

Basic Course Information

Semester	Winter 2019	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: Canvas, Microsoft Word, and email.

Textbooks & Other Resources or Links

Textos:

¡Anda! Curso elemental 3ª Edition. Heining-Boyton I Cowell. MySpanishLab compatible with Canvas

How to register and buying the textbook:

If you are adding the class, it is your responsibility to register in MySpanishlab. Therefore, you must watch the video in the tool Orientation. 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 e-book is via Canvas. Warning! Do not buy the e-book somewhere else because this e-book is connected to Canvas and any other textbook is not compatible with Canvas.

After registering in MySpanishlab, you must complete steps 1-5 for the tune-up for any update on the software that the system may need as well as details how to set up your laptop to record audio and how to find information with tech support for MySpanishlab.

You must watch the video: MyLanguageLabs Student: First Important Steps for Students.

Course Requirements and Instructional Methods
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How to contact me:

The easiest 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's number, 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 in MySpanishlab and Canvas. It is important that you manage your own pace doing the work in both platforms and do not wait until the due date to complete all of the tasks because if you have an issue with internet or something else, you won't be able to finish the activities. 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 three times a week. You must post your activity by the due date, write a comment on two of your classmates' activity and read the rubric for the discussion, in order for you to receive full credit the discussion every week.
- Because this is a 5-week 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 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. 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 on how to register in MySpanishlab.
- Read the syllabus and take the quiz based on the content.
- This course is an intensive course of 5 units, 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:**Log in Canvas**

Click on Modules

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 and MySpanishlab Activities and Extra Activities:

During the winter session, we will cover six chapters from Preliminar to Chapter 5 one chapter per week and because of the compressed time, be sure that you read the due dates because it changes per week. It's important that you complete the Module called Repaso since the material covered in these Modules are reviews of grammar from the 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.

NOTE: MySpanishlab Activities and Extra Activities are part of your overall grade, but you do need to get a 100% score in every single activity as long you pass them and complete them as they stated in the instructions.

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, 4 and 5. 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, problem with the Internet connectivity 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. There is a practice for the Midterm and final exam, and they will be available in Canvas; Práctica Midterm exam from January 16 to January 19 and Práctica final exam from January 28 to January 30. Both prácticas won't be part of your overall grade. Midterm due date is between January 21-23, 2019 and the final exam due date is between January 31 and February 1, 2019. Both the Midterm and Final will be available in Canvas. Be aware of the due dates because if you miss the midterm or final exam or both, you will receive a zero in those tasks.

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 classmates' 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.

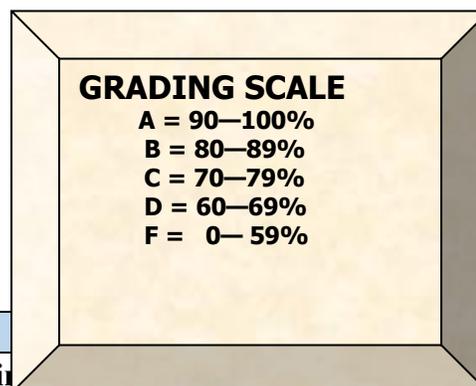
Grading Criteria:

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. Your overall grade will be in Canvas. I will transfer all of the data manually into Canvas.

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 it is fully online.**
- 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 **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, complete all the assignments in MySpanishlab, so the sooner the better. No adds accepted after January 4.
- 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 interprets 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 24	Withdrawal deadline

January 31 to February 1
p.m.

Final Exam online in Canvas. January 31 (12:01 a.m.) to February 1 before 11:59

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
- **Prueba 1 Syllabus** in Canvas, due date January 5
- Los pronombres personales **Prueba 2 los pronombres personales** in MySpanishlab, due date January 5
- El verbo ser **Prueba 3 ser** in MySpanishlab, due date January 5
- La hora **Prueba 4** in MySpanishlab, due date January 5
- Voice Recording **SAM PA-12 ¿Cómo te llamas, tú?**, due date January 5
- The Discusión 1: “Me llamo...” 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 10 de enero Capítulo 1 ¿Quiénes somos?

Capítulo 1

- MySpanishlab Activities
- El verbo tener **Prueba 5 tener** in MySpanishlab, due date January 8
- Sustantivos singulares
- Femenino y masculino
- Los artículos definidos e indefinidos **Prueba 6** in MySpanishlab, due date January 8
- Los adjetivos descriptivos **Prueba 7** in MySpanishlab, due date January 8
- Los adjetivos posesivos **Prueba 8** in MySpanishlab, due date January 8
- First Discusión 2: “Jefe nuevo” posting en Canvas, due date January 8
- Second Discusión 2: “Jefe nuevo” posting en Canvas, due date January 10
- **SAM 01-14 ¿Y tu familia?**, due date January 10
- Escritura 1 in MySpanishlab, due date January 10
- Examen 1 capítulo 1 in MySpanishlab, due date January 10

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

Semana 3: Del 11 al 15 de enero Capítulo 2 La universidad

Capítulo 2

- MySpanishlab Activities
- El presente de indicativo **Prueba 9** in MySpanishlab, due date January 13
- La formación de preguntas interrogativas **Prueba 10** in MySpanishlab, due date January 13
- El verbo estar **Prueba 11** in MySpanishlab, due date January 13
- El verbo gustar **Prueba 12** in Canvas, due date January 13
- First Discusión 3: “La vida universitaria” posting en Canvas, due date January 13
- Second Discusión 3: “La vida universitaria” posting en Canvas, due date January 15
- MySpanishlab activities, due date January 15
- **SAM 02-32 ¿Tu horario?**, due date January 15
- Escritura 2 in MySpanishlab, due date January 15
- Examen 2 capítulo 2 in MySpanishlab, due date January 15

- Practice test Midterm from January 16-19 in Canvas
 - Midterm Exam from January 21-23 in Canvas
- Note: The practice quizzes/activities in Modules are not part of your grade.

**Semana 4: Del 16 al 20 de enero Capítulo 3 Estamos en casa
Capítulo 3**

- MySpanishlab Activities
 - El presente de indicativo verbos irregulares **Prueba 13** in MySpanishlab, due date January 18
 - Los colores **Prueba 14** in MySpanishlab, due date January 18
 - Expresiones con el verbo tener **Prueba 15** in MySpanishlab, due date January 18
 - First Discusión 4: “Mi casa ideal” posting en Canvas, due date January 18
 - Second Discusión 4: “Mi casa ideal” posting en Canvas, due date January 20
 - MySpanishlab activities, due date January 20
 - Voice recording SAM 03-38 “La nueva casa”, due date January 20
 - Escritura 3 in MySpanishlab, due date January 20
 - Examen 3 capítulo 3 in MySpanishlab, due date January 20
 - Practice test Midterm from January 16-19 in Canvas
 - Midterm Exam from January 21-23 in Canvas
- Note: The practice quizzes/activities in Modules are not part of your grade.

Semana 5: Del 21 al 25 de enero Capítulo 4 Nuestra comunidad

- MySpanishlab Activities
 - Los verbos saber y conocer **Prueba 16** in MySpanishlab, due date January 23
 - Los verbos con cambio en la raíz **Prueba 17** in MySpanishlab, due date January 23
 - El verbo Ir + infinitivo **Prueba 18** in MySpanishlab, due date January 23
 - Los verbos ser y estar **Prueba 19** in MySpanishlab, due date January 23
 - First Discusión 5: “Mis actividades diarias” posting en Canvas, due date January 23
 - Second Discusión 5: “Mis actividades diarias” posting en Canvas, due date January 25
 - MySpanishlab activities, due date January 25
 - SAM 04-04 “¿Cuáles son tus lugares favoritos?”, due date January 25
 - Examen 4 capítulo 4 in MySpanishlab, due date January 25
 - Escritura 4, due date January 25
 - Midterm Exam from January 21-23 in Canvas
- Note: **January 24 Withdrawal deadline**
- Note: The practice quizzes/activities in Modules are not part of your grade.

Semana 6: Del 26 al 30 de enero Capítulo 5 ¡A divertirse! La música y el cine

- MySpanishlab Activities
- Los adverbios **Prueba 20** in MySpanishlab, due date January 28
- El pretérito **Prueba 21** in MySpanishlab, due date January 28
- Los pronombres de complemento directo **Pruebas 22 y 23** in MySpanishlab and Canvas, due date January 28
- First Discusión 6: “Mis últimas vacaciones” posting en Canvas, due date January 28
- Second Discusión 6: “Mis últimas vacaciones” posting en Canvas, due date January 30
- MySpanishlab activities, due, date January 30

- SAM 05-35 “Raúl el curioso”, due date January 30
- Examen 5 in MySpanishlab, due date January 30
- Practice test Final from January 28-30 1in Canvas
- Final Examen in Canvas, from January 31-February 1