



**Arts & Sciences-Communications Department-Spanish Division**  
**SPAN 1411 Beginning Spanish I Course Syllabus-Fall 2019**

**Faculty Information**

Instructor: Dr. I-Fan Knotts, Ph.D.

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Office: Reese Center Building 8, Room 826C (**Office Hours**)

Monday	Tuesday	Wednesday	Thursday	Friday
By appointment only		9:05am-10:30am		9-11am*
	10:05-11am		10:10-11am	*Please call first
	12:40-1pm		12:40-1pm	due to possible
	2:15-2:35pm		2:15-3:55pm	Dept. meetings*

**REQUIRED TEXTBOOK MATERIALS**

¡Arriba! comunicación y cultura 7<sup>th</sup> edition PLUS MyLab Spanish with Pearson e-text—Access card package (single or multi-semester). You may purchase the access code for MySpanishLab directly from Pearson’s website: [www.myspanishlab.com](http://www.myspanishlab.com). Note: the same set of material is used for all four semesters of Spanish courses at South Plains College: SPAN 1411, 1412, 2311 and 2312 (if you purchase the multi-semester option).

**Course Description and Purpose**

SPAN1411-Beginning Spanish I is designed in developing listening, speaking, reading and writing skills in the Spanish language at the beginning level. Your ability to understand and communicate will develop along with your knowledge of the vocabulary and grammatical structures of the language. It introduces the rich culture of the Spanish-speaking world, including the Hispanic/Latino communities in the U.S., and it aims to develop students’ intercultural knowledge and understanding. This course fulfills one semester of the foreign language requirement as needed for Associate Degree plans and transfer credit to four-year institutions (i.e. **Students who are majoring in the programs in the College of Arts & Sciences at Texas Tech University (our primary transfer institution) are required to successfully complete SPAN2311 and 2312 Intermediate Spanish I and II (followed by the completion of SPAN1411 and 1412)** as part of the graduation requirement. The number of courses required varies from discipline and institution. There are no pre-requisites for this course.

**Student Learning Outcomes and Competencies.** By the end of this course, students will be able to:

- 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

## **COMMUNICATION PLAN**

- You must use your assigned SPC email address to communicate in this class. Do not use your personal e-mail address or the e-mail system in MySpanishLab.
- When sending an email or leaving a voice mail, always include your full name and the course and section number.
- You may request to meet for office hours virtually (via Blackboard Collaborative Ultra); however, it must be set up at least 48 hours in advance.
- You can expect an email reply within 48 hours on weekdays, but on weekends, expect a reply by the end of the day on Tuesday.
- Course related announcements are posted in Blackboard every few days.

## **IMPORTANT TECHNICAL INFORMATION**

### ➤ **Technical Requirements**

- Desktop or laptop computer
- High speed internet access
- SPC e-mail
- Microsoft Office
- Adobe Reader (download from Adobe.com)
- Flash Player (download from Adobe flash player) and Real Player
- Audio and video capabilities (for watching and listening to course content)
- Web camera and microphone (for video conferencing and recording vlogs)
- Blackboard Collaborate system requirements
- MySpanishLab (see below for more information)
- Digital video recording equipment capable of recording up to 10 minutes of video footage

### ➤ **Technical Skill Requirements.** Must have the ability and be comfortable with:

- Microsoft Word or word processor that can save Word compatible files into pdf
- Using SPC email for communication, attaching documents
- Internet search engines and browsers
- Recording and uploading video files.
- The ability to download video files or to stream files

### ➤ **Technical Support**

IMPORTANT: CHROME is the preferred browser for accessing MySpanishLab and must be used for SPC Blackboard. Make sure you meet certain system and software requirements. Check these requirements periodically for updates and changes.

- Do NOT contact Dr. Knotts for technical problems. Contact the following sites:
- For SPC Blackboard Technical Support-If you are having trouble logging in to Blackboard or seeing your courses, please contact Blackboard Support. You can call the office Monday through Friday from 8:00 am to 4:00 pm at 806-716-2180. Or, you can email [blackboard@southplainscollege.edu](mailto:blackboard@southplainscollege.edu) anytime with any questions or issues you may have. Please be sure when logging into Blackboard, you are using just your username and not the full email.
- For problems with MySpanishLab Arriba, contact Student Support at: <https://www.pearsonmylabandmastering.com/northamerica/mylanguage/abs/students/support/index.html>
- NOT having a way to record will not be accepted as an excuse for failure to submit assignments!

## **COURSE ORGANIZATION**

In this course, we will cover 4 chapters from the required textbook ;Arriba! 7<sup>th</sup> Ed. The 4 chapter tabs contain a combination of additional class notes, links to grammar tutorials, lecture videos, links to additional readings/ or video materials, and other content that will help you understand the focus of that particular chapter. Additionally, there may be various assessments, such as learning activities, video conferences, and conversations in SPANISH with your classmates. Check the Course Calendar and MSL Calendar to see the specific assessments and due dates for each. We will be working with MySpanishLab (MSL) at all times. You will find the following tabs:

- My Professor (Faculty contact information)
- Course Syllabus
- Course Calendar
- Getting Started
- Useful Tools/ Resources (Interactive websites, flashcards, dictionary, etc.)
- MSL-MySpanishLab
- Chapter 1 through 4
- Discussion Boards
- Oral Exam Information (1 Midterm and 1 Final)
- Blackboard Collaborate Ultra
- Written Exam Information
- Extra Credit (all events are time sensitive). Check the times/dates.
- Additional tabs may be added as needed

## **GRADING PROCEDURES**

MySpanishLab Weekly Assignments	10%	Grading Scale: A=100-90
4 Discussion Boards (Hispanic culture)	10%	B=89-80
4 Written Exams (include listening comprehension)	40%	C=79-70
2 Oral Exams (midterm and final)	40%	D*=69-60
		F*=59 – below

**Note: a “C” or better is required to continue to the next Spanish course (SPAN 1412) at SPC.**

## **EXPECTATIONS AND POLICIES**

- A. **MSL or MySpanishLab**. You MUST access MSL (MySpanishLab—an online textbook/ workbook with listening comprehension, vocabulary, grammar, reading exercises and conversations, videos, games, practice tests, cultural awareness videos, etc.) You must use it to access e-text, verb charts, homework assignments, videos, and written exams. As you sign in to MSL, you will see a calendar with blue alarm clocks which indicate that you have assignments due. If you see red alarm clocks, it means your assignments/ exams are past due. Please refer to the MSL tab for set up information.

**MSL assignments** may be exercises from e-textbook and SAM (Student Activities Manual). Assignments are due weekly on a Sunday at 11:59pm Central Standard Time. (Check the calendar in MSL—due dates are marked with a **blue alarm clock**) and it is your responsibility to make sure that assignments are submitted/turned in on time. There is no limit to how many times you can re-do your assignments before the due date; however, your grade is the average of all of your attempts. You may complete future assignments ahead of time; however, **no late assignments will be accepted, no exceptions**. Once the **alarm clock turns red**, it means your assignment is “past due”. You are still allowed to work on these assignments for practice; however, the grades will be recorded as zeros “0”. *If you need assistance, contact Dr. Knotts during office hours or the Spanish tutor (schedule TBA).*

- B. **Discussion Boards.** There are 5 required discussion boards. The topics are listed along with their due dates. You must post your discussion at least one week before the due date and respond to 2 additional discussions by the due date. There will be NO make-ups on any discussion boards as there will be “extra credit” opportunities available to replace the lowest grade. Check the “Course Calendar” tab for due dates.

Technological issues are not an excuse for late work. *You may do your assignments and discussions early to ensure prompt submissions or to avoid any unforeseen circumstances.*

- C. **Oral Exams.** 2 Oral Exams (one Midterm and one Final) which consist of questions, situations, presentations, and discussions from each chapter and any additional information provided. All conducted in Spanish and comprehensive. It is also timed. Exam dates can be found in the “Course Calendar” tab. We will use Blackboard Collaborate Ultra. A review sheet/study guide will be provided for each exam. See make-up policy.
- D. **Written Exams.** 4 Written Exams, one at the end of each chapter in the book. The exam will focus primarily on the content of the chapter; however, since language learning is cumulative (similar to a math class), they are comprehensive (include material from previous chapters which you are responsible for retaining and reviewing) and mandatory and will test reading, writing, culture, listening skills and your ability to use grammar and vocabulary in communicative situations. Each exam is timed. Exam dates are posted on your Course Calendar/Schedule Tab and on MySpanishLab website. A review/study guide will be provided for each exam. There will be no final written exam. See make-up policy.

**Make-Up Work Policy.** If you miss an exam (written, or oral) due to an extended illness, a death in the family, a college related/ sponsored activity (with advance notice), being called to active military service, or an emergency (at the discretion of the professor)—you must provide proper documentation to your professor before you are allowed to take the make-up exam; however, it may be in a different format or with a different topic than previously announced, and must be taken at the discretion of the professor. \*You must contact Dr. Knotts within one week from the date of your missed exam in order to be considered for a make-up; otherwise, you will receive a zero for the missed exam.

**Extra Credit.** There will be several cultural events available throughout the semester. They are time/date sensitive. Please check the tab periodically for upcoming events and datelines. You must provide proof of your attendance (e.g., selfie at the event, documents, programs, etc.). After attending an event, send your proof in an email to me within a week of your attendance. Each event will replace one lowest discussion board grade or 10 additional points added to one written exam.

#### **A Note about online SPANISH class:**

We hold the same set of grading standards for all students enrolled in this course. It is important to acknowledge that this course is unique in several ways. First, there is a performance element present. This course will allow you the opportunity to work in a group throughout the semester. This type of team-based learning allows for collaboration, feedback, and more engagement in an online learning environment. One element of your group work will be to participate in several synchronous (real-time) video conferences with me and group members. For the assessment of the oral exams, students are required to be paired up to carry on a conversation in Spanish with one another and to present their projects in front of other students. Secondly, the course is taught incrementally, meaning we will gradually introduce more vocabulary and more complex grammatical structures and you are responsible to retain all information learned from previous chapters.

#### **As an online Spanish student, you are expected to:**

- log into Blackboard and MSL (MySpanishLab) daily for possible announcements/reminders and to pace your progress in the course. Failure to log into Blackboard or MSL for 10 days, may result in being administratively withdrawn from this course with “X”.

- spend at least 12 hours throughout the week including time spent for assignments, discussions and study activities in order to become proficient in a foreign language class.
- maintain an online environment conducive to learning, including online etiquettes “netiquette”. To maintain civility in the online classroom, the following are prohibited:
  1. making offensive remarks,
  2. using inappropriate language or discussing inappropriate topics,
  3. spamming,
  4. hacking,
  5. using SPC or Blackboard email or discussion board for commercial purposes,
  6. using all caps (considered shouting in online communications), or
  7. cyber-bullying or online harassment of any type.

Inappropriate behavior shall result in consequences ranging from a request to correct the problem, to removal from the course or even the university. See Student Guide.

<http://catalog.southplainscollege.edu/mime/media/view/48/1311/2018-19StudentGuide-V6-21-2018.pdf>

**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 <http://catalog.southplainscollege.edu/mime/media/view/48/1311/2018-19StudentGuide-V6-21-2018.pdf> and the General Catalog <http://catalog.southplainscollege.edu/index.php>).

**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.

**Campus Concealed Carry syllabus statement:**

*South Plains College permits the lawful carry of concealed handguns in accordance with Texas state law, and Texas Senate Bill 11. Individuals possessing a valid License to Carry permit, or the formerly issued Concealed Handgun License, may carry a concealed handgun at all campus locations except for the following: Natatorium. For a complete list of campus carry exclusions zones by event, visit*

<http://www.southplainscollege.edu/campuscarry.php>

For questions, please contact Campus Police Department at 806-716-2396.

**IMPORTANT STUDENT REQUIREMENT:**

**You must send me an email (using your SPC email address) by typing your full name and today's date acknowledging the following: (copy and paste the following statement)**

**"I have received and read the course syllabus and I understand the objectives, guidelines, policies and procedures stated therein and I agree to abide by them this semester."**

On the subject line: type in "SPAN1411 Course Agreement"

**Course Calendar/Schedule** is posted on Blackboard.