



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

Faculty Information

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Table with 5 columns: Monday, Tuesday, Wednesday, Thursday, Friday. Rows show office hours by appointment only, 10:05-11am, 12:40-1pm, and 2:15-3:25pm.

REQUIRED TEXTBOOK MATERIALS

¡Arriba! comunicación y cultura 7th edition PLUS MySpanishLab with 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. 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 (Note: 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

- When emailing, do not use the e-mail system in MySpanishLab.
- When sending an email or leaving a voice mail, always include your full name, course and section number.
- You may request to meet for office hours by appointment with 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. Contact a fellow student for missed class work or assignments.
- Course related announcements are posted in Blackboard every few days.

IMPORTANT TECHNICAL INFORMATION

➤ Technical Requirements

- Desktop or laptop computer
- High speed internet access
- Adobe Reader (download from Adobe.com)
- Audio and video capabilities (for watching and listening to course content)
- MySpanishLab (see below for more information)
- Chrome is the preferred browser for accessing MySpanishLab and must be used for SPC Blackboard.

➤ Technical Skill Requirements

Must have the ability and be comfortable with:

- Microsoft Word or word processor application that can save Word compatible files into pdf
- Internet search engines and browsers
- Recording and uploading video files.
- The ability to download video files or to stream files

➤ Technical Support

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.
Hours: Monday through Friday 8:00 am - 4:00 pm
Phone: 806-716-2180
Email: blackboard@southplainscollege.edu
- For problems with MySpanishLab Arriba, contact Student Support at:
<https://www.pearsonmylabandmastering.com/northamerica/mylanguagelabs/students/support/index.html>

COURSE ORGANIZATION

In this course, we will cover 4 chapters from the required textbook ¡Arriba! 7th 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.

GRADING PROCEDURES

MySpanishLab Weekly Assignments	10%	Grading Scale: A=100-90
5 Discussion Projects (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. 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. Once the alarm clock turns red, it means that 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”. No late assignments will be accepted for a grade, no exceptions. *If you need assistance, contact Dr. Knotts during office hours or the Spanish tutor (schedule TBA).*
- B. **Discussion Projects.** There are 5 required discussion projects. You will be assigned in a group to work on these projects. The topics with their due dates are listed on blackboard (information will be provided to students in class). There will be NO make-ups on any discussion projects as there will be “extra credit” opportunities available to replace the lowest grade.

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

- C. **Oral Exams.** 2 (two) Comprehensive Oral Exams (one Midterm and one Final) which consist of questions, situations, presentations, and discussions from each chapter and any additional information provided. All will be conducted in Spanish. It is also timed. Exam dates can be found in the “Course Calendar” tab. A review sheet/study guide will be provided for each exam. See make-up policy.
- D. **Written Exams.** 4 (four) Comprehensive Written Exams, one at the end of each chapter in the book. The exam will focus primarily on the content of the chapter. 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. The make-up exam may be in a different format or with different questions 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 project grade or 10 additional points added to one written exam.

Attendance Policy. Students are expected to attend all classes in order to be successful. The student may be administratively withdrawn from the course when absences become excessive (for this class, four or more absences) students may be dropped with an F or an X *without further warning*. 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. **It is the student's responsibility to be aware of this policy. It is also the student's responsibility** to verify administrative drops for excessive absences through MySPC. If you are receiving financial aid or have any questions, please contact them.

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 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. The last day to drop a course and receive "W" is November 14 (Thursday). Per state law, students enrolling for the first time in Fall 2007 or later at any Texas college or university may not withdraw from more than six courses during their undergraduate college career. Some exemptions may apply.

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 students 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 by playing games or working on other projects during class,
- Displaying of anger or aggression,
- Making rude and/ or offensive remarks,
- Sleeping,
- Talking and visiting with classmates during a lecture, etc.

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.

MySpanishLab (MSL) Registration/Information.

Step 1: Before you enroll, very important!

- Go to: www.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. You **MUST** disable pop-up blocker.
- Confirm that you have the following needed to register:
 - 1) Valid email address
 - 2) Instructor's course ID: **CRSKLYS-724064**

Step 2: Enrolling in your new course.

- Click on the **Students** button under **First time users**
- 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.
- When prompted, enter your school's zip code – Reese 79416
- 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 not 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).*

Temporary Access Code for MSL:

HSPRTA-FLUFF-DEARY-PINNA-ELVIS-TRIES (it should last 12 days or so)

Course Calendar/Schedule for SPANISH 1411 (Fall 2019)

Week of	Content/ Tab (Blackboard/MSL website)	Assignments/Tasks	Due Date
Wk1 08/26	Getting Started Chapter 1 Tab MSL e-text (p.2-11)	Spanish Course Agreement Discussion Project-Introduction MSL HW and Study!	08/28 08/28 09/01
Wk2 09/02	Chapter 1 Useful Tools/Resources MSL e-text (p.12-15, 17-24)	MSL HW Study!	09/08
Wk3 09/09	Chapter 1 (Study Guide) MSL e-text (p.25-33) Complete list of vocabulary p.37	Study! MSL HW	09/15
Wk4 09/16	Written Exam #1 (Ch.1) Chapter 2 MSL e-text (p.38-50)	Must have access to MSL Discussion Project-Span Language MSL HW	09/17 09/18 09/22
Wk5 09/23	Chapter 2 MSL e-text (p.51-61)	MSL HW	09/29
Wk6 09/30	Chapter 2 (Study Guide) MSL e-text (p.62-71) Vocabulary list p.75	Study! MSL HW	10/06
Wk7 10/07	Written Exam #2 (Ch.2) Oral Exam #1 (Ch. 1 & 2) Chapter 3 MSL e-text (p.76-85)	Must have access to MSL Discussion Project-Myths/Legends MSL HW	10/08 10/10 10/09 10/13
Wk8 10/14	Chapter 3 MSL e-text (p.86-89, 91-94)	Study! MSL HW	10/20
Wk9 10/21	Chapter 3 (Study Guide) MSL e-text (p.95-103) Vocabulary list p.107	Study! Discussion Project-Day of the Dead MSL HW	10/26 10/27
Wk10 10/28	Written Exam #3 (Ch.3) Chapter 4 MSL e-text (p.108-113, 126-129)	Must have access to MSL MSL HW	10/31 11/03
Wk11 11/04	Chapter 4 MSL e-text (p.114-123)	Study! MSL HW	11/10
Wk12 11/11	Chapter 4 MSL e-text (p.130-141) Vocabulary list p.145	Discussion Project-La quinceañera Last day to drop a class MSL HW Work on your Oral Final Exam!	11/13 11/14 11/17
Wk13 11/18	Chapter 4 Study Guide	Study for your Written Exam #4 MSL HW Work on your Oral Final Exam!	11/24
Wk14 11/25	Written Exam #4 (Ch.4)	Must access MSL Work on Oral Final Exam!	11/26
Wk15 12/02	Oral Final Exam (Ch.1-4)		12/03

Wk16 12/09	Written Examination Week No written final for this class. Good luck with your other Finals!	No Office Hours. Email Dr. Knotts if you have any questions. Check your grades on Blackboard.	
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Weekly Assignments from MSL-MySpanishLab can be found at [MSL \(MySpanishLab\) website:](https://www.pearsonmylabandmastering.com/northamerica/mylanguagelabs/)
<https://www.pearsonmylabandmastering.com/northamerica/mylanguagelabs/>

Your weekly assignments are due on Sundays at 11:59PM CST. Always check MSL's calendar for these assignments.

Holidays for Fall 2019

September 2 Labor Day
October 11 Fall Break
November 27-29 Thanksgiving

*Last Day to Withdraw a class November 14 (Thursday)

Course Calendar/Schedule is also posted on Blackboard.