

## Imperial Valley College Course Syllabus

### Basic Course Information

Semester:	<b>Summer 2019</b>	Instructor Name:	<b>Manuel Guzmán</b>
Course Title & #:	<b>Spanish 100</b>	Email:	<b>manuel.guzman@imperial.edu</b>
CRN #:	<b>30008</b>	Office #:	<b>405</b>
Units:	<b>5</b>	Office Hours:	<b>By appointment only</b>
Classroom:	<b>304 A</b>	Online Office Hours:	
Class Dates:	<b>06/17 - 07/25/2019</b>		
Class Days:	<b>M/T/W/TH</b>	Office Phone #:	<b>(760)355-6386</b>
Class Times:	<b>08:05 - 11:55 AM</b>	Emergency Contact:	<b>760-355-6337 (Lency Lucas)</b>

### Course Description

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 through authentic language and cultural products, which reflect the different frame of reference from which the native speaker of Spanish views the world. The class is conducted in Spanish. (CSU,UC)

### Course Prerequisite(s) and/or Corequisite(s)

The student must be able to speak and read English. Not open to students with native ability in Spanish or those who have studied in a Spanish Speaking Country. (See SPAN 220) For additional oral practice concurrent enrollment in SPAN 113 is recommended.

### 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:

1. Demonstrate knowledge of the Spanish sound system.
2. Use the Spanish writing/spelling system with its diacritical marks, especially the accent.
3. Practice receptive skills through coordinated written and spoken material.
4. Practice productive skills, by repetition, use of cognates, and real-life situations appropriate to the university level.
5. Demonstrate knowledge of grammar to allow for communication from controlled use of language forms to open-ended communicative activities.
6. Demonstrate knowledge of the language skills in speaking, listening, writing, and comprehension according to the American Council on the Teaching of Foreign Language Proficiency Guidelines.
7. Identify the varieties of Spanish and its speakers through recordings, maps, and videos.

## Textbooks & Other Resources or Links

**¡Anda! Curso elemental 3ª Edition. Heining-Boyton I Cowell.**

**MySpanishLab compatible with Canvas**

**ISBN: 9780134244860**

## Course Requirements and Instructional Methods

**The Student Activities in MySpanishLab online** (Capítulos Preliminar 1-5): should be kept up to date by every student. **They are due on Sundays.** Plan to study 1-2 hours or more a day on your own. It is important when learning a foreign language to practice listening, speaking, reading, and writing skills as much as you can outside of the classroom.

**HOMEWORK:** Submit homework on time. The homework will be assigned every class. No late homework will be accepted unless stapled with a valid medical excuse, within two days of your return. I may check or collect homework on any given day. Neither absence nor tardiness will be considered an excuse for missing assignments, incomplete work, or quizzes. You are responsible for the work missed during your absence.

**WRITTEN COMPOSITIONS:** You will write several short compositions throughout the course. Some of these compositions will be done in-class, while others will be written outside the classroom. The topics; for these compositions will be assigned by the instructor.

**ORAL INTERVIEW/Presentations:** You will prepare **one** oral interview and **two** presentations. You must be present the days of your interview and presentations. The topics will be assigned in class. Interview will be graded on content, preparation, creativity, vocabulary, fluency, pronunciation, and ability to communicate in the target language. Not speaking enough Spanish in interview lowers your grade

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**FINAL EXAM:** The exam will be on Capítulo Preliminar & Ch. 1-5. More information regarding this exam will be given by the instructor.

**CHAPTER EXAMS (EXÁMENES):** There will be six chapter exams, one midterm and a final exam. (I will drop the lowest score from tests). If for any reason you miss a test or a quiz (illness, death in the family and etc.), consider this your lowest grade and I will drop it/them). In addition, expect quizzes (written or oral) on geography, grammar, homework assignments, and class discussions on history, vocabulary, and culture. Quizzes will be announced and unannounced. Please note that the quizzes and the exams would be given in the first hour, don't be late otherwise you will lose time. There will be **NO MAKE-UP TESTS OR QUIZZES** -Except in cases of documented emergencies, at the discretion of the professor. For reasons of fairness and the integrity of the class, there are **NO EXCEPTIONS**. Last examinations will be held during the week of July 22 to 25, 2019. You must be present on these days, or you will automatically receive a zero. **NO EXCEPTIONS**. Make sure you plan on getting to class on time and always come prepared for a quiz.

If you intend to master Spanish, you must use it. Therefore, you should be prepared to speak and write with your classmates and teacher in Spanish. You may be expected to speak in Spanish in the following contexts:

(1) with a partner; (2) in a small group; (3) in a formal presentation in front of the class; (4) with your teacher; (5) in telephone assignments; (6) with strangers in out-of-class assignments.

You will also listen to audio clips and watch videos and will be expected to discuss and write about the content in Spanish.

We will do a variety of activities in class. Sometimes there will be lecture and you will need to take notes (and ask questions!). Sometimes you will do individual writings and exercises, and sometimes you will do pair/group writings and exercises. You should also expect that you will take tests throughout the term. Success: Acquiring another language requires focused effort. Sitting in class is simply not sufficient for you to succeed. You must study, speak, read, and listen to Spanish as much as you possibly can outside of class. College guidelines suggest that you study two hours for every hour of class. Since this is a five-hour class, this would mean that you are expected to study or participate in some other learning activity for an additional ten hours every week. Additional Responsibilities: I lecture on topics. I do not necessarily cover the book page-by-page. It is your responsibility to read the section in the textbook relevant to the topic on which I lecture. If you have questions about material you have read that you feel I did not address in my lecture, it is your responsibility to raise those questions in class.

Method of Evaluation to Determine If Objectives Have Been Met by Students:

Mid-Term/Final Exam(s)  
Oral Assignments  
Skill Demonstration

Quizzes  
Written Assignments  
Class Activity

Instructional Methodology:

Audio Visual

Computer Assisted Instruction  
Discussion  
Group Activity  
Lecture

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Lab Activity  
Simulation/Case Study

Individual Assistance

Other: Online- Using sources online (including website and teacher designed activities) for independent practice in order to reinforce and review key concepts presented in course materials.

The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

### **Out-of-class Assignments:**

1. Complete reading, writing, and listening exercises in the Internet site.
2. Read the assigned cultural readings.
3. Complete homework.
4. View/listen the media material assigned as homework.
5. Memorize vocabulary.

### **Reading and Writing**

Reading Assignments:

1. readings from the Textbook
2. readings from hand-outs in Spanish
3. Spanish language real life advertisements, announcements, publicity, menus, etc.
4. Cultural and/or literary readings from textbook, magazines or newspapers.

Writing Assignments:

1. Complete various writing assignments from the textbook.
2. Write brief sentences, paragraphs and short compositions.
3. Complete writing assignments from Internet Site.
4. Write about personal events using different level-appropriate grammatical structures.
5. Write script for oral presentation.

## Course Grading Based on Course Objectives

### GRADING:

**90-100% = A**   **80-89% = B**   **70-79% = C**   **60-69% = D**   **59 or below = F**

My Spanish Lab Assignments.....	20%
Chapter Exams/Quizzes.....	20%
Oral interview/presentation.....	20%
Midterm.....	15%
Final Exam.....	15%
Class participation & Lab. activities.....	5%
Written Compositions.....	5%

## Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

## Classroom Etiquette

- **Electronic Devices:** Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- **Food and Drink** are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- **Disruptive Students:** Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- **Children in the classroom:** Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

## Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.

- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

## Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting 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 "cite a source" correctly, you must 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 that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing 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 [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; (e) using a commercial term paper service.

## Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).

- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

### **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 them if you feel you need to be evaluated for educational accommodations.

### **Student Counseling and Health Services**

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information..

### **Veteran's Center**

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

### **Extended Opportunity Program and Services (EOPS)**

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, [lourdes.mercado@imperial.edu](mailto:lourdes.mercado@imperial.edu).

EOPS provides additional support and services that may identify with one of the following experiences:

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- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, [alexis.ayala@imperial.edu](mailto:alexis.ayala@imperial.edu).

### **Student Equity Program**

The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.

The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

### **Student Rights and Responsibilities**

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

### **Information Literacy**

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.



**Anticipated Class Schedule/Calendar**

*The instructor will provide a tentative, provisional overview of the readings, assignments, tests, and/or other activities for the duration of the course.*

**COURSE CALENDAR \*\***

**Spanish 100**

**Summer 2019**

COURSE CALENDAR ***	
Week	Weekly classwork
<b><u>Semana 1</u></b>	<b>Introducción (syllabus)</b>
Del 17 al 20 de junio de 2019.	<p><b><u>Capítulo preliminar A. Para empezar</u></b></p> <p>Saludos, despedidas y presentaciones pp.2-8                      Expresiones útiles para la clase pp.8-10                      El alfabeto, los pronombres personales, el verbo ser y los adjetivos de nacionalidad pp.11-15                      Los números, la hora, el tiempo y el verbo gustar pp.16-26</p> <p><b><u>Examen del Capítulo preliminar A</u></b></p>
<b><u>Semana 2</u></b>	<b><u>Capítulo 1. ¿Quiénes somos?</u></b>
Del 24 al 27 de junio de 2019.	<p>La familia, el verbo tener, sustantivos singulares y plurales. El masculino y el femenino pp.30-37                      Los artículos definidos e indefinidos. Los adjetivos posesivos y descriptivos pp.38-46                      Los números y Cultura pp. 47-52</p> <p><b><u>Examen del Capítulo 1</u></b></p>
<b><u>Semana 3</u></b>	<b><u>Capítulo 2. La vida universitaria</u></b>
Del 1 al 3 de julio de 2019.	<p>El verbo haber (hay) y el presente de indicativo pp. 60-69                      El presente de indicativo, las preguntas y los números pp.68-73                      En la universidad. Preguntas y el verbo estar pp.74-80                      El verbo gustar pp.80-83 Cultura y Lectura pp.88-93</p> <p><b><u>Presentaciones orales 1</u></b></p> <p><b><u>Examen del Capítulo 2</u></b></p>

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<p><b>Semana 4</b></p> <p>Del 8 al 11 de julio de 2019.</p>	<p><b><u>Capítulo 3. Estamos en casa</u></b></p> <p>Algunos verbos irregulares pp.96-103          Los muebles y otros objetos de la casa. Los quehaceres de la casa pp.109-110          Los colores y el verbo tener pp.111-115          Repaso del verbo tener, los números, el verbo haber pp. 116-123          Cultura y Lectura pp. 124-129</p> <p><b><u>Examen del Capítulo 3</u></b></p>
<p><b>Semana 5</b></p> <p>Del 15 al 18 de julio de 2019</p>	<p><b><u>Capítulo 4. Nuestra comunidad</u></b></p> <p>Los lugares, los verbos saber y conocer. Los verbos con cambio de raíz pp. 140-145          El verbo ir + a + infinitivo pp. 146-150          Ir + a + infinitivo. Las expresiones afirmativas y negativas pp. 151-156          Cultura y Lectura pp.161-167</p> <p><b><u>Presentaciones orales 2</u></b></p> <p><b><u>Examen del Capítulo 4</u></b></p>
<p><b>Semana 6</b></p> <p>Del 22 al 25 de julio de 2019.</p>	<p><b><u>Capítulo 5. ¡A divertirse! La música y el cine</u></b> pp. 170-174</p> <p>Los adjetivos y los pronombres demostrativos pp.175-178          Los adverbios pp. 179-180          El presente progresivo pp. 180-183.          El mundo del cine, los números ordinales y hay que + infinitivo pp.187-189          El presente progresivo. Los pronombres de complemento directo y la “a” personal y el objeto directo pp.189-194          Los pronombres de complemento directo y el objeto directo. Cultura y Lectura pp.195-201</p> <p><b><u>Examen del Capítulo 5</u></b></p> <p><b><u>Examen Final</u></b></p>

**\*\*\*Tentative, subject to change without prior notice\*\*\***