



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

**Faculty Information**

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

**Email:** [ichen@southplainscollege.edu](mailto:ichen@southplainscollege.edu)

**Telephone: 806.716.4037**

**Office: Reese Center Building 8, Room 826D**

**Office Hours:**

Monday	Tuesday	Wednesday	Thursday	Friday
By appointment	8:40-9am	9am-10:30am	8:40-9am	9-11am*
	10:40-11am		10:40-11am	*Please call first
	12:40-1pm		12:40-1pm	due to possible
	2:15-3:55pm		2:15-3:05pm	meetings*

**Communication Plan:**

- You may request to meet for office hours virtually; however, it must be set up 48 hours in advance.
- When sending an email, make sure to include your full name and the course and section number.
- You can expect an email reply within 24 hours on weekdays, but on weekends, expect a reply by the end of the day on Monday.
- Please use the SPC email found at the top of the syllabus for sending email messages.
- Course related announcements are posted in Blackboard every few days.
- Discussion Board Forum under the Course menu in Blackboard may be used for interacting with your instructor and fellow students.

**REQUIRED TEXTBOOK MATERIALS**

- ¡Arriba! comunicación y cultura 7<sup>th</sup> edition PLUS MyLab Spanish with Pearson etext— Access card package (single or multi-semester). The same set of materials will be used for four semesters: SPAN 1411, 1412, 2311 and 2312 (if you purchase the multi-semester option).
- You are REQUIRED to purchase the access code for MySpanishLab ([www.myspanishlab.com](http://www.myspanishlab.com)), since it comes with your e-book, you do not have to purchase a hard copy of the textbook.

**Course Description and Purpose**

SPAN1411-Beginning Spanish I is intended to fulfill one semester of the foreign language requirement as needed for Associate Degree plans and transfer credit to four-year institutions as part of the graduation requirement for students seeking a degree in the college of Arts and Sciences or as an elective credit. The number of courses required varies from discipline and institution. There are no prerequisites for this course.

This course is designed to help students 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.

### **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

### **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
- Web camera and microphone
- Blackboard Collaborate system requirements
- MySpanishLab (see below for more information)

### **TECHNICAL SKILL REQUIREMENTS**

Students must have the ability and be comfortable with the following:

- Microsoft Word or word processor that can save Word compatible files (.doc)
- Using email for communication, attaching documents

- Internet search engines and browsers
- Recording and uploading video files. \*NOT having a way to record will not be accepted as an excuse for failure to submit assignments
- The ability to download video files or to stream files

### **COURSE ORGANIZATION**

In this course we will cover 4 chapters from the required textbook ;Arriba! 7<sup>th</sup> Ed. We will be working with MySpanishLab at all times. See the link below:

(<https://www.pearsonmylabandmastering.com/northamerica/mylanguage/pearnetlabs/>)

This course is organized into 4 chapter folders. You can access the chapters by clicking on the left hand side of the menu. Chapter folders will 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 will be various assessments, such as quizzes, learning activities, video conferences, and conversations in SPANISH with your classmates. Check the course schedule to see the specific assessments and due dates for each.

### **GRADING PROCEDURES**

Assignments (Myspanishlab)	10%	Grading Scale:
Quizzes	10%	A=100-90
Chapter Written Exams	30%	B=89-80
Chapter Oral Exams	30%	C=79-70
Final Exams (Written & Oral)	20%	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**

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.) for: e-text, verb charts, homework assignments, quizzes, 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 set up page for more information.

<https://www.pearsonmylabandmastering.com/northamerica/mylanguage/pearnetlabs/>

1. **Homework assignments** may be exercises from e-textbook, 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. Once the alarm clock turns red, it means your assignment is “past due”. You are allowed to work on these assignments, however, they will not be counted toward your grades. *If you need assistance, contact Dr. Knotts during office hours.*

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 will be NO make-ups on any quizzes as 2 lowest quiz grades will be dropped. There will be one quiz per week. Check your **calendar on Blackboard** for these due dates.
3. **Oral Exams.** There will be four (4) chapter oral exams which consist of questions, situations and discussions from each chapter. All conducted in Spanish. It is also timed. Exam dates can be found on MySpanishLab website. We will use Blackboard Collaborate. The lowest exam grade will be dropped. You will be given a review sheet to prepare for each exam.
4. **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. There are four (4) chapter written exams. It is timed. Exam dates are posted on MySpanishLab website. The lowest exam grade will be dropped. You will be given a review/study guide to prepare for each exam.
5. **Final Exams.** There are two parts: (1) Final Oral Exam and (2) Final Written Exam.
  - a) **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 are encouraged to prepare props/ power points. You may give me a copy of the script in advance (2 weeks prior to the presentation date) to ensure correct form and meaning. We will use Blackboard Collaborate for this oral exam. This is 10% of your grade. More information will be posted on the Blackboard course menu at a later date.
  - b) **Final Written Exam:** all students are required to take this comprehensive final written exam unless you meet the following requirement: *an overall average of 70.0 or higher (including the Final Oral Exam)*. The review for the written final will be available on Blackboard course menu at a later date.

**Late Work Policy.** All assignments and quizzes are due by 11:59pm Central Standard Time on the due date listed on the Course Schedule (also check your calendars on MSL and Blackboard). Late work will not be accepted except for an extended illness or a death in the family (proper documentation indicating extenuating circumstances must be provided to the professor). Technological issues are not an excuse for late work. *You may do your assignments and quizzes early to ensure prompt submissions or to avoid any unforeseen circumstances.*

**Make-Up Work Policy.** If you miss an exam (written, oral or auditory) due to a medical emergency, 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.

### **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. Students are required to be paired up during the oral exams to hold a conversation in Spanish with one another. 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, just like in a math class.

### **What's Expected from you-the student:**

- You will be expected to log into Blackboard and MSL (MySpanishLab) daily to be aware of possible announcements/reminders and to pace your progress in the course.
- In order to become proficient in a foreign language, it is recommended that students spend at least two hours outside of class for each hour of in class instruction. Since this is a four-hour course, you should plan for a total of 12 hours throughout the week including time spent online for assignments, quizzes, and study activities.
- Students are expected to 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.

**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). You are allowed to use an online dictionary ([www.Wordreference.com](http://www.Wordreference.com))

**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 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: CRSKL5P-682705**

**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).

**If you need assistance with MSL, please contact Dr. Knotts during office hours.**