sections (201,202) (T/R) 11am/1pm**

wk 1 1/17 1/19	-Introduction/ Begin with Ch. 1 -Continue Ch. 1 (Computer Lab 829)	wk9 3/21 3/23	-Continue with Ch. 3 -Finish with Ch. 3; Review
wk 2 1/24 1/26	-Continue with Ch. 1	wk10 3/28 3/30	-Written Exam #3-Rm. 829 -Oral Exam #3 & Begin Ch. 4
wk 3 1/31 2/2	-Continue with Ch. 1 -Finish with Ch.1 and Review for exam 1	wk11 4/4 4/6	-Cont'd Ch. 4 (*Oral Final Exam Info.*)
wk 4 2/7 2/9	-Written Exam#1-Room 829 -Oral Exam#1 & Begin Ch. 2	wk12 4/11 4/13	-Continue Ch. 4
wk 5 2/14 2/16	-Continue Ch. 2	wk13 4/18 4/20	-Continue Ch. 4 -Finish with Ch. 4/ Review
wk 6 2/21 2/23	-Continue Ch. 2 -Finish Ch. 2; Review	wk14 4/25 4/27	-Oral Exam #4 -Written Exam #4 Room 829
wk 7 2/28 3/2	-Written Exam #2-Room 829 -Oral Exam #2 & Begin Ch. 3	wk15 5/2 5/4	-Oral Final Exam-Presentation -Class Average & Review for Final Exam: Written
wk 8 3/7 3/9	-Continue Ch. 3	wk16	<b>FINAL EXAMINATION WEEK</b> <b><u>Written Final Exam</u></b> <b>TBA: Link unavailable at this time</b>
			Other Important Dates: March 13-17 Spring Break April 17 Easter Holiday April 19 Online Registration April 27 Last Day to DROP a class

*\*Except for the Final Exam date, the above schedule is subject to changes that the professor may, at her sole discretion, deem pertinent to accommodate the specific requirements of the course.*

SOUTH PLAINS COLLEGE – REESE CENTER  
**Safety and Security Regulations**

Severe Weather Procedures

In the event of severe weather or tornado warnings, individuals should seek the safest possible location in a building away from doors, windows and exterior walls. Persons should crouch and face interior walls with their hands behind their heads and heads between their knees.

1. Do not leave the building.
2. Stay away from glass (windows and doors).
3. Avoid outside walls.
4. Go to ground-level floors in multi-story buildings.
5. Go to interior rooms without windows.
6. Never open windows or doors.
7. Stay out of autos – do not try to evade a tornado in an auto.
8. **Anyone** receiving a “Tornado Warning” should alert others in the building.
9. If you suspect we are in a path of a tornado, take the above actions.

Emergency Shelter Locations

Bldg 1 – Primary: Rm. 119 and both bathrooms. Secondary: 107, 109, 112, 113

Bldg 2 – Primary: Rms. 203, 206, 212. Secondary: 208

Bldg 3 – Primary: Rms. 304, 306, 308, 319, 321, 323, Secondary: 310, 325

Bldg 4 – Primary: Rms. 404, 406, 408, Secondary: 452 A, B, C, D, E

Bldg 5 – Primary: Rms. 511, 508. Secondary: 513.

Bldg 6 – Primary: Restrooms. Secondary: Rm. 605

Bldg 8 – Primary: Rms. 822 A, B, 830 A, B, 832. Secondary: 827, 828, 829, Restrooms.

Escort Service

Escort service by SPC Campus Police is available upon request. When a student desires escort from a classroom building to his/her car, the campus police should be contacted by the student or the instructor. (Ext. 2923 or 893-5705)

Emergency Phone Numbers

Red Phone provides direct connection to 911

Campus Police – Ext. 2923 or 893-5705

Suicide Intervention Hotline – 765-8393

Rape Crisis Center – 763-7273 or 763-3232

Women’s Protective Services – 747-6491

Campus Closing – Classes Cancelled or Delayed

If severe weather, ice and/or snow, requires the Reese Center campus to close a notice will be televised by the Lubbock TV stations.