Syllabus

Beginning Spanish I: Section SPN1120.521516 (CRN CRN17868) [ON CAMPUS Room B229]
Spring 2016
University of South Florida Sarasota-Manatee

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(2nd floor). Office Hours: 11am-1pm (Mon. & Wed)
Or by appointment

ISBN: 9780205989805

   ISBN: 9780205989805: includes e-text & 24 month access CODE for access to MySpanishLab (MSL)
   OR less expensive loose leaf: online @ MSL purchase only ISBN: 9780205989799

   This package purchase means you do not have to purchase anything else for Level II Spanish if you take that course from me or any other teacher using ANDA (MSL)

2. NB: you should not purchase this used because each access code goes with the original student and it is not transferable.
   You may purchase @THE USFSM campus bookstore. 941-355-5252. If you are waiting for Financial Aid contact Bookstore asap. Do not wait till funding is available

3. To purchase and register directly at MySpanishLab (MSL) go to view this video first & have ready your Course ID: (CRSKLPK-6051153) MSL registration will ask for this ID code. Also, several text options will appear. Be sure to click on the ANDA elemental cover.

   Then click on STUDENTS > SUPPORT. You must view all 6 sections, especially “SET UP YOUR COMPUTER” and “STUDENT USER GUIDE” that contain 2 dozen short video tutorials about using all aspects of MySpanishLab (MSL)

Assessment (you will find these in your MSL Gradebook) Column: The MSL “CURRENT COURSE GRADE” column is updated daily and = your grade in this course at any moment. Writing & Oral Entrevista assignments are added manually by me after the assignment date not when you submit it.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework: Online activities include all MySpanishLab (MSL) assignments. They appear in the MSL Calendar.</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>Pre &amp; Post-tests Study Plan after each Capítulo (chapter)</td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td>Midterm. Current course grade as it appears in MSL on October 20</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Oral Entrevistas assignments appears in Canvas</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>Writing activities assignments appear in Canvas</td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td>Final Exam based on Capítulo 6 (review) Posttest grade.</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Total grade</td>
<td>100%</td>
<td></td>
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</tbody>
</table>

Grade Formula

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
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<tbody>
<tr>
<td>97-100</td>
<td>A+</td>
</tr>
<tr>
<td>93-96</td>
<td>A</td>
</tr>
<tr>
<td>90-92</td>
<td>A-</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
</tr>
<tr>
<td>83-86</td>
<td>B</td>
</tr>
<tr>
<td>80-82</td>
<td>B-</td>
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<tr>
<td>77-79</td>
<td>C+</td>
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<tr>
<td>73-76</td>
<td>C</td>
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<tr>
<td>70-72</td>
<td>C-</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>0-59</td>
<td>F</td>
</tr>
</tbody>
</table>

This course requires you to follow both in CANVAS and in MySpanishLab (MSL)

- In CANVAS go to your course. I mainly use Canvas for Announcements, Assignments and modules.
  The modules will contain general information like handouts and tutorials and additional resource information. They will correspond to the MSL Capítulo (chapter) we are studying

- 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 CAPÍTULO in MSL. These are not graded but the MSL system tells me if you opened, viewed the activity and for how long.

- There is also a readability 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. Homework ASSIGNMENTS appear in your MSL calendar [http://www.myspanishlab.com/](http://www.myspanishlab.com/). Written and oral (entrevista) assignments will be sent to you via Canvas/ANNOUNCEMENTS. Level I covers MSL “capítulos” Preliminar A, 1, 2, 3, and 4.

**Syllabus details** are outlined in the first 2 pages of each MSL e-text “capítulo.”

<table>
<thead>
<tr>
<th>Week</th>
<th>MSL Capítulos (chapters)</th>
<th>Detailed syllabus material</th>
<th>MSL Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 Aug 24</td>
<td>Register online asap at <a href="http://www.myspanishlab.com">www.myspanishlab.com</a> Introducción al curso Training videos on how to use MySpanishLab (MSL).</td>
<td>Go to P. 1 of this syllabus or Canvas for detailed instructions on registering in MSL asap.</td>
<td>Sign in at MSL and complete all assignments in your MSL calendar</td>
</tr>
<tr>
<td>Week 1 Aug 24</td>
<td>General guidelines This week primes you for the whole course Module 1 Pronunciation / Written accents / Common errors cheat sheet</td>
<td></td>
<td>Complete all assignments in your MSL calendar</td>
</tr>
<tr>
<td>Week 2 and 3 &amp; 4 Aug 31, Sept. 7 &amp; Sept 14</td>
<td>Preliminar PA Para empezar (Let’s start) P. 2-29</td>
<td>Chapter PA posttest study plan. (pre &amp; post- tests 1)</td>
<td></td>
</tr>
<tr>
<td>Week 5, 6 &amp; 7. Sept Sept 21, Sept 28, &amp; Oct 5</td>
<td>Capítulo 1: Quiénes somos? (who are we?) p. 30-59</td>
<td>Chapter 1 posttest 2 study plan</td>
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</tr>
<tr>
<td>Week 8, 9 &amp; 10. Oct. 12, 19, &amp; 26</td>
<td>Capítulo 2: La vida universitaria. (University Life) P.60-95 Entrevista 1: Capítulo PA, 1, 2 Assignment will appear in Canvas/Writing and oral assignments</td>
<td>Chapter 2 posttest 3 Oct 20 Midterm grade = (course grade in MSL gradebook)</td>
<td></td>
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<tr>
<td>Week 11 &amp; 12 Nov. 2 &amp; 9</td>
<td>Capítulo 3: Estamos en casa. (We’re at home) P. 96-131</td>
<td>Chapter 3 post test 4 study plan</td>
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<tr>
<td>Week 13, 14 &amp; 15 Nov 16, 23 &amp; 30</td>
<td>Capítulo 4: Nuestra comunidad. (Our community) P. 131-169 Entrevista 2: Capítulo 3 &amp; 4 Canvas / Writing &amp; Oral assignments</td>
<td>Chapter 4 Posttest 5 study plan</td>
<td></td>
</tr>
<tr>
<td>Week 16</td>
<td>Capítulo 6: Review ¡Sí, lo sé! (Yes, I know it) P. 204-225 Note: Capítulo 5 is now placed in the beginning of Level II</td>
<td>Chapter 6 Posttest 6 study plan = Final Exam</td>
<td></td>
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</table>
General Instructions

**Attendance:** *first-day attendance policy is strictly enforced.*

1. You must email the Contract you received in Canvas/Assignments Module 1/ Week 1 as soon as you are registered in MSL.

2. During the first week you must register 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 (Anda! E-Text)**

In Canvas / Modules you will find general information and handouts. In Canvas / Assignments you will find Writing (15%) and Oral (Entrevistas 25%) 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 homework assignments** (25%) 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 (Pearson) 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 several 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. Use the vocabulary and grammar taught in the e-Book not those you found in translation sites.

7) Your work for the week is posted on MySpanishLab in the calendar and in Canvas. MSL homework assignments are 25% of your grade. BEST grade for each MSL assignment will post in the MSL gradebook and your lowest posttest 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
   • Go to this link for CANVAS instructions.
   • Or contact: E-Learning Svcs. USFSM office B342: Tel: 941-359-4295: email: elearning@sar.usf.edu

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: **RIGHT NOW 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. Contact me regarding issues below after you have sought support first and then tell me your plan or resolution. Most Tech issues can be resolved if you first have followed the instructions in MSL under student support.

<table>
<thead>
<tr>
<th>Contact</th>
<th>Office hours: Tel: email: web link</th>
<th>Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. USFSM E-Learning Instruction &amp; Canvas Support <a href="http://usfsm.edu/e-learning-services/">http://usfsm.edu/e-learning-services/</a></td>
<td>Mon-Fri. 9am-5pm Room B342 <strong>Anthony Spall</strong> 941-359-4295 <a href="mailto:aspall@sar.usf.edu">aspall@sar.usf.edu</a> Mon-Fri, 9am-5pm</td>
<td>For any help needed with Canvas issues only, especially Assignments and their submission. <strong>Not for MSL issues.</strong> See below for that help.</td>
</tr>
<tr>
<td>2. Information Commons @USFSM <a href="http://usfsm.edu/information-commons/our-services/">http://usfsm.edu/information-commons/our-services/</a></td>
<td>Mon-Fri: 8am-6pm 941-359-4225</td>
<td>2nd Floor Main Rotunda area. Learning support svcs.</td>
</tr>
<tr>
<td>3. USF Tampa IT helpdesk</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>Canvas tutorials: student Quickstart <a href="http://guides.instructure.com/m/8470">http://guides.instructure.com/m/8470</a></td>
</tr>
<tr>
<td>4. MySpanishLab (MSL) Student Support <a href="http://247pearsoned.custhelp.com/">http://247pearsoned.custhelp.com/</a></td>
<td>24/7 support @ student help line 800-677-6337</td>
<td>You need to review the link in the first column. It will answer most of your questions before you call IT USFSM below.</td>
</tr>
<tr>
<td>5. USFSM Technology Svcs. <a href="http://usfsm.edu/technology-services/student-start-up/">http://usfsm.edu/technology-services/student-start-up/</a> For personal computer issues w/ MySpanishlab (MSL)</td>
<td>Tel: 941-359-4350 <a href="mailto:mcguire@mail.usf.edu">mcguire@mail.usf.edu</a></td>
<td>For help with MSL issues like Pop ups and what browsers will work. FIRST: Be sure you have viewed all the MSL tutorials on how to use MSL.</td>
</tr>
<tr>
<td>6. USFSM Spanish Tutoring:</td>
<td>2nd floor Main Rotunda Mon &amp; Tuesday: 10am-6pm 941-359-4323 Here is the link for more information about tutoring/subject tutoring. <a href="http://usfsm.edu/tutoring">http://usfsm.edu/tutoring</a></td>
<td>To schedule appointments, visit: <a href="http://www.usfsm.mywconline.com">www.usfsm.mywconline.com</a></td>
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**Last day to withdraw is Saturday, MARCH 26.** 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, online conferencing/collaboration tools, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Canvas for each of their classes for course specific communication, as well as the USFSM website, their student email account, 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. Protection of Students Against Discrimination and Harassment:

1. 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).

2. Other Types of Discrimination and Harassment: USFSM also is committed to providing an environment free from discrimination and harassment based on race, color, marital status, sex, religion, national origin, disability, age, genetic information, sexual orientation, gender identity and expression, or veteran status (USF System Policy 0-007).

The Counseling and Wellness Center is a confidential resource where you can talk about incidents of discrimination and harassment, including sexual harassment, gender-based crimes, 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 discrimination and harassment, including sexual harassment, gender-based crimes, sexual assault, stalking, and domestic/relationship violence. If a student discloses any of these situations in class, in papers, or to a faculty member personally, he or she is required to report it to OSSR or DIEO for investigation. Students who are victims or who have knowledge of such discrimination or harassment are encouraged to report it to either OSSR or DIEO. The Deputy Coordinator for USFSM is Allison Dinsmore, Coordinator of Disability Services & Student Advocacy, #941-359-4714 or adinsmore1@sar.usf.edu.

**Campus Resources:**

Counseling Center and Wellness Center 941-487-4254

Victim Advocate (24/7) 941-504-8599

List of off-campus resources:

HOPE Family Services: 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; 24-hr Hotline 941-708-6059
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. The web portal is accessed at http://my.usf.edu.

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