

**South Plains College
Arts and Sciences Division
Communication Department**

**Fall 2022
SPAN 1411.001 (4:3:3)
TR 9:00 a.m. – 10:40 a.m.
Levelland Campus
Classroom CM113**

Professor Ramos

**Office: CM123C
806-716-2449**

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**Office Hours: TR 10:40 a.m. – 1:00 p.m.; F 11:00 a.m. – 12:00 p.m.;
and by appointment**

SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE

Required Materials: *¡Arriba!*, 7th Edition, by Zayas-Bazán and others, and access code for the online manual and other valuable information. You will need to register in MySpanishLab. To do so, please go to (webpage: <http://myspanishlab.com/>) and follow the instructions. **To register you will need to purchase an Access Code (you may do this online) and the Course ID: CRSKLAI-920388.** If you already have an access code all you will need to do is register in the course using the Course ID listed.

Course Description: This course is a 4 credit-hour course. Class time will be devoted to communicating in Spanish and using the structures and vocabulary that you have practiced. Your professor will play the role of “communication facilitator” in class. If you need help with grammar and/or vocabulary, please take advantage of the help you may get from your professor during his office hours. Also, your professor will not recreate a class that you missed nor to answer questions about online material which you have not studied yourself.

Course Objectives: The purpose of this course is formed by *ACTFL National Standards for Foreign Language Learning in the 21st 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.

Learning Outcomes: Upon successful completion of this course, students will:

1. Engage in conversations using level-appropriate grammatical structures including narrating events that take place in the present and producing questions and responses on a variety of topics dealing with everyday life.
2. Demonstrate understanding of level-appropriate spoken Spanish.
3. Write simple sentences and organize them into short paragraphs.
4. Read and comprehend level-appropriate texts.
5. Identify and discuss traditions, customs and values of the Hispanic world.
6. Compare and contrast the traditions, customs and values of the Hispanic world with characteristics of their own culture.

COURSE REQUIREMENTS AND POLICIES

Spanish 1411 uses Spanish as the medium of teaching. Students are encouraged to interact with their peers and the professor in Spanish. This method is highly effective. Research has proven that this is the best way to study a second language. You can only learn it by practicing it sufficiently and using it for real communication, so that you can develop your own communicative ability.

Students will be given the opportunity to ask questions during class in English. This is will be done under the discretion of your professor. This is the only time students will be permitted to speak English. Once the class has been instructed to speak only in Spanish, students are expected to do so. Please do not worry about making mistakes; we are all here to learn.

Assignments: Assignments will include MySpanishLab activities, textbook activities, and supplementary handouts designed to stimulate and reinforce foreign language acquisition. Please prepare your assignments carefully and expect to participate in class.

Grading: It is essential that students regularly do *both* the online course components *and* participate in class activities.

The scores for all graded work are distributed as follows:

Participation/Quizzes	8/7@ 10 points	10%
MSL Weekly Assignments (4 chapters)	4@100 points	20%
A conversar	3@15 points	15%
Taller	3@50 points	15%
Chapter Exams	3@50 points	20%
Final Oral Exam	1@100 points	20%

Course grades will be assigned on the basis of weighted course average:

A: 90 and above
C: 70 – 79.99*
F: below 60

B: 80 – 89.99
D: 60 – 69.99

*A 'C' or better is required in the course to continue to the next level at SPC.

Please Note: Grades or averages cannot be sent via e-mail or over the telephone. Your grades and average will be available on Blackboard.

Participation Points: Participation in class activities will be assessed on a weekly basis. Class participation grades are intended to assess the quality and quantity of your class participation, as well as your collaborative attitude during class. **If you are absent on the day the class completes the form you will receive a zero for the Participation Points of the week. The forms will be completed during the last five (5) minutes of class.**

Online Assignments: MySpanishLab (MSL) is the online platform of the course. It contains pronunciation activities, interactive vocabulary and grammar presentations and tutorials.

This computer-enhanced course offers the following advantages to you as you learn Spanish:

- Self-pacing. You can take the time you need to do the online portion of the course as long as you complete the assignments before the deadlines; by 11:59 p.m. on the due date.
- Immediate feedback. The computer grades your electronic homework exercises instantly, tells you which items or activities are wrong, and helps you to learn by making suggestions on what to study before attempting the exercise again.
- Opportunity for improvement. The program is designed so you can attempt the exercises/activities three times and the average of the three attempts will be recorded.
- Important: Chrome is the preferred browser for accessing MySpanishLab. Make sure you meet the system and software requirements. Check these requirements periodically for updates and changes.

For each activity, you will receive a grade based on the accuracy of **your performance**. You will be allowed **three (3)** attempts to complete each activity. The score will be based on the average of your three attempts. Note that **spelling, punctuation, and accent marks** will signal a difference in your performance, as will proper vocabulary and sentence structure. Online activities are due **at 11:59 pm**. After that time, homework will **not** be accepted. The grade recorded in the gradebook will be the average of the activities per chapter.

It is your responsibility to do and submit your online assignments by the due date. “I forgot,” “I didn’t notice” or any technical problems with your personal computer or Internet provider are not valid excuses for not presenting homework, and your online assignment grade will suffer. Homework not submitted or submitted late will be recorded as a zero.

HOW TO REGISTER WITH MSL (MYSPANISHLAB)

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

Step 1: Before you enroll:

- Click on **Browser Tune-up** to confirm that you meet the system’s requirements. You may have to go to **Tools** and access **Internet Options** to delete cookies for MSL to work properly. You **MUST** disable pop-up blocker.
- Confirm you have the following needed to register:
 - 1) Valid email address
 - 2) Course ID: **CRSKLAI-920388**

Step 2: Enrolling in your new course:

- Click on First time users or Returned student
- Choose “I have an access code” or “need to purchase the access code”. This is different from Course ID.
- Follow the prompts. Click I accept to continue
- School’s zip code is 79336
- Create login name and password
- On the “My Courses” page, click on **Enroll in a Course** and enter the course ID listed above
- Confirm course and enter course now.
- Please make sure to check your time zone. Due dates are set for Central Standard Time.

Important: If you have any issues with MySpanishLab (MSL) contact ‘Support’. You will find it on the top right-hand side of the MSL page. When possible, CC the e-mail to your professor as well.

Blackboard: You will NOT have any assignments due on Blackboard. Your assignments will be in MySpanishLab and in the classroom. We will only use Blackboard for grades and announcements. Be sure to access you Blackboard account weekly.

Blackboard Support: For Blackboard support you make refer to the following resources:

1. When you log into Blackboard (BB), at the very top of the page, you will see a question mark icon with the word 'help' next to it. Click on the icon.
2. You may also contact:
 Information Systems
 Ext. 2600
 Direct: 806-716-2600
blackboard@southplainscollege.edu

Quizzes: There will be seven quizzes during the semester. The quizzes will be administered during the first ten minutes of the class session. If you are late and the quiz has been given, you will earn a zero for the missed quiz. The due dates and the page numbers in your textbook of the information to be assessed may be found in the Course Calendar.

A conversar: There will be three (3) *A conversar* activities this semester. These are in-class oral activities during the first fifteen minutes of the class session. You will have access to the *A conversar* preparation on MSL in the folder titled *A conversar*. You will download the handout and complete your preparation at home and submit it on the day of the scheduled activity; this will be part of your *A conversar* grade. On the scheduled day you will spend at least 15 minutes speaking with one of your classmates in Spanish. This activity will be evaluated based on how well you are prepared and the amount and the quality of your participation. The rubric for the *A conversar* evaluation may be found in the *A conversar* folder. You will find this folder under the tab titled *Course Materials* on MSL.

Note: Your preparation must be handwritten on notebook paper and submitted on the due date in order to receive credit.

Taller: There will be three writing activities during the semester. These activities consist of a composition and a revision of that composition. The composition is worth 36 points and the revision is worth 14 points. The preparations for these activities are in the textbook. The page numbers are listed in the Course Calendar. You will write your composition during the first twenty minutes of class.

Chapter Exams: The chapter exams will be over Chapters 2, 3 and 4. The exams will be divided in 5 parts: Listening Comprehension, Vocabulary, Grammar, Reading Comprehension, and a Composition. You can find the study guide in the *Chapter Exams* folder. You will find this folder under the tab titled *Course Materials* in MSL.

Final Oral Exam: The exam will consist of the information covered in chapters 1, 2, 3 and 4, and will be administered on Thursday, December 15, 2022, 8:00 a.m. – 10:00 a.m. The exam may not be taken early. You will find the study guide and the rubric in the *Final Oral Exam* folder. You will find this folder under the tab titled *Course Materials* in MSL.

Course Calendar: All of the assignments, quizzes, exams and due dates for the class are listed. Please refer to the calendar daily. It is your responsibility to keep up with the due dates. You will also find the Course Calendar and the Syllabus on MSL in the folder *Syllabus and Course Calendar*.

Specific Policies Regarding Missed Assignments, Make-up Work

Class 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. Any student who has **more than 4** unexcused absences in this course **will receive an automatic "F"**. The instructor may officially record the "F" at any time during the semester.

When an unavoidable reason for class absence arises, such as chronic illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up missed assignments. 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. 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.

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 "F".

Three tardies (less than fifteen minutes late) will constitute an absence. If you are more than fifteen minutes late, you will be counted absent. Attendance will be taken at the beginning of each class. It is the students' responsibility to sign the Attendance Sheet at the beginning of each class session for which he or she is in attendance. You are also expected to remain in class until the class is dismissed; this includes time spent in the lab. If you leave more than 15 minutes prior to the dismissal of class you will be counted absent. If you leave less than 15 minutes prior to the dismissal of class you will be counted tardy.

Please Note: If you are late to class, you will earn a zero for any missed assignments given during the time you were not in class. Also, if you leave prior to the dismissal of class, you will earn a zero for any assignments missed and will not be permitted to make-up the assignments.

Excused absences for this policy are absences due to documented chronic illness, hospitalization, court appearances (*excluding actual jail time and/or arraignment during the semester*), funerals for immediate family, official university travel and attendance at scheduled religious observances covered by Texas House Bill 256. **The original documentation to support the above stated absences must be presented to your professor during his office hours within two class-days.** Documentation **not** presented within two class-days will not be accepted resulting in an absence, and missed assignments will not be accepted. The documentation will be verified.

Absence due to religious observance: Texas House Bill 256 requires institutions of higher education to excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day. The student shall also be excused for time necessary to travel.

Any assignments that you may make-up because of an excused absence will have to be done so within two class-days upon your return to class. If you do not make-up the missed assignments within the time given you will receive a zero for the assignments.

If your circumstances will prevent you from meeting the attendance requirements of this course, it is certainly an option to consider withdrawing and re-enrolling at a later time when your schedule is conducive to **attending class, arriving on time and remaining the duration of class.**

Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an 'F' for the assignment and can result in an 'F' for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:

1. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
2. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Taking pictures of a test, test answers, or someone else's paper.

Note: The use of online translators is not permitted in or outside of class.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class. The following are examples of inappropriate behavior in the classroom:

Speaking English without permission
Making offensive remarks

Overt and covert inattentiveness
Making unnecessary jokes

Use of cell phone
during class

Please Note: If after a clear warning, the student continues to repeat inappropriate behavior in the classroom, he or she will be asked to leave the class, and will be expected to speak with his or her professor during his office hours concerning the misbehavior before he or she is allowed to return to class.

Note: If you need to leave your phone on because of an emergency, please speak with your professor before class begins.

Diversity Statement: In this class, the instructor will establish and support an environment that values and nurtures individual and group difference 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.

Disabilities 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 Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Non-Discrimination Statement: South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement: If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations, you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email dburleson@southplainscollege.edu for assistance.

COVID Statement: If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu. A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication. Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

Campus Concealed Carry Statement: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page t: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

Extra Credit Policy: There will be no extra credit options in this course.

If needed, revisions to the class syllabus and/or any of the course overview may be made.