Syllabus  Beginning Spanish I:
Section SPN1120.522F14 (CRN 19145) (ONLINE)
Spring 2015   University of South Florida Sarasota-Manatee

First day attendance is verified by your registration or enrollment in MySpanishLab (MSL) Go here >>>

Reminder: This online course contains study material and assignments in both your
1. Canvas and
2. MySpanishLab (MSL).

NB: you cannot purchase this used because each access code goes with the student and it is not transferable. It is good for level I & II

1.To register view this video first & have ready your
   Course ID access code: CRSKLQJ-4042187 (they will ask for this)
2. After you register view this video @ http://youtu.be/liFtBkYyOyY
3. From then on just sign in anytime @ www.myspanishlab.com

Online Instructor: Professor Mike Fehily, MA
Telephone: 941-302-0153  or text
Email: mfehily@sar.usf.edu

Assessment (you will find these in your MSL Gradebook)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Weight</th>
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</thead>
<tbody>
<tr>
<td>Online activities include all MySpanishLab (MSL)</td>
<td>30%</td>
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<tr>
<td>assignments . They appear in the MSL Calendar.</td>
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<tr>
<td>tests (6)</td>
<td>15%</td>
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<tr>
<td>Midterm</td>
<td>15%</td>
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<tr>
<td>Oral (Entrevistas) (assignment appears in Canvas)</td>
<td>25%</td>
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<tr>
<td>Writing activities (assignments appear in Canvas)</td>
<td>15%</td>
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<tr>
<td>Final Exam</td>
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<td>Cumulative grades of all semester assignments</td>
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<tr>
<td>Total grade</td>
<td>100%</td>
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Grade Formula

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<tr>
<th>Score</th>
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<tbody>
<tr>
<td>97-100</td>
<td>A+</td>
<td>77-79</td>
<td>C+</td>
</tr>
<tr>
<td>93-96</td>
<td>A</td>
<td>73-76</td>
<td>C</td>
</tr>
<tr>
<td>90-92</td>
<td>A-</td>
<td>70-72</td>
<td>C-</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>83-86</td>
<td>B</td>
<td>0-59</td>
<td>F</td>
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<tr>
<td>80-82</td>
<td>B-</td>
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This course requires you to follow both in CANVAS and in MySpanishLab (MSL)

- In CANVAS go to your course / Modules. Module #1 will give a general introduction. Other MODULES correspond to a chapter number referred to as (Capítulo).
- In MSL all assignments are found in the monthly calendar. Click on any date to see your assignments
- Grammar & Vocabulary Tutorials must be viewed before each CAPITULO in MSL.
- There is also a readiness check quiz (English grammar review) before each chapter.
• There is a pre and post-practice quiz w/study plan after each chapter

**SYLLABUS**

Syllabus may be updated during the semester. You will receive a one week notice to submit written and oral (entrevista) presentations

<table>
<thead>
<tr>
<th>Week</th>
<th>Capítulos (chapters)</th>
<th>Canvas/modules: Go to Canvas for “handouts” and general instructions for the whole semester</th>
<th>MSL Assignments / Quiz after each capítulo, midterm and final. 3 writing and oral entrevistas (interviews)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Read the objetivos &amp; contenidos on the first page of each capítulo</td>
<td>Go to Canvas/Module 1: contains detailed instructions for registration in MSL opening week</td>
<td>Sign in at MSL and complete the first week assignments: includes all Training videos in MSL and My Language Lab Quiz</td>
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<tr>
<td></td>
<td><strong>Week 1</strong></td>
<td><strong>Register online asap</strong> at <a href="http://www.myspanishlab.com">www.myspanishlab.com</a></td>
<td><strong>Module 1 Pronunciation / Written accents / Common errors cheat sheet</strong></td>
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<td>Introducción al curso Training videos on how to use MySpanishLab (MSL)</td>
<td><strong>Week 1 General guidelines</strong> This week primes you for the whole course</td>
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<td><strong>Week 1</strong></td>
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<td><strong>Preliminario PA</strong> Para empezar (Let’s start) P. 2-29</td>
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<td></td>
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<td>Writing and oral assignments</td>
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<td></td>
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<td></td>
<td><strong>Capítulo 1: Quiénes somos? (who are we?)</strong> p. 30-59</td>
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<td><strong>Chapter 1 posttest</strong></td>
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<td><strong>Chapter 2 posttest</strong></td>
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<td><strong>Module 5</strong></td>
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<td><strong>Capítulo 3: Estamos en casa. (We’re at home)</strong> P. 96-131</td>
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<td><strong>Chapter 4 Posttest</strong></td>
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<td><strong>Chapter 5 posttest</strong></td>
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<td><strong>Week 13 and 14</strong> <strong>Capítulo 5: ¡A divertirse! La música y el cine. (Let’s have fun! Music and the movies.)</strong> P. 170-203</td>
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<td><strong>Module 8</strong></td>
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**Attendance:** first-day attendance policy is strictly enforced. *(for this online course)*

1. You must email me the Contract you received in Canvas/Assignments Module 1/ Week 1 asap.
2. During the first week you must register (returning users) or enroll (1st time users) at
www.myspanishlab.com and complete the first assignments (video tutorials) in the assignment
calendar from Myspanishlab (MSL). (No registration = no attendance) Make sure you read the
syllabus. This is our contract and by staying in the course you are agreeing to the rules and
procedures posted in it.

Overall view of Canvas / Modules and MySpanishLab (Andal E-Text)

In Canvas / Modules you will find general information and handouts. In Canvas / Assignments you will
find Writing (15%) and Oral (Entrevistas 20%) activities

Important:
• Canvas assignments will be sent to you with a one week notice of due dates.
• The Canvas system will not accept any Assignment submitted after the due date and will be
graded as 0%.
• MSL (Anda e-Text) online assignments (30%) appear in your MSL Calendar and are due at
midnight of the date assigned. After the due date the clock turns RED. You may still submit the
assignment for legitimate reasons (emergencies) but the grade will not calculate in the MSL
Grade Book until I accept it.

My Spanish Lab (MSL) is the Publisher’s online course management systems for ¡ANDA! e-Text Curso
Elemental 2nd. ed. that you will use this semester in this course. www.myspanishlab.com, Student Activities
Manual (SAM), Textbook (Txt) and other activities are assigned and listed in “Today’s View” tab of My
Language Lab Calendar The activities represent extensive grammar-driven practice that will assist the student
in internalizing the language. You have 3 attempts for activities. Homework will be completed on the dates
that appear in the calendar in My Spanish Lab. Other assignment might be graded differently; depending on
the activity. The requirements for successful completion of this course involve a considerable amount of
reading and completion of the online activities followed by the submission of tests and/or exams. This
requires self-motivation without procrastination, so it is important to stay on task and avoid getting behind
schedule.

Things to remember:

1) This is not a self-pace course. Click on your “Today’s View” tab in MSL every day and view the whole
month calendar. Then click on the days where Clock icons appear so you know what you are
responsible for that week and prepare accordingly. Do not wait until the due date; you will never
finish on time. Complete a few MSL assignments each day.

2) You need to have a reliable computer. You need to have specific programs and software on your own
computer and before any exam or test you need to complete the Browser tune up for MSL. If you
have computer issues go to campus with your laptop and visit “Information Commons” or contact the
Tech Issues staff. (see below)

3) You need a microphone and a webcam to record assignments and tests.

4) Oral presentations and entrevistas (interviews) will be recorded by you in Canvas using the
imbedded Panopto software. You need to do this with Firefox only in Canvas. How to use Instructions will
come with each assignment.

5) Reading announcements, emails, notes and instructions are crucial if you want to succeed in the
course. Make sure you read carefully all instructions before doing your activities. CHECK your email
frequently and at least, daily. You are responsible for any announcement posted here at any time.

6) Assignments have to be done in Spanish unless otherwise instructed. The use of vocabulary and
grammar not taught in the e-Book course are not acceptable

7) Your work for the week is posted on MySpanishLab in the calendar and in Canvas. MSL homework
assignments are 30% of your grade. MSL assignments can be done up to 3 times. Your best grade for each
assignment will post in the MSL gradebook and your lowest post test grade will not be used when calculating the average post-test grade.

8) If you are not yet familiar with Canvas be sure to visit these sites for instructions.
   • Please visit: https://usflearn.instructure.com or log into http://my.usf.edu and click on the Canvas tab to access materials for this course.
   • Go to this link for CANVAS instructions.

Course Objectives

To develop Spanish linguistic proficiency through the following communicative objectives as summarized in the first two pages of each “capítulo” (chapter)

**Beginning Spanish I covered these themes and are reviewed in Capítulo Preliminar B (review chapter)**
- Greetings, cognates, telling time, numbers, days, months, and seasons, weather, likes & dislikes
- Describe your family; give details about yourself, others, places and things.
- Share information about courses and majors, describe places and people, create and answer questions, articulate emotions and states of being, offer opinions, craft a personal description
- Describe homes, share info about household chores, create an ad.,
- Identify places in and around town, relate common obligation and activities, share where you are going, talk about positive and negative concepts, describe shopping and other daily activities
- Discuss music and movies, identify people and things, describe what is happening now, rank people and things in order, express what and whom

**Beginning Spanish II will develop your skills using the following themes: Capítulo 7-11.**
- To communicate preferences regarding food and clothing.
- To relate ideas about past experiences and your daily routine.
- To convey information about people and things.
- To express ideas on topics such as health, travel, animals, the environment, and politics
- To make requests and give advice using commands.
- To articulate desires and opinions on a variety of topics.

Development of basic skills in listening, reading comprehension, speaking, and writing of Spanish, utilizing a communicative approach.

Develop awareness of Culture in the 21 Spanish-speaking countries

Proficiency Goals
Upon completion of this course, students should be able to communicate in Spanish at the Novice High level, based on ACTFL’s (American Council on the Teaching of Foreign Languages) Proficiency Guidelines. Students at this level are able to handle a variety of uncomplicated communicative tasks in straightforward social situations, to express personal information and answer direct questions about activities, preferences, and immediate needs.
Recommended:
- www.wordreference.com
- www.spanishdict.com

Course Requirements
You should expect to spend an average of 10-20 hours a week completing your homework, so plan ahead. Doing it the night before will prove to be counterproductive and very difficult to finish.

On-line Chapter Tests/Quizzes
Practice tests will be assigned before each posttest so you can see and correct your mistakes. The lowest grade posttest will be dropped from the final average of all posttests.

In order to periodically assess your learning of the material, there will be an on-line quiz at the end of each chapter, administered through MySpanishLab. You will take a total of 6 tests. These tests will be scheduled to be completed within a certain time period following the completion of each chapter’s material (see Calendar below for details). While you will be allowed to use your textbook and notes to help you complete the tests, the tests are timed (90 minutes) so that it is in your best interest to work on your own. The tests are designed to be able to be completed successfully if you have been diligent about doing your MySpanishLab activities well-prepared students will not need to use valuable time consulting additional resources. The tests will appear on the calendar when they are available and you will receive notification. If there are instructor-graded activities on the test, your instructor will be notified and when s/he has graded that section your grade on the test will appear in the Gradebook.

Exams
Your mid-term grade will be the average of all assignments up through Capítulo 8. The final exam will be given during the Final Week of the semester. The goal of the exam is to assess your ability to assimilate what you have learned about Spanish grammar, vocabulary, language, and culture. You are also expected to critically respond to and analyze the topics covered. These are also Canvas Assignments for writing activities and oral presentation (Entrevista) activities.

Late Assignments
No late assignments or tests / exams are accepted without notifying me asap. Note that My Spanish Lab (MSL) automatically date and time stamps your assignments and will not accept late assignments without my acceptance. Your MSL submission will not be graded until I “accept” it.

Dates for all tests, oral presentation (Entrevistas) are clearly indicated in the Syllabus and in the Canvas/Assignments section. This is a tentative calendar. Each test focuses on one Capítulo (chapter) but requires knowledge of vocabulary and information from previous chapters.

**METHODOLOGY AND ACTIVITIES**
This course stresses communication skills in Spanish. Every effort will be made to make this online class student-centered. To help students succeed in this course, you will engage in a variety of activities and assignments, including but not limited to activities such as the following:
- Practice and communication using vocabulary and grammar learned in oral and written modes
- Video/audio/computer exercises, presentations, and discussions
- Sociolinguistic practice and functions through communicative activities
- Reading activities and exercises, such as pre- and post-reading, intensive and extensive reading
- Writing activities ranging from short paragraphs to developed compositions
Contact Info: Print this page and keep it close for the semester. Please do not send me an email that asks for any of this contact information.

<table>
<thead>
<tr>
<th>Contact</th>
<th>Office hours: Tel: email: web link</th>
<th>Assistance</th>
</tr>
</thead>
</table>
| USFSM E-Learning Instruction & Canvas Support| Mon-Fri. 9am-5pm  
*Anthony Spall*  
941-359-4295  
aspell@usf.edu  
Mon-Fri, 9am-5pm | For any help needed with *Canvas issues only*, especially Assignments and their submission. *Not for MSL issues*. See below for that help. |
| Information Commons @USFSM                   | Mon- Fri: 8am-6pm  
941-359-4225 | 2nd Floor Main Rotunda area. Learning support svcs. You name they do it. |
| USF Tampa IT helpdesk                        | 813-974-1222 (24/7) support  
Or email: *help@usf.edu* outside of USFSM e-Learning hours | Canvas tutorials: student Quickstart  
[http://guides.instructure.com/m/8470](http://guides.instructure.com/m/8470) |
| Myspanishlab (MSL) Marty McGuire / Tech TA   | Tel: 941-359-4350  
cmpguire@mail.usf.edu | For help with *MSL issues* like Pop ups and what browsers will work. This is your tech person not me. Be sure you have viewed all the MSL tutorials on how to use MSL. |
| MySpanishLab (MSL)                           | 24/7 support @ *student help line*  
800-677-6337 or  
[http://247pearsoned.custhelp.com/](http://247pearsoned.custhelp.com/) | You need to review this link. It will answer most of your questions before you start to call Marty. |
| USFSM Spanish Tutoring:                      | Office is B222A on 2nd floor  
Mon & Tuesday: 10am-6pm  
941-359-4323  
Here is the link for more information about tutoring/subject tutoring.  
[http://usfsm.edu/tutoring](http://usfsm.edu/tutoring) | To schedule appointments, visit:  
[www.usfsm.mywconline.com](http://www.usfsm.mywconline.com) |

Last day to withdraw is Saturday, March 21. Withdrawing from this class may affect your Financial Aid status. Please consult with the Financial Aid Office before withdrawing.

**USFSM AND USF SYSTEM POLICIES**

A. **Academic Dishonesty:** The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the **USFSM Catalog**, the USF System Academic Integrity of Students, and the **USF System Student Code of Conduct**.

B. **Academic Disruption:** The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the **USFSM Catalog**, USF System Academic Integrity of Students, and the **USF System Student Code of Conduct**.

C. **Contingency Plans:** In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Elluminate, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor Canvas site for each class for course specific
communication, and the main USFSM and College websites, emails, and MoBull messages for important
general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information
during an emergency. See the Campus Police Website for further information.

D. Disabilities Accommodation: Students are responsible for registering with the Office of Students
with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be
given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the
responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact Information: Disability Coordinator, 941-359-4714,
disabilityservices@sar.usf.edu, http://usfsm.edu/disability-services/

E. Fire Alarm Instructions: At the beginning of each semester please note the emergency exit maps
posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary
evacuation route (orange) in case the building needs to be evacuated. See Emergency Evacuation
Procedures.

F. Religious Observances: USFSM recognizes the right of students and faculty to observe major
religious holidays. Students who anticipate the necessity of being absent from class for a major religious
observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes.
Instructors canceling class for a religious observance should have this stated in the syllabus with an
appropriate alternative assignment.

G. Sexual Misconduct/Sexual Harassment Reporting: USFSM is committed to providing an
environment free from sex discrimination, including sexual harassment and sexual violence (USF System
Policy 0-004). The Counseling and Wellness Center is a confidential resource where you can talk about
incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and
domestic/relationship violence. This confidential resource can help you without having to report your
situation to either the Office of Student Rights and Responsibilities (OSSR) or the Office of Diversity,
Inclusion, and Equal Opportunity (DIEO), unless you request that they make a report.
Please be aware that in compliance with Title IX and under the USF System Policy, educators must report
incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and
domestic/relationship violence. If you disclose any of these situations in class, in papers, or to me
personally, I am required to report it to OSSR or DIEO for investigation. The Deputy Coordinator for
USFSM is Mary Beth Wallace, AVP for Student Enrollment, Engagement and Success, 941-359-4330 or
marybeth@sar.usf.edu.

USFSM Campus Resources:
Counseling Center and Wellness Center 941-487-4254
Victim Advocate (24/7) 941-504-8599
List of off-campus resources:
Hope of Manatee: 941-755-6805
Safe Place & Rape Crisis Center (SPARCC) – Sarasota: 941-365-1976
First Call for Help- Manatee: 941-708-6488
Sarasota & North Port 941-366-5025
Manatee Glens: 941-782-4800

H. Web Portal Information: Every newly enrolled USF student receives an official USF e-mail account.
Students receive official USF correspondence and Canvas course information via that address.

Instructor Copyright
Students may not sell notes or other course materials.