

SPAN1114: ELEMENTARY SPANISH I--CRN#14813
Department of Modern Languages, College of Liberal Arts
Fall 2009: 10 am M-R LAR231
HORARIO DE CLASES**

lunes	martes	miércoles	jueves
8.17 Introducción	8.18 Paso A	8.19 Paso A	8.20 Paso A
8.24 Paso A	8.25 Paso B	8.26 Paso B	8.27 Paso B
8.31 Paso B	9.1 <u>Examen 1</u>	9.2 Paso C	9.3 <i>Culture Activity 1</i> 9.2 Paso C
9.7 No hay clase	9.8 Paso C	9.9 Paso C	9.10 C 1
9.14 C 1	9.15 C 1	9.16 C 1	9.17 C 1
9.21 C 1	9.22 C 1	9.23 C 1	9.24 <u>Examen 2</u>
9.28 C 2	9.29 C 2	9.30 ICP 1 C 2	10.1 C 2
10.5 C 3	10.6 C 2	10.7 C 2	10.8 C 2
10.12 <u>Examen 3</u>	10.13 C 3	10.14 <i>Culture Activity 2</i> C 3	10.15 No hay clase
10.19 C 3	10.20 C 3	10.21 C 3	10.22 C 3
10.26 C 3	10.27 C 3	10.28 <u>Examen 4</u>	10.29 C 4
11.2 ICP 2 C 4	11.3 C 4	11.4 C 4	11.5 <i>Culture Activity 3</i> C 4
11.9 C 4	11.10 C 4	11.11 C 4	11.12 <u>Examen 5</u>
11.16 <u>Oral Exams</u>	11.17 <u>Oral Exams</u>	11.18 C 5	11.19 C 5
11.23 C 5	11.24 C 5	11.25 Vacaciones	11.26 Vacaciones
11.30 C 5	12.1 C 5	12.2 C 5	12.3 <u>Examen 6</u>

**Your professor reserves the right to change the syllabus and/or schedule at any time.

SPAN1114: ELEMENTARY SPANISH I--CRN#14813
Department of Modern Languages, College of Liberal Arts
Fall 2009: 10 am M-R LAR231
HORARIO DE CLASES**

Dr. Southerland

Office: THH208

Phone: 974-5517

Email: ssoutherland@uco.edu* preferred method of communication

Hours: 10:50-12:00 TWR

1 hr online TBA weekly in course WebCT site

Up to 30 minutes as needed immediately after M night course in LAR227

Other times available by appointment

MLLCS Contact information. For general MLLCS info only--your professor doesn't receive calls or faxes at these numbers: THH 204, Ph: 405-974-5647, Fax: 405-974-5848

****NOTE:** Students are responsible for all information contained herein. Professing a lack of knowledge of this information will not suffice as an excuse for not following course guidelines.

Please do not contact the departmental secretary for matters pertaining to class. You may contact your instructor by e-mail, phone, or in person during office hours. When communicating by e-mail, you must use your UCO provided e-mail account and include your course time and name (e.g., 9 am Spanish1114) in the subject line. Mail from unidentifiable sources will not be opened.

This section of SPAN1114 uses WebCT for the submission of most assignments and all exams so students need to ensure that they have reliable Internet access at home or on campus.

1. **Prerequisites:** This course is for beginning students of Spanish, defined as those with little or no prior study of the language. *If you have had 4 or more semesters of high school Spanish (2 years), you are not eligible to take this course.* You may take the CLEP test to receive credit for SPAN1114. To arrange this test, call 974-2387.

2. **Course Description:** This course is an introduction to Spanish grammar and vocabulary and emphasizes the development of speaking, writing, reading and listening in the language. Credit may not be earned for both SPAN 1114 and SPAN 1243. Heritage speakers of Spanish and students with 2 or more years of Spanish study in high school may not enroll in this course.

3. **Course Objectives:** Successful completion of the course will enable students to use novice-level Spanish vocabulary and grammatical structures and to employ that knowledge to develop reading, writing, listening and speaking skills in the target language. In addition students will be introduced to material that will foster an appreciation of the Spanish-speaking world. Material will be presented through outside readings, in-class explanations, practical in-class application, and other outside activities as assigned.

Upon successful completion of this course students will be able to:

1. Articulate and understand basic descriptions of self and other people, places, and things.
2. Speak, write and develop reading and listening comprehension about daily activities in the present tense.
3. Articulate and understand weather expressions, time, days/dates, and numbers.

4. Identify customs and other cultural/geographical information about Spanish-speaking people and countries.
5. Make requests and obtain basic information.

4. **Required materials:**

- ~Terrell, Andrade, Egasse, Muñoz. Dos mundos en breve. 4th Ed., 2009. ISBN-10: 0-07-338532-8
- ~Centro Access Card/Workbook Lab Manual to Accompany Dos mundos en breve
- ~Texts must be purchased, or a copy obtained by the second-class session.
- ~Spanish-English pocket dictionary

***Text materials must be purchased by the 2nd day of class.** Texts are available through the university bookstore. **Text, dictionary, and notebook must be brought to class every day. Failure to bring it will be noted toward evaluation of class participation and preparation. Students who repeatedly show up without the text may be asked not to return until they have their text. If you do not purchase the workbook from the bookstore, you may purchase a book key online at <http://www.mhcentro.com/books/bookstore.html>.

5. **Grading Criteria:**

Exams	40%	Daily Work (Class assignments, Quizzes...)	20%
Participation	15%	Oral Evaluation	10%
Workbook Exercises in Centro	5%	Culture Activities (3)	5%
In-Class Paragraphs	5%		

Grading Scale: 90-100: A 80-89: B 70-79: C 60-69: D 0-59: F

Your professor will give you **one** official grade check **shortly after mid-term**. Please do not repeatedly ask to have your grade calculated. All grades except the workbook are available through the “My grades” tool on the WebCT course menu. With that and the syllabus list of course component percentages, students can estimate their grade at any time by consulting these records and resources.

6. **Late Work:** No late work will be accepted. You are encouraged to discuss any missed assignments with your instructor and to submit the work for corrections although it will not be assigned a grade. For these matters, make an appointment to see your instructor **after class or during office hours**. Please do not attempt to discuss or submit missed or late work during class times; if you do, your instructor will request that you make an appointment to discuss the matter. You will be allowed to drop one daily work grade and one exam to allow for unexpected circumstances--undocumented personal illness, family illness, transportation trouble, child care issues, technology problems, job-related conflicts, etc.--that result in your missing an assignment for unexcused circumstances; work missed for those and similar reasons cannot be made up. The only excused absences for tests and daily work are documented personal illness, university-sponsored activities, which require documentation from the organization sponsor, and a death in your family. Daily quizzes cannot be made up under any circumstances, but will not count against you if the absence was excused. If you feel you have extenuating circumstances that you wish to have considered, you must notify the instructor ASAP, before missing an assignment, if possible, and schedule a time **outside of class** to discuss the matter.

7. **Daily Work:** This includes assigned homework and weekly announced or unannounced daily quizzes. You will have a minimum of 8 daily work grades with the lowest being dropped.

*Homework will be assigned **every** night and checked at random either for a grade or for a check toward participation. Assignments must be completed **before** you arrive to class. You may not use class time to complete work that was assigned to be completed at home, regardless of what point during the class the work is reviewed or collected. Have your work completed and prepared for possible submission (name on paper, papers

stapled, etc.) before you arrive to class. Use pencil or blue or black ink for your work.

*In the event of absence, you are responsible for all work assigned in your absence for the day you return. For example, if you miss class on Wednesday and a worksheet is handed out that day or an exercise from the book is assigned for Thursday, you are expected to contact a classmate or the professor to get that worksheet or assignment and turn it in on Thursday. Saying you do not have it because you were absent will not excuse you from the assignment. If you miss a pop quiz due to absence, you will receive a zero unless the absence is excused (see above), in which case the quiz won't be made up but will also not count as part of your grade.

* You must attend class for your assigned work to be accepted unless you have made prior arrangements with the professor for an exception. Do not send assignments with another student or leave them in the professor's mailbox or under the office door in lieu of attending class unless you have requested permission to do so *beforehand*. If you do, the work won't be accepted. Your professor also cannot assume responsibility for any work left in a mailbox or under the office door that is lost or missing, even if you had permission to leave it there. Recordings of any kind are not permitted. If you miss handouts due to absences, it is your responsibility to ask the professor for a copy within the next two class meetings or to obtain one from another student. Assignments may not be e-mailed in the event of absence. If you wish to submit work due on a day that you plan to miss in advance of the absence, contact the professor for instructions. **No make-ups.**

8. **Exams:** Exams will be given after most chapters to assess listening, reading and writing skills, as well as vocabulary and grammar comprehension. The lowest test score will be dropped. If you are found to have cheated on a test (e.g., consulting others, using outside resources, etc.) and receive a zero for the test or a section, you will not be able to drop that test score even if it is your lowest overall. You may not drop the Chapter 6 test. The listening sections of the exams will be given first and will not be repeated for students who arrive late and miss them. Test formats will vary depending on the material being tested and may consist of a combination of short answer, true-false, multiple choice, writing, and translation exercises. Other formats may be employed when needed to suit the course component being tested. **No make-ups** without documentation noted above under "Late work."

9. **In-class Paragraphs:** These are short essays written in class without the use of dictionaries, texts or other references to allow students to demonstrate writing proficiency in Spanish. A general topic and related grammar and vocabulary points will be announced the class meeting before the day the essay will be written to guide your preparation. The specific topic will not be announced until the day of the paragraph.

10. **Oral Evaluation:** Students will meet with their instructor and converse in Spanish for five minutes. Speaking in English will result in a lower grade. Times will be scheduled for class hours and, if necessary, during your professor's office hours. **No make-ups.**

11. **Workbook:** Workbook exercises are to be done each week from the chapter the class is currently studying. Your instructor will provide information for accessing this online book and may provide more specific guidelines. All assigned activities for a chapter must be completed the day before that chapter's test. If the chapter's test is combined with that for another chapter, the workbook exercises are due by midnight of the last day spent on the chapter.

12. **Culture Activities:** A list of activities and submission guidelines are located in the course WebCT site under "Course Tools." They require research in the library or online (do not use YouTube, Wikipedia, or tourist sites) on three assigned cultural topics. These should be approximately 2 pages double-spaced (in your own words, not copied), in Times New Roman, 12 point font. The assignment must include an introduction, a body, and a conclusion. These activities are submitted online through the course WebCT site and must be posted by midnight on the due date.

13. **Participation:** Daily participation is required. Students are expected to participate fully in class activities and to prepare all work assigned before coming to class. **Merely attending class is not enough!** Class participation is a vital part of your language-learning experience and **15% of your course grade**. You must become actively involved in the learning process: attempt to communicate in Spanish whenever possible, regularly prepare all daily assignments, participate in group and paired activities, and arrive to class with all materials including your text and dictionary. Attendance also factors into this aspect of the course; if you fail to attend class, it is impossible to participate. You are expected to volunteer regularly. At the end of each month students will receive a grade for participation. You can improve your participation grade by 1) attending class regularly; 2) coming to class with assignments prepared on a regular basis; 3) consistently interacting in Spanish with your instructor and classmates; 4) preparing for and participating in oral proficiency activities in class; and, 5) responding to questions, initiating relevant discussion, interacting verbally during pair/group exercises and class discussions, in Spanish. *Non-participation will be considered an indication of a lack of preparedness. Your professor may also use daily check grades for completion of homework as part of this grade.

14. **Absences:** Regular attendance is critical to success in this course. You will lose one point off your **final grade** for every unexcused absence over five. See "Late Work" above for examples of excused absences. Emergencies or extenuating circumstances should be discussed with your instructor *during office hours*. Travel for events such as weddings, leaving early for vacations, and the like, does not constitute an excused absence. Sleeping in class is tantamount to missing the session and will constitute an absence and you may be asked to leave the class if you are sleeping. If work is assigned when you are absent and you do not have it completed when you return to class, the work **cannot be made up**. Daily announced and unannounced quizzes may not be made up. 12 or more absences will result in an F for the course.

15. **Late Arrivals:** Late arrivals are distracting to your instructor and to other students. If you are very late, you run the risk of missing important information or even a short quiz that might be given at the start of class and that may not be made up. If you arrive more than **5 minutes** late, you will not be allowed to enter the class and will be counted absent. Please do not attempt to enter the classroom after this point and risk the embarrassment of being asked to leave. Do not interrupt the professor to ask what time it is and if you may enter-Wear a watch!. Late arrivals and early departures accumulate for deductions that constitute absences: 3 late arrivals/departures = 1 absence; early departures of 15 minutes or more count as an absence. For chronically late students, your instructor will address the matter with you individually and may determine that there will no longer be a grace period for you, meaning that you must subsequently arrive on time or not be allowed to join the class for that day.

16. **Food & Beverages:** It is Liberal Arts' facilities' policy that no food or drinks be brought into classrooms. Please do not place your instructor in the awkward position of having to remind you of this. This includes chewing gum and candy. This is a language course that requires the practice of speaking skills and correct pronunciation, which you cannot master with a mouth full of gum or food. After the first reminder, you may be asked to leave class and be counted absent.

17. **Personal Communication Devices:** It is the policy of the College of Liberal Arts that all pagers and cellular devices be silenced during class. LAR policy #004 "Any personal communication devices are to be set not to disturb the class. Non-compliance results in dismissal from class for the day." If you anticipate needing to accept an emergency call, notify the professor before class, silence the device, and leave the room to take the call when you receive it. After the first reminder, you may be asked to leave class and be counted absent.

18. Do not bring children or guests to class without prior permission from your instructor.

19. **Extra Credit:** No extra credit will be assigned for this course.

20. **Academic Integrity:** Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. More information concerning this policy can be found at: <http://www.uco.edu/conduct/code.html>

22. Policies on academic integrity, the Regents' Expectation for course work, university withdrawal, and more are found on the [Academic Affairs Syllabus Attachment](#).

23. **Tutor/Media Room:** The MLLCS tutor lab and media center is in LAR 122 and is available for language students needing tutoring or wanting to borrow films. Visit the [MLLCS website](#) for the current tutor schedule.

24. **PHONE NUMBERS OF OTHER STUDENTS:** In the event that you miss class, you are responsible for having any work assigned or discussed in your absence prepared when you return, the same as if you had attended. This applies to, among other things, assigned exercises to be collected and preparation for daily quizzes given when you return. It is impossible for your instructor to return every individual call or e-mail for homework assignments and there is no guarantee that your call or e-mail can be addressed in time for you to complete the assignment before the date it is due. Do not email your instructor about class work you have missed as it is your responsibility to obtain this work from a classmate. Use the spaces below to record contact information for classmates that you can call for missed assignments, notes, and announcements.

Name: _____	# _____
E-mail _____	# _____
Name: _____	# _____
E-mail _____	# _____

**Your professor reserves the right to change the syllabus and/or schedule at any time to accommodate the needs of the course.