Syllabus  
**Beginning Spanish II:**  
Section SPN1121.523F14 (ONLINE) CRN: 94625  
**FALL 2014**  
**University of South Florida Sarasota-Manatee**

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

**Online e-Text:** ¡Anda! Elemental, 2nd edition by Heining-Boynton.  
**ISBN:** 02059771X : 5 month e-text access package

NB: you cannot purchase this used because each access code goes with the original student and it is not transferable. You may also purchase the same e-text & access code package from the USFSM campus bookstore. 941-355-5252. Doris Iemolo, Manager.

1. To register view this video first & have ready your  
   **Course ID:** CRSKLR8-6039456 (they will ask for this). First day attendance is verified by your registration or enrollment in MySpanishLab (MSL).

2. A written copy of the MSL registration process can be found in Canvas/Introductory Module

3. From then on just sign in anytime @ www.myspanishlab.com

**Assessment (you will find these in your MSL Gradebook)**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online activities include all MySpanishLab (MSL) assignments . They appear in the MSL Calendar.</td>
<td>30%</td>
</tr>
<tr>
<td>tests (6)</td>
<td>10%</td>
</tr>
<tr>
<td>Midterm</td>
<td>15%</td>
</tr>
<tr>
<td>Oral Presentations (Entrevistas) (assignment appears in Canvas)</td>
<td>20%</td>
</tr>
<tr>
<td>Writing activities (assignments appear in Canvas)</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15%</td>
</tr>
<tr>
<td>Total grade</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Grade Formula**

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<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>50-59</td>
<td>F</td>
</tr>
<tr>
<td>80-82</td>
<td>B-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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. **The Midterm grade (15%)** will average your grades for any assignments from Canvas & MSL, plus posttest grades from Preliminar B, Capítulo 7 and capítulo 8.

*Theme and Learning objectives are stated on the second page of each e-Text “capítulo”. Read both pages first before beginning any capítulo*

<table>
<thead>
<tr>
<th>Week</th>
<th>ANDA! E-Text: Capítulos, pages &amp; titles</th>
<th>Canvas/Modules/Assignments</th>
<th>MSL Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Aug. 25</td>
<td>Capítulos (chapters) you are responsible for.</td>
<td>MODULES: Go to Canvas /Modules @ the beginning of each capítulo. Module 1 = Capítulo PB, module 2 = capítulo 7 etc.</td>
<td>Video tutorials, Tests, and ENTREVISTAS (VIDEO INTERVIEWS)</td>
</tr>
<tr>
<td>1 Aug. 25</td>
<td>Introducción al curso Training videos on how to use MySpanishLab (MSL).</td>
<td>Introductory Module: register @ <a href="http://www.myspanishlab.com">www.myspanishlab.com</a> Follow the instructions already sent to you and contained in the module</td>
<td>Training videos in MSL calendar. My Language Lab Quiz</td>
</tr>
<tr>
<td>2 and 3 Sept 1 &amp; Sept 8</td>
<td>General guidelines Reading comprehension, writing and translating</td>
<td>Introductory Module: Handouts: Pronunciation / Written accents / Common errors cheat sheet</td>
<td>pronunciation practice</td>
</tr>
<tr>
<td>4 and 5 Sept 15 &amp; Sept 22</td>
<td>Preliminar B (PB) pp. 226-253 Introducciones y Repasos</td>
<td>Module 1: Oral Entrevista Practice Using Canvas/Assignments</td>
<td>Chapter PB test</td>
</tr>
<tr>
<td>6 and 7 Sept 29 &amp; Oct 6</td>
<td>Capítulo 7: ¡A comer! (Let’s eat. PP. 254-291</td>
<td>Module 2</td>
<td>Chapter 7 test</td>
</tr>
<tr>
<td>8 and 9 Oct 13 &amp; Oct 20</td>
<td>Capítulo 8: ¿Qué te pones? (What are you wearing?) PP. 292-331</td>
<td>Module 3</td>
<td>Chapter 8 test</td>
</tr>
<tr>
<td>10 and 11 Oct 27 &amp; Nov 3</td>
<td>Capítulo 9: Estamos en forma. (We’re in shape) pp. 332-371</td>
<td>Module 4</td>
<td>Entrevista</td>
</tr>
<tr>
<td>12 and 13 Nov 10 Nov 17</td>
<td>Capítulo 10: ¡Viajemos! (Let’s travel) pp. 372-409</td>
<td>Module 5</td>
<td>Chapter 10 test</td>
</tr>
<tr>
<td>14 and 15 Nov 24 &amp; Dec 1</td>
<td>Capítulo 11: El mundo actual. (Today’s world) Environmental issues</td>
<td>Module 6</td>
<td>Chapter 11 test and Entrevista</td>
</tr>
<tr>
<td>16 Dec 8</td>
<td>Capítulo 12: Repaso: Y por fin, ¡Sí, lo sé (Finally I know it)</td>
<td>Module 7: This is a review week</td>
<td>Chapter 12 Practice Final Exam</td>
</tr>
<tr>
<td>16 Dec 8</td>
<td>Final Exam Week</td>
<td>Module 8</td>
<td>Final Entrevista &amp; Exam</td>
</tr>
</tbody>
</table>
Attendance: first day attendance is required no later than Friday, August 29 and is verified by completing #1 and 2

1. Register (returning users) or enroll (1st time users) at www.myspanishlab.com (MSL). (No registration = no attendance)

2. Submit the Contract & data form you received in Canvas/Assignments asap. 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 (Anda! E-Text)

In Canvas / Modules you will find general information and handouts. In Canvas / Assignments you will find Writing (10%) and Oral Presentation (Entrevistas 20%) activities

- 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. @ 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 SAM activities. TXT & SAM activities are graded and averaged as part of the overall grade. 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. These MSL assignments make up 30% of your final grade

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 later in the first week of the course.
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. 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.

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 (PB: review chapter) of Level II.

• 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: PB + Capítulo 7-12.

• 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 will 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. These are 10% of your final grade.

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 MySpanishLab (MSL) automatically dates 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. MSL updates grades every 2 hrs.

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:** for Canvas, MySpanishLab, E-Learning Svcs., and Spanish tutoring. **Print it and keep it close for the semester.** If you have technical issues delaying any assignment completion, notify me after you have contacted one of the departments below. I will accept late submissions only after you contact me with a solution and a timeframe. For example: your computer is not working: Solution. Go to your library or local campus and use another one.

<table>
<thead>
<tr>
<th>Contact</th>
<th>Office hours: Tel: email: web link</th>
<th>Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>USFSM E-Learning Instruction / Canvas</strong></td>
<td>Mon-Fri, 9am-5pm 941-359-4295 <a href="mailto:cmmontoya@sar.usf.edu">cmmontoya@sar.usf.edu</a></td>
<td>For any help needed with <strong>Canvas issues</strong>, especially Assignments and their submission. Not MSL issues. See below for that help.</td>
</tr>
<tr>
<td>Carlos Montoya</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Canvas help Technical assistance</strong></td>
<td>24/7 online help Tutorials for students: Please visit: <a href="https://usflearn.instructure.com">https://usflearn.instructure.com</a> or log into</td>
<td><strong><a href="http://my.usf.edu">http://my.usf.edu</a></strong> and click on the Canvas tab to access materials</td>
</tr>
<tr>
<td><strong>Information Commons</strong></td>
<td>Mon-Fri, 9am-5pm 941-359-4295</td>
<td>2nd Floor Main Rotunda area. All sorts of support svcs. You name they do it.</td>
</tr>
<tr>
<td><strong>USF Tampa IT helpdesk</strong></td>
<td>813-974-1222 (24/7) support Or email: <a href="mailto:help@usf.edu">help@usf.edu</a> outside of USFSM e-Learning hours</td>
<td><strong>Canvas tutorials: student Quickstart</strong> <a href="http://guides.instructure.com/m/8470">http://guides.instructure.com/m/8470</a></td>
</tr>
<tr>
<td><strong>MySpanishLab (MSL)</strong></td>
<td>24/7 support @ <strong>student help line</strong> 800-677-6337 or <a href="http://247pearsoned.custhelp.com/">http://247pearsoned.custhelp.com/</a></td>
<td>You need to review this link. It will answer most of your questions before you start to call Marty. (see Below)</td>
</tr>
<tr>
<td><strong>USFSM Marty McGuire / Tech TA</strong> for my student MSL users. He is in our course roster and MSL.</td>
<td>Tel: 941-359-4350 <a href="mailto:mcguire@mail.usf.edu">mcguire@mail.usf.edu</a></td>
<td>For help with <strong>MSL issues</strong> like Pop ups and what browsers will work. This is your tech person not me. Be sure you have first viewed all the MSL tutorials on how to use MSL.</td>
</tr>
<tr>
<td><strong>USFSM Spanish Tutoring:</strong> Megan Uberti Learning Support Svcs</td>
<td>Office is B222A on 2nd floor Mon &amp; Tuesday: 10am-5pm 941-359-4323 Here is the link for more information about tutoring/subject tutoring. <a href="http://usfsm.edu/information-commons/subject-tutoring/">http://usfsm.edu/information-commons/subject-tutoring/</a></td>
<td>To schedule appointments, visit: <a href="http://www.usfsm.mywconline.com">www.usfsm.mywconline.com</a> Megan does both writing and Spanish tutoring</td>
</tr>
</tbody>
</table>

**Last day to withdraw is Nov 1, 2014.** Withdrawing from this class may affect your Financial Aid status. Please consult with the Financial Aid Office before withdrawing.
**USF Sarasota-Manatee Policies and Procedures**

**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 and the USF Student Code of Conduct. Current and archived catalogs may be found at: [http://usfsm.edu/academics/](http://usfsm.edu/academics/) and the USF Student Code of Conduct can be found at [http://www.sa.usf.edu/srr/page.asp?id=88](http://www.sa.usf.edu/srr/page.asp?id=88)

**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 and the USF Student Code of Conduct. Current and archived catalogs may be found at: [http://usfsm.edu/academics/](http://usfsm.edu/academics/) and the USF Student Code of Conduct can be found at [http://www.sa.usf.edu/srr/page.asp?id=88](http://www.sa.usf.edu/srr/page.asp?id=88)

**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](http://usfsm.edu/academics/) 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](http://www.sa.usf.edu/srr/page.asp?id=88) for further information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency.

**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: 359-4714; email: disabilityservices@sar.usf.edu and website: [http://usfsm.edu/disability-services/](http://usfsm.edu/disability-services/)

**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 information available on the USFSM student and faculty webpages at [www.usfsm.edu](http://www.usfsm.edu)

**Religious Observances**
The University 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. [http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf](http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf)

**Emergency Preparedness**
It is strongly recommended that you become familiar with the USF Sarasota-Manatee Emergency Action Plan on the Safety Preparedness See information available on the USFSM student and faculty webpages at [www.usfsm.edu](http://www.usfsm.edu)

**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. Therefore it is the student’s responsibility to check their USF email regularly.

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