
Course Syllabus for SPAN 1311.001 (BEGINNING SPANISH I)

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Class meetings: MWF 9:00-9:50AM

Office: JO 5.109

Classroom: JO 3.906

Office hours: MWF 10:00-11:00AM or by appt.

MySpanishLab Course ID: CRSKLG8-2005754

NOTE TO STUDENTS: You are responsible for all assignments, dates and policies contained in the syllabus. Missing class does not excuse students from completing and turning in assignments by the due date, regardless of the reason or "intention". The consequences are outlined in this document. All matters associated with this course are subject to change at the instructor's discretion. Any changes related to policy and/or scheduling will be communicated to students in writing. Assignments may be added to the syllabus on an ongoing basis. If you lose your copy of the syllabus or any other course document, you can find an electronic copy on eLearning.

Course Description

Beginning Spanish I allows beginning language learners to hear Spanish and experience its cultural and linguistic diversity in the classroom and online. The text, *Gente: nivel básico*, utilizes a communicative content- and task-based approach, incorporates culture, and introduces students to authentic language material (realia) through use of state-of-the-art online technology that create a 24/7 active language-in-culture environment. All four skills involved in learning a foreign language (listening, speaking, reading and writing) will be integrated into the course work and assessments.

During class, the components of listening and speaking will be emphasized. We will spend most of the time using the language, not talking about it. The grammatical explanations will be kept to a minimum, and you will be required to work in pairs and small groups putting the language to use. Your active participation in individual and group work is required for the success of the class. The reading and writing components of the class will be mainly practiced at home and online. The online workbook/lab manual serves multiple purposes: it allows you to practice and develop listening, reading and writing skills; it prepares you to participate in class; it prepares you to succeed on quizzes and exams.

Student Learning Objectives

- To build basic competency in speaking, reading, listening and writing
- To develop and practice basic conversational Spanish, expressing concrete information
- To prepare you to continue in Spanish 1312
- To develop a broad knowledge of Hispanic culture

Chapter objectives include:

- describing physical and personality traits
- expressing likes, dislikes, preferences, what you do in your spare time
- describing physical, emotional, mental, and other states and conditions
- describing daily routines and customary activities at home, in school and at work in present tense

Required Text(s) and Supplies (bring to class daily, failure to do so will affect daily participation grade)

- Text: *Gente: nivel básico*. De la Fuente, et al. Pearson, 2012 (hardcopy only--no digital)
- MySpanishLab.com Access code (bundled with book)
- 3-ring binder, notebook paper, 6 dividers (1. Syllabus/Handouts 2. Vocabulary 3. Class notes 4. New Assignments 5. Study notes/Questions to ask in class 6. Graded Assignments)
- Pen or pencil **and** one dry-erase marker (any colors except red or neons)

Grading Categories

| | |
|---------------------------|-------------|
| My Spanish Lab / Homework | 20% |
| Quizzes | 10% |
| Chapter Tests | 15% |
| Midterm Exam | 15% |
| Final Exam | 20% |
| Daily Participation | 20% |
| Total | 100% |

Grading Scale

| | | |
|---------------------|------------------|-------------------|
| A+ 97-100 % | A 93-96 % | A- 90-92 % |
| B+ 87-89 % | B 83-86 % | B- 80-82 % |
| C+ 77-79 % | C 73-76 % | C- 70-72 % |
| D+ 67-69 % | D 63-66 % | D- 60-62 % |
| F Below 60 % | | |

1) My Spanish Lab/Homework must be completed outside of class and by the assigned date to receive full credit. At www.myspanishlab.com, there are a set number of assigned Student Activity Manual exercises per chapter; you are allowed two attempts each. The online exercises are quantitative, which means they will be assigned a numeric grade. All online work is due by 11:59PM on the assigned date (leave yourself a couple of minutes for the website to load). Students may work ahead, but it is not recommended. Homework given in-class may be graded quantitatively or by completion, and is due at the beginning of the designated class day.

2) Daily quizzes will be given at the instructor's discretion and will vary in difficulty. Each quiz will allow the student to earn x number of points. The student's total points at the end of the semester will determine a percentage of points earned. Quizzes will begin promptly, so please arrive to class on time every day, and have a sheet of paper and pencil out. There are no makeups for quizzes due to tardiness or absence.

3) Chapter tests will be taken online after we finishing the covered material in class. The tests must be completed before 11:59PM on the assigned date. There is only one attempt, so carefully complete every section of the test before submitting. Students may work ahead, but it is not recommended.

4) The Midterm exam will comprehensively cover chapters 1-5. The Midterm exam will be taken in the Testing Center (MC1.304) of the library basement between 7:30AM-9:30PM on the date indicated on the course calendar. There will be no class on this day. There will be no early or late exams given, so if you miss the Midterm, you will receive a '0'.

5) The Final exam will focus on chapters 6-9, but is considered to be comprehensive since the language builds on previous knowledge. The Final exam will be taken in the classroom on the date/time indicated on the course calendar. There will be no early or late exams given, so if you miss the Final, you will receive a '0'.

6) Daily active participation includes responding when called on, volunteering, writing on the board, group work, and any other activity assigned by the instructor. Simply attending class does not guarantee a student a good participation grade (quality and quantity). When learning a language, speaking is the most important of the four skills. Answers don't have to be perfect, but an honest level of effort is expected. Your participation will be graded daily based on the above-mentioned items and your level of engagement and preparedness. All students will begin with 100 points, and then one point will be deducted from that grade for each and every instance of the following: being absent or tardy, not having textbook or class materials, being disruptive or off-task, refusing to participate, or looking at cell phone.

Class Attendance

Attendance is intrinsically linked to your success in this course. Each student is allowed three missed classes, no questions asked. Save them for when you really need them. Students who miss for any reason will lose a participation point for that day. Each additional absence beyond three will deduct 1% from your final letter grade for the semester. Example: If you finish with 92% for the semester and had seven absences, three are free, and four reduce your grade to 88%.

Please note: missed assignments (quizzes, lab, etc.) may not be made up for unexcused absences.

Excused absences are limited to the following (and instructor must receive advanced notice): school-sponsored activities, including fieldtrips and athletic events; religious observance; doctor's appointments and/or hospital stays. In the case of fieldtrips, the student must provide a letter or email from the sponsoring department or professor. Athletes must provide a letter and calendar of events. In the case of illness, students must present official documentation from the physician immediately upon returning to class. There are no exceptions to this policy.

In the event of a family emergency, such as the hospitalization or death of an immediate family member, you must contact your instructor as soon as possible. Documentation may be requested.

Tardiness is disrespectful to both the instructor and the other students. Arriving late to class (even one minute) will deduct a point from your daily participation grade in the course and will cause you to miss quizzes. A student is considered absent for the day if s/he arrives more than 10 minutes late to class or leaves class early. Time is measured by the instructor's clock.

Nota bene: It is possible to fail this course based solely on attendance (or lack thereof). It is your responsibility to withdraw from the course to avoid receiving an "F."

Late Work

All assignments are due on the date specified on the course calendar. Homework and tests will receive a 25% grade deduction if submitted late in all cases because students are able to do this work in advance. There are no makeups for major exams or in-class work (quizzes, activities, worksheets, etc.) except in the case of an excused absence where I was notified in advance. Please do not ask me to deviate from these policies. I will not make special exceptions for any individual.

Extra Credit Opportunities

*Perfect attendance all semester will earn two points on your final grade (Note: 10-minute tardy = absence).

*Write a review of a Spanish advertisement, a Spanish newspaper or magazine article, or a Spanish movie. Each assignment's point value and more information are detailed on eLearning.

*An entire class period with no English spoken will be rewarded with a "movie day"!!!

Personal Communication Devices

Cell phones, laptops, MP3s, and other personal communication devices are to be turned off and put away during class. Their unauthorized use is prohibited, even for checking the time. Notify the instructor if you have an emergency. If any of these devices are seen during class, they will be taken away for the remainder of the class, and daily participation will be docked a point.

Classroom Compartment/Manners

Students are expected to remain in class and be seated, unless otherwise instructed. Students may not eat any kind of food/snack in class and should always be on task (paying attention, being prepared to respond when called on, not talking to classmates except during group work, texting, reading emails, daydreaming, working on assignments for other classes, etc.). Please be courteous to all, and do not laugh at or insult another student. We will all make silly mistakes, but smart people will learn from those errors, even if they didn't make them. If you must yawn, cough, sneeze or blow your nose, please be polite in doing so. Failure to adhere to these guidelines will result in lost daily participation points.

Email and Course Communication

Students must use their UTD email account for all correspondence. Please be aware of the following:

- Failure to receive a reply does not constitute permission.
- No homework should be sent via email without prior approval.
- Emails sent at night or on weekends may not be answered until the next class day.
- Students must place their class number and section, e.g. Spanish 1311.001, in the subject field, include a salutation and closing, and follow standard rules of style (grammar, capitalization, spelling). Emails that do not adhere to these guidelines will not be answered.
- Please make sure your UTD email account is not full.
- Questions of a technical nature related to myspanishlab.com must be addressed to the Pearson Student Support.
- Questions regarding language/grammar/usage will be better addressed in class or in my office.

Language Assessment

All students who are taking Spanish, for the first time at UT Dallas must take an online placement exam before enrolling. *Students who have not taken this exam may be asked to take it before being allowed to continue in the course. Please pay close attention to item 6.

To complete the Spanish placement exam:

1. Go to the testing website: <https://www.aetip.com/student/RegisterStudent.cfm>
2. Complete the online registration form.
Organization = "The University of Texas at Dallas"
Language = Spanish, French, or German
Email = your UTD email address
3. Pay for the exam. The cost of the exam is \$10.00 for one test attempt. You may pay using a debit or credit card.
4. You will receive an email confirmation of your purchase with the link and exam ID (password). You do not have to take the exam immediately after registering, but you must take the exam before you can enroll.
5. Take the exam. When you begin the exam, you may not stop and go back. Make sure you have uninterrupted access to the Internet for a period of about an hour.
6. Print your results (score and course placement). Students must enroll in the highest-level course available as determined by their placement score. **Instructors reserve the right to require additional coursework for those students who fail to enroll in a course at the appropriate level.**
7. You will need to give your advisor a copy (print out or digital version) to enroll in the course. You are also required to bring a copy of your results to your instructor on the first day of class.

*You need not take the exam if prior courses and/or credit by exam scores satisfy SPAN, FREN, or GERM course prerequisites (this includes credit through courses at UT Dallas, transfer credit, and AP or CLEP credit).

Tutoring

A free Spanish tutor will be available in the Student Success Center (located in the basement of the library). If you want to pay for private tutoring, your instructor may be able to put you in contact with a private tutor.

University Policies

Students are expected to familiarize themselves with and adhere to University policies, which are available here: <http://coursebook.utdallas.edu/syllabus-policies/>

Academic dishonesty of any kind will be reported to the Dean of Students, and will result in a '0' for that assignment or worse. This includes the use of online translators to complete assignments.

MyLanguageLab

- 1) Go to www.myspanishlab.com
- 2) Under "Register," click on "Student."
- 3) Enter the "Course ID" (located on the first page of this syllabus under "Classroom")
- 4) Follow instructions from there to register your personal access code (purchased with textbook).

Be extremely careful navigating the browser windows on this website. They are very sensitive. Click carefully inside text boxes and on the accent mark/punctuation tool bars. Do not type when the cursor is not inside of a text box. You, the student, are responsible for the successful submission of homework and tests. Accidental incomplete submissions due to carelessness are not the instructor's responsibility. It is recommended to use *Internet Explorer* web browser (*Safari* for Macs) and to empty the cookies and cache before opening the site.

Problem-shooting

PC Users: Are you using Internet Explorer 7, 8 or 9?

MAC Users: Are you using OS 10.6 (Snow Leopard) and Safari 5.1?

Did you run the Browser Tune-Up? http://myspanishlab.com/assets/Browser_Check/browser_check.html

Did you set your time zone?

Need Help? To chat online or email go to: <http://247.support.pearsoned.com>

Student Phone Support: [1-800-677-6337](tel:1-800-677-6337)

If you report the incident to your instructor, you must have a tech support incident number.

MyLanguageLabs is best viewed on PCs with a screen resolution of 1024 x 768 and on Macs with a screen resolution of 1280 x 960

CALENDARIO OFICIAL

(Subject to revision by instructor)

| DÍA / FECHA | CAPÍTULO | TAREA | EXÁMENES | NOTAS |
|-----------------|----------|-------|----------|---|
| lunes, 14/1 | Preface | | | Introducciones y orientación |
| miércoles, 16/1 | CAP 1 | | | <i>Pronunciation & Accent marks</i> |
| viernes, 18/1 | CAP 1 | | | |
| lunes, 21/1 | | | | No hay clase - <i>MLK Jr. Day</i> |
| miércoles, 23/1 | CAP 1 | | | |
| viernes, 25/1 | CAP 1 | | | |
| lunes, 28/1 | CAP 1 | | | |

CALENDARIO OFICIAL cont.

| DÍA / FECHA | CAPÍTULO | TAREA | EXÁMENES | NOTAS |
|-----------------|----------|------------|-----------------------|---|
| miércoles, 30/1 | CAP 2 | SAM Cap. 1 | <i>Chap 1 Test</i> | <i>Census Day = Last day to drop without "W"</i> |
| viernes, 1/2 | CAP 2 | | | |
| lunes, 4/2 | CAP 2 | | | |
| miércoles, 6/2 | CAP 2 | | | |
| viernes, 8/2 | CAP 3 | SAM Cap. 2 | <i>Chap 2 Test</i> | |
| lunes, 11/2 | CAP 3 | | | |
| miércoles, 13/2 | CAP 3 | | | |
| viernes, 15/2 | CAP 3 | | | |
| lunes, 18/2 | CAP 4 | SAM Cap. 3 | <i>Chap 3 Test</i> | |
| miércoles, 20/2 | CAP 4 | | | |
| viernes, 22/2 | CAP 4 | | | |
| lunes, 25/2 | CAP 4 | | | |
| miércoles, 27/2 | CAP 5 | SAM Cap. 4 | <i>Chap 4 Test</i> | |
| viernes, 1/3 | CAP 5 | | | |
| lunes, 4/3 | CAP 5 | | | |
| miércoles, 6/3 | CAP 5 | | | |
| viernes, 8/3 | REPASO | SAM Cap. 5 | <i>Chap 5 Test</i> | <i>Midterm grades submitted - March 9</i> |
| 10/3-16/3 | | | | Vacaciones de Primavera |
| lunes, 18/3 | | | EXAMEN PARCIAL | No hay clase - Take Midterm Exam in library basement Testing Center (MC1.304) between 7:30AM-9:30PM |
| miércoles, 20/3 | REPASO | | | |
| viernes, 22/3 | CAP 6 | | | |
| lunes, 25/3 | CAP 6 | | | |
| miércoles, 27/3 | CAP 6 | | | |
| viernes, 29/3 | CAP 6 | | | |
| lunes, 1/4 | CAP 6 | | | <i>Deadline to drop a class "WL"</i> |
| miércoles, 3/4 | CAP 7 | SAM Cap. 6 | <i>Chap 6 Test</i> | |
| viernes, 5/4 | CAP 7 | | | |
| lunes, 8/4 | CAP 7 | | | |
| miércoles, 10/4 | CAP 7 | | | |
| viernes, 12/4 | CAP 7 | | | |
| lunes, 15/4 | CAP 8 | SAM Cap. 7 | <i>Chap 7 Test</i> | |
| miércoles, 17/4 | CAP 8 | | | |
| viernes, 19/4 | CAP 8 | | | |
| lunes, 22/4 | CAP 8 | | | |
| miércoles, 24/4 | CAP 9 | SAM Cap. 8 | <i>Chap 8 Test</i> | |
| viernes, 26/4 | CAP 9 | | | |
| lunes, 29/4 | CAP 9 | | | |
| miércoles, 1/5 | CAP 9 | | | |
| viernes, 3/5 | REPASO | | | Último día de clase |
| lunes, 6/5 | | SAM Cap. 9 | <i>Chap 9 Test</i> | Día de estudio |
| miércoles, 8/5 | | | EXAMEN FINAL | En la sala de clase de las 8:00 a las 10:45 de la mañana |

Student Syllabus Acknowledgement

By signing below, I:

- acknowledge that I have read the policies for Spanish 1311 and understand them;
- agree to comply with the policies;
- realize that failure to comply with these policies may result in a reduced grade in the course;
- understand that I alone am responsible for my own success or failure;
- am aware that deadlines are not negotiable;
- agree not to ask for special consideration, treatment or accommodations other than those available to students with a disability;
- agree to consult the syllabus and course policies before I inquire about the same.

Signature: _____

Date: _____

Spanish Student Information

Spanish _____ Section _____ Semester _____

Name: _____ Student ID #: _____

UTD Email: _____

Phone number: _____

Major(s)/Minor(s): _____

City and country of origin: _____

First language: _____

Other languages spoken: _____

Other languages studied: _____

Spanish Assessment Score: _____ Grade you expect to make in this course: _____

Previous Spanish classes, grades, locations (if none, write "none"): _____

Reason(s) for taking this course: _____

Finish this sentence: (This could be any important, silly, serious, or interesting fact about you.)

I think you should know that... _____
