

Basic Course Information

Semester	Winter 2018	Instructor Name	Romano Sánchez Domínguez
Course Title & #	Span 100 Elementary	Email	romano.sanchez-dominguez@imperial.edu
CRN #	15217	Webpage (optional)	
Room	Online	Office	307
Class Dates		Office Hours	Online
Class Days	7/24	Class Times	Online
Units	5		
Office Phone #	760 355 5765.		
Office contact if student will be out or if an emergency	Department Secretary is an option		

Course Description

Prerequisites: The student must be able to speak and read English. Not open to students with native ability in Spanish. (See SPAN 220/Formerly SPAN 20A). For additional oral practice, concurrent enrollment in SPAN 113 (Formerly SPAN 5A) is recommended. The beginning Spanish course is based on a contrastive analysis between Spanish and English and is designed to develop in the English-speaking student rudimentary abilities in the four basic language skills: hearing, speaking, reading, and writing. The main emphasis is on the present tense of both regular and irregular verbs. The student will be familiarized with those features of Hispanic culture, which reflect the different frame of reference from which the native speaker of Spanish views the world. Additional language structures and vocabulary practice will be assigned. We will cover: **Chapters Preliminar and 1 through 5 of the textbook and MySpanishLab.**

Student Learning Outcomes

- Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:
- 1 Research historical or cultural information about a Spanish-speaking country and prepare an oral and/or written presentation. (ILO1, ILO3, ILO4)
 - 2 Organize information about a historical or cultural aspect of a Spanish-Speaking country for a written or oral assignment. (ILO1, ILO3, ILO5)
 - 3 Successfully communicate at the novice/elementary level a personal event in the present tense. (ILO1, ILO2)
 - 4 Describe basic daily life situations using correct grammatical structures, vocabulary and idiomatic expressions. (ILO1)
 - 5 Assess the content and meaning of written Spanish both orally and in writing. (ILO1, ILO4, ILO5)

Course Objectives

Upon satisfactory completion of the course, students will be able to:

- Student will distinguish and appropriately use formal and casual language.
- Student will demonstrate good command of verb forms and tenses according to the American Council on the Teaching of Foreign Language Proficiency Guidelines.
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- Student will demonstrate knowledge of appropriate cultural behavior.
- Apply and reinforce the following technologies: Blackboard, Microsoft Word, and email.

Textbooks & Other Resources or Links

Textos:

¡Anda! Curso elemental 2ª Edition. Heining-Boyton I Cowell. MySpanishLab compatible with Blackboard

How to register and buying the textbook:

If you miss the first day of class or you are adding the class, it is your responsibility to register in MySpanishlab. Therefore, you must watch the video in Lessons. It will guide you on how to register in MySpanishlab. It's important to pay attention on how to register in MySpanishlab via Canvas since the only way to buy the textbook is at the bookstore (hard copy and access code to register in Canvas) Warning! Don't buy the textbook somewhere else because this textbook is connected to Canvas and any other textbook is not compatible with Canvas.

After registering in MySpanishlab, you must complete steps 1-4 for the tune-up for any update on the software that the system may need.

Course Requirements and Instructional Methods

How to contact me:

The easy way to reach me is by email.

If you email me, please put "Spanish 100 online" in the subject line of the email. Don't forget to put your name inside the email, especially since many of your email addresses do not identify who you are. If you would like to talk with me over the phone, please make sure to speak slowly, loudly, and clearly when you leave a message, and make sure you give me your name and phone number so I can call you back.

Online and In-Class Requirements:

Students must...

- Possess reliable access to computing resources. Have the minimum hardware, software, and browse;
- Understand basic personal computer operations. Students should be familiar with Microsoft Word and Canvas.
- Be familiar with the Internet. Know how to browse, search, and download;
- Read for information effectively and follow instructions.
- Actively and persistently communicate with the instructor.
- Be willing and able to make weekly progress on the course work.
- Be prepared to spend an adequate amount of time to complete the work for the term.
- Your computer must have an integrated microphone in order for you to complete all the oral tasks.
- Reading assignments in the Lecture Materials list, including links to other resources.
- Participation in the online discussions and collaborative project on a regular basis. If you do not participate for one consecutive week and I do not hear from you, I will assume you are not an active student and you will be dropped.
- Completing all homework and projects by the due dates on MySpanishlab and Canvas. Late work is not accepted.
- Using the class web pages will be the equivalent of attending class. You will be expected to view the pages on a regular basis (at least several times per week). You will be responsible to post in the discussion area at least twice a week. It is a good idea to post once at the beginning of the week and again after the middle of the week to allow interaction between all students from the class.
- Because this is a 5 weeks course for five units, you should plan on doing approximately 30 hours of work weekly since the course is online, you must read and complete assignments from the textbook that and MySpanishlab.

▪ **Important information for a fully online course:**

- **This is a fully online course;** this means, you will take quizzes, exams, discussions, escrituras, voice recording in MySpanishlab online and quizzes, midterm and final exam in Canvas. Therefore, it is important that you complete all the assignments on the due dates.
- The quizzes are due by 11:59 p.m. on the due date.
- Please, go over the orientation online, login in Canvas and click on week 1.
- Watch the orientation video
- Watch the video in how to register in MySpanishlab
- Read the syllabus and take the quiz based on the content.
- This course is an intensive 5 unit course, we have a lot of work to complete. Therefore, always pay attention to the week overview. Here you will find due dates for quizzes and exams. Which will also be in the syllabus.
- Students are responsible for knowing all due dates.
- The tests are due by 11:59 p.m. on the due date.
- When you are taking a quiz or exam online, open just one browser. This is very important because if you open different browsers and accidentally close the one that has your quiz/exam, you will lose it. The system only allows you one attempt and it is timed. I have no control over this issue. You will not be able to retake the quiz/exam.
- Use Google Chrome or Fire Fox browser. Do not use Explorer browser
- There is a midterm and a final exam scheduled to take in Canvas.
- You must complete the discussion every week on your own time. Read and follow the instructions in order for you to complete your task. You are also required to comment on one of your classmates' posts every week in order for you to receive full credit for participation. Please make sure that you read the topic for the discussion and the rubric that I will provide at the beginning of the week.
- You will find the discussion topic at the bottom of the Modules or click on the tool Discussions.
- For the homework that I assigned from the textbook every week, you will find it in the Modules.
- Also, you will have homework that must be completed in MySpanishLab every week.

Course Format:

Capítulos

Click on lessons, click on Capítulo, then click on Semana and in there you will find all the modules for the week.

Modules

Go to Repaso semanal (weekly review) after watching the video and seeing what you need to do go to Capítulo. In each Capítulo you will have the modules for each chapter that we will cover for the semester. You must complete all the activities assigned in each the modules every week because every module's content the material that you must learn every week and remember that they take the place of the professor's lectures. Then, go to MySpanishlab and complete the tasks related to the modules.

Repaso:

During the summer, we will cover six chapters from Preliminar to Chapter 5 each chapter per week and because of the compressing time be sure that you read the due dates because changes per week. It's important that you complete the Module called Repaso since the material covered in these Modules are reviews of grammar in a previous week, these are components that are essential for a better understanding of material presented in this course Spanish 100. Also, complete the extra activities in MySpanishlab.

Written assignments:

You will be assigned four written (Escrituras) tasks throughout the course, at the end of every chapter. The instructor will assign the topics for these written tasks in MySpanishlab. It's important to pay attention to the grammar (including accent marks). These tasks will be assigned in weeks 2, 3 and 4. Be careful these written activities will be graded based on their content such as style, use of the vocabulary and grammar. For these assignments, do not open them, if you are not ready to complete them since Escrituras are timed.

Voice Recording and Written Activities:

In MySpanishlab, you will listen/read to short dialogues and answer questions and record activities based on the conversations.

Quizzes & Tests:

There are quizzes in MySpanishlab and Canvas every week and at the end of each chapter there is an exam. For quizzes and tests, please know that I realize that in life there are many situations that occur, such as; submitting incomplete assignments, the browser accidentally shutting down while you are taking a quiz, being sick or having an illness or a death in the family. Taking in consideration these situations, I will drop the lowest score for a test and two lowest scores for the quizzes but be careful since I won't reset any test nor quizzes. Also, there are two exams, the midterm and final exam in Canvas (MidtermExamPrácticaMidterm).

Midterm/Final Exam:

A study guide for the midterm and final exams will be provided the week before the exams, but you can go over every "Module: Gramática..." to review the material we covered in every chapter. Midterm date is between January 22-24, 2018. Date for Final Exam is February 1-2, 2018. Both the Midterm and Final will be available in Canvas.

Discussions:

There is a discussion every week. The first discussion starts on the first week. You will find the discussion topic at the bottom of the Modules or click on the tool Forums. Click where it says discussion, you won't see anything until you post your task, read and follow instructions in order for you to post your activity. Do not forget that you will also have to comment on two of your classmate's activities. These discussions will be worth 10-15 points each.

If any student uses inappropriate language or is disrespectful to another student, that student will lose points and need to have a personal conversation with the instructor. Remember, this is a college class and the discussion should be academic in nature, so don't get off topic or you will also lose points. In addition, if you choose to upload a picture into your profile, make sure it is an appropriate photo and that it is sized properly or I will have to ask you to remove it. For example, too much skin exposure, even on a baby is inappropriate. Thank you for your cooperation in this matter.

Late assignments:

Late assignments won't be accepted.

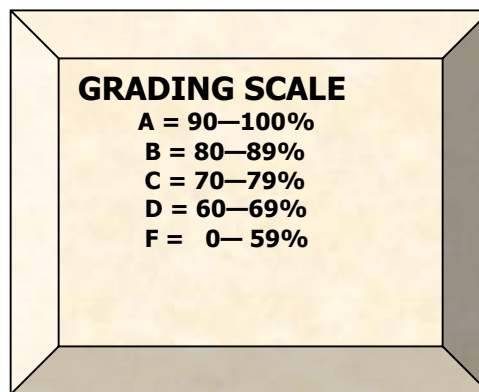
Grading Criteria:

For grading refer to the final grading scale. For the due dates for all the activities in MySpanishlab and Canvas, please refer to the calendar of assignments due in the syllabus.

Course Grading Based on Course Objectives

Here is the scale for your overall grade.

<input type="checkbox"/> Online Quizzes in MySpanish/Canvas	10%
<input type="checkbox"/> Tests in MySpanishlab	17%
<input type="checkbox"/> Voice Recording/written Activities (1)	7%
<input type="checkbox"/> MySpanishLab Activities	10%
<input type="checkbox"/> Discussions:	10%
<input type="checkbox"/> Midterm Exam	20%
<input type="checkbox"/> Escrituras in MySpanishlab	6%
<input type="checkbox"/> Final Exam:	20%



Attendance

- **There are no meetings for this class because is fully online. See [IVC General Catalog](#) for details.**
- If you are adding the course, you must use the add authorization number I gave you and add immediately in order to have access to Blackboard. It should take no more than 24 hours for you to be able to log on to Canvas. You cannot afford to get behind in this class on the modules, so the sooner the better. No adds accepted after T.B.A. If you are adding the course, you must use the add authorization number I gave you and add immediately in order to have access to Canvas. It should take no more than 24 hours for you to be able to log on to Canvas. You cannot afford to get behind in this class on the modules, so the sooner the better. No adds accepted after June 21.
- Students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.

Online Classroom “Netiquette”

- Netiquette, as you probably know, is a combination of the words "network" and "etiquette." Basically, it describes things you should and shouldn't do while communicating with other people online. This is especially important in an online classroom environment. Here are some examples:
- Identify yourself. Include a subject line. Be careful when using humor or sarcasm every person interpret things differently. Be respectful of diverse opinions. Acknowledge and return messages promptly. Use appropriate language. Use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!)].
- Please, follow the examples of Netiquette and be friendly and courteous with your classmates. If you posting that are inappropriate, please send me an email and I will deal with the problem.

Academic Honesty

- **Plagiarism** is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly cite a source, you should ask for help.
- **Cheating** is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question. Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [IVC General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism, (b) copying or attempting to copy from others during an examination or on an assignment, (c) communicating test information with another person during an examination, (d) allowing others to do an assignment or portion of an assignment, and (e) use of a commercial term paper service.
- "Materials used in connection with this course might be subject to copyright protection. Learn more about copyright at the U.S. Copyright Office web site at <http://lcweb.loc.gov/copyright>."

Additional Help

- **Canvas Help:** For any other issues (with the Canvas site itself after you've logged in) please call the IT Service Desk at 760-355-6300.
- **Learning Labs:** There are several learning labs on campus to assist you through the use of computers and tutors. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Contact the instructor for information about labs unique to your specific program.
- **Library Services:** The IVC Library has many resources. In addition to books, you can access tutors in the learning center, reserve study rooms for small groups, and access a wealth of resources online.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services \(DSP&S\)](#) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact DSP&S if you feel you need to be evaluated for educational accommodations.

If you are a disabled student and need special accommodations, please let me know. I have made every effort to ensure that this course is accessible to all students, including students with disabilities. If you encounter a problem accessing any portion of this course, please contact me immediately.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. The [IVC Student Health Center](#) is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the [IVC General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access helpful “How-To” Library tutorials by accessing the [Information Literacy Tutorials](#) online.

Anticipated Class Schedule / Calendar

Required Information –Discretionary Language and Formatting:

The instructor will provide a tentative, provisional overview of the reading, assignments, tests, or other activity for the duration of the course. The faculty may find a table format useful for this purpose.

IMPORTANT DATES:

January 4	Deadline to add/pay for a class
January 18	Deadline to drop without a “W”
January 25	Withdrawal deadline
February 1-2	Final Exam online in Canvas. February 1 (12:01 a.m.) to February 2 before 11:59 p.m.

IMPORTANT NOTE:

Your instructor reserves the right to amend any aspects of this outline
It is your responsibility to keep track of changes announced in class
Any necessary changes to the course syllabus will be posted on **Canvas**

Semana 1: Del 2 al 5 de enero Capítulo Preliminar

Capítulo preliminar

- MySpanishlab Activities
- Los pronombres personales **Prueba los pronombres personales** in MySpanishlab, due date January 5
- El verbo ser **Prueba ser** in MySpanishlab, due date January 5
- La hora **Prueba** in MySpanishlab, due date January 5
- Voice Recording **SAM PA-14 ¿Cómo te llamas, tú? SAM PA-19 ¿Cómo se pronuncia?**, due date January 5
- The Discusión 1 is in Canvas, due date January 5

Note: The practice quizzes/activities in Modules are not part of your grade.

Semana 2: Del 6 al 11 de enero Capítulo 1 ¿Quiénes somos?

Capítulo 1

- MySpanishlab Activities
- El verbo tener **Prueba tener** in MySpanishlab, due date January 9
- Sustantivos singulares
- Femenino y masculino
- Los artículos definidos e indefinidos **Prueba** in MySpanishlab, due date January 9
- Los adjetivos descriptivos **Prueba** in MySpanishlab, due date January 9
- Discusión in Canvas, due date January 11
- **SAM 01-35 ¿Y tu familia?**, due date January 11
- Escritura 1 in MySpanishlab, due date January 11
- Examen 1 capítulo 1 in MySpanishlab, due date January 11

Note: The practice quizzes/activities in Modules are not part of your grade.

Semana 3: Del 12 al 17 de enero Capítulo 2 La universidad

Capítulo 2

- MySpanishlab Activities
- El presente de indicativo **Prueba** in MySpanishlab, due date January 14
- La formación de preguntas interrogativas **Prueba** in MySpanishlab, due date January 14
- El verbo estar **Prueba** in MySpanishlab, due date January 14
- El verbo gustar **Prueba** in Canvas, due date January 14
- Discusión in Canvas, due date January 17
- MySpanishlab activities, due date January 17
- **SAM 02-21 ¿Cómo es tu vida en la universidad?**, due date January 17
- Escritura 2 in MySpanishlab, due date January 17
- Examen 2 capítulo 2 in MySpanishlab, due date January 17

Note: The practice quizzes/activities in Modules are not part of your grade.

Semana 4: Del 18 al 23 de enero Capítulo 3 Estamos en casa

Capítulo 3

- MySpanishlab Activities
- El presente de indicativo verbos irregulares **Prueba** in MySpanishlab, due date January 20
- Los colores **Prueba** in MySpanishlab, due date January 20
- Expresiones con el verbo tener **Prueba** in MySpanishlab, due date January 20
- Discusión in Canvas, due date January 23
- MySpanishlab activities, due date January 23

- SAM 03-16 Una encuesta para ti, due date January 23
- Escritura 3 in MySpanishlab, due date January 23
- Examen 3 capítulo 3 in MySpanishlab, due date January 23
- Practice test Midterm from January 18-21 in Canvas

Note: The practice quizzes/activities in Modules are not part of your grade.

Semana 5: Del 24 al 28 de enero Capítulo 4 Nuestra comunidad

- MySpanishlab Activities
- Los verbos saber y conocer **Prueba** in MySpanishlab, due date January 26
- Los verbos con cambio en la raíz **Prueba** in MySpanishlab, due date January 26
- El verbo Ir + infinitivo **Prueba** in MySpanishlab, due date January 26
- Los verbos ser y estar **Prueba** in MySpanishlab, due date January 26
- Discusión en Canvas, due date January 28
- MySpanishlab activities, due date January 28
- SAM 04-48 Tu pueblo o tu ciudad. Complete steps 1 and 2 only, due date January 28
- Examen 4 capítulo 4 in MySpanishlab, January 28
- Midterm Exam from January 22-24 in Canvas

Note: **January 25** **Withdrawal deadline**

Note: The practice quizzes/activities in Modules are not part of your grade.

Semana 6: Del 29 de enero al 2 de febrero Capítulo 5 ¡A divertirse! La música y el cine

- MySpanishlab Activities
- Los adverbios **Prueba** in MySpanishlab, due date January 30
- El presente progresivo **Prueba** in MySpanishlab, due date January 30
- Los pronombres de complemento directo **Pruebas** in MySpanishlab and Canvas, due date January 30
- Discusión en Canvas, due date February 1
- MySpanishlab activities, due date February 1
- SAM 05-47 La música y el cine, due date February 1
- Examen 5 in MySpanishlab, due date February 1
- Final Examen in Canvas, from February 1- February 2
- Practice test Final from January 29- January 31 in Canvas

Note: The practice quizzes/activities in Modules are not part of your grade