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Basic Course Information

Semester:	Fall 2020	Instructor Name:	Dr. José Salvador Ruiz
Course Title & #:	Span 223: Spanish Reading & Writing	Email:	jose.ruiz@imperial.edu
CRN #:	11241	Webpage (optional):	Josesalvadorruiz.com
Classroom:	ONLINE	Office #:	2787
Class Dates:	17 de agosto al 11 de diciembre	Office Hours:	Lunes y miércoles 9-10 am Martes y jueves 4-5 pm Por email y Pronto
Class Days:	ONLINE	Office Phone #:	(760) 355-6437
Class Times:	ONLINE	Emergency Contact:	
Units:	4		

Course Description

This course is designed to develop reading and writing skills for the student of Spanish. Emphasis will be placed on the process of writing as preparation for upper division work. In addition, the student will review grammar, punctuation, and spelling. Selected readings from Chicano, Spanish American, and Spanish literature will be included.

Este curso está diseñado para desarrollar la lectura y escritura en español. Pondremos énfasis en los procesos de escritura con miras a preparar al estudiante para cursos de nivel superior. Desarrollaremos tanto la lectura como la escritura a través de lecturas de artículos y obras literarias así como la escritura de composiciones de corto y mediano aliento.

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

Se requiere hablar español y estar dispuesto a aprender.

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. Organize and develop a well-thought argumentative essay in Spanish.
2. Analyze literary readings from Spain and or Latin America.
3. Organize and produce a research paper following MLA guidelines.

Course Objectives

1. Simple and complex sentences with minimum errors.
2. Well-written paragraphs.
3. Correct spelling and verb conjugation.
4. Accents and diacritical marks.
5. Reading comprehension.

Textbooks & Other Resources or Links

No se requiere comprar un libro de texto para esta clase. Todas las lecturas, ejercicios y asignaturas de este curso están integrados a Canvas.

Asistencia/presencia virtual en el curso

Su presencia virtual en el curso es crucial para tener éxito en clase. Lea los siguientes lineamientos:

- Si el estudiante no entrega la primera asignatura obligatoria de una clase a distancia (online) se le dará de baja. Si el estudiante desea ser readmitido deberá esperar a que se habra un espacio tal y como lo hacen los estudiantes que desean ingresar al curso. En esta clase deberá tomar la prueba del syllabus a mitad de semana (miércoles) si no quiere ser dado de baja.
- Es la responsabilidad del estudiante darse de baja, pero el maestro lo podrá dar de baja si no participa por una semana entera en las asignaturas de la clase. Para más información vea el [Catálogo General](#) de IVC.
- Es su responsabilidad estar al tanto de las fechas y asignaturas por entregar con ese fin debe ver los videomensajes semanales y tomar una prueba sobre su contenido. Estos videomensajes cubren la agenda de la semana y anuncios importantes.
- Debe estar atento a los anuncios de clase, por lo tanto revise su correo electrónico escolar (o vincule su correo personal a Canvas).
- No se aceptan asignaturas con retraso sin justificación razonable.

Se considera estar presente en un curso “online” a cualesquiera de las siguientes acciones iniciadas por parte del estudiante:

- Envío de una asignatura académica (prácticas, comprensión le lectura, escrituras, etc.)
- Tomar un examen o prueba.
- Participar en una clase virtual del profesor vía Zoom.
- Interactuar documentada con material del curso tales como anuncios de la clase, tutoriales interactivos o por medio de las asignaturas de los módulos.
- Comentario del estudiante que muestre su participación en una asignatura creada por el maestro.
- Participación en las discusiones.
- Un correo electrónico del estudiante u otra documentación que muestre que ha intentado comunicarse con el maestro para preguntarle sobre material del curso.

Atención: Entrar a Canvas **NO** demuestra su asistencia y participación en clase.

Asignaturas

Pruebas:

El curso incluye varias pruebas de ortografía/redacción y de comprensión de lectura que tomará en **Canvas**. Las pruebas son a contrarreloj (es decir tendrá tiempo limitado para terminarlas) y solo podrán tomarlas una vez.

Asignaturas escritas: ¡A escribir!

Estas asignaturas escritas están relacionadas con actividades o lecturas de los módulos de Cine y Literatura o Lectura y Comprensión. Para enviarlas debe entrar al Módulo: Escritura, deben enviarse para el viernes de cada semana y el profesor les hará correcciones por medio de símbolos y asignará una calificación parcial basada en el número de faltas ortográficas. El estudiante tendrá que hacer las correcciones indicadas por el profesor y reenviar la asignatura al maestro para el domingo de esa semana, de lo contrario el estudiante obtendrá solamente la primera calificación. Las asignaturas que sean enviadas después del viernes **NO** serán corregidas y el estudiante perderá los **10 puntos**.

Ensayos

Habrá cuatro (4) ensayos a lo largo del curso. Las instrucciones para estos ensayos estarán en distintos módulos de escritura correspondientes a las semanas en que se entregan. Los ensayos tienen un peso de 30% de su calificación así que es muy importante que los escriban. Escríbalo con tiempo para que pueda llevarlo con un tutor.

Discusión en clase:

Las discusiones semanales pueden encontrarse en los módulos de cine y literatura o yendo a los Foros de Discusión de Canvas. Las discusiones serán sobre temas relacionados con actividades de los textos sobre los cuales los estudiantes tienen que opinar. Por cada tema, los estudiantes tienen que escribir su opinión o respuesta a ciertas preguntas y también comentar sobre la opinión de otro compañero en otras **dos entradas**. De esta manera tendrán que escribir tres entradas por tema semanalmente. La primera participación en la discusión debe hacerse para **el día viernes de cada semana**. Si su primera participación **no está en la discusión para el viernes de esa semana perderá todos los puntos**. Sus otros dos comentarios a los compañero/as se vencen el domingo de esa semana (solo si participó con la primera entrada).

Su participación debe ser seria y **debe escribir por lo menos 150 palabras en su respuesta y 50 palabras en sus comentarios a sus compañeros**. Si su participación no aporta a la discusión, no recibirá puntos por su respuesta. Recuerde, deberá también escribir dos comentarios a dos de sus compañeros para recibir todos los puntos posibles.

Dictados:

Si los estudiantes lo solicitan, el maestro abrirá sesiones de repaso presenciales antes de los exámenes o en cualquier momento durante el semestre.

Estructura del curso

Puede ver el video “Cómo navegar el curso” que se encuentra en el Módulo de Información Importante. Ahí podrá ver cómo se estructura el curso y cómo navegar en él. Este curso está organizado semanalmente y cada semana contiene módulos de aprendizaje. Los módulos de aprendizaje tienen 5 áreas divididas en:

1) Lectura y Comprensión

- a. Contiene lecturas provenientes del texto y de periódicos de América Latina, ejercicios de vocabulario, prácticas y pruebas.

2) Ortografía y Redacción

- a. Contiene explicaciones gramaticales y ortográficas, así como ejercicios de práctica y pruebas.

3) Cine y Literatura

- a. Contiene cortometrajes y obras literarias y ejercicios de comprensión y análisis.

4) Escritura y Dictado

- a. Contiene ejercicios de escritura y ensayos.

5) Discusiones

- a. Contiene discusiones sobre el material de lectura o videos.

En su conjunto los módulos tienen como objetivo desarrollar en el estudiante las habilidades o destrezas lingüísticas necesarias para mejorar su comprensión lectora y su escritura.

Módulos de Aprendizaje y Navegación del curso

En los módulos se encuentran las explicaciones gramaticales, presentaciones en formato power point, enlaces a videoclases, ejercicios, pruebas, discusiones y lecturas. Cada semana tiene una agenda que le indica lo que debe entregarse al final de la semana. Una vez que ingrese a los módulos de aprendizaje ahí encontrará el material para aprender algún punto gramatical, así como lecturas y ejercicios contenidos en el libro Paqueteduques y el Paquete’ilustres. La información contenida en el módulo es lo que se cubriría en el salón de clase. Recuerden, ahora ustedes tienen la responsabilidad de leer y comprender las explicaciones gramaticales. La mayoría de los ejercicios de cada semana se vencen el domingo y las asignaturas se cierran automáticamente. **No intente tomar las prácticas o las pruebas sin antes leer las explicaciones y estudiar. Las prácticas de gramática en Canvas son calificadas y en la mayoría tienen tres oportunidades para contestar correctamente.** Revisen la ortografía (acentos), la gramática (tiempo verbal conjugado correctamente) y la puntuación (mayúsculas y puntos). Por último, en Canvas están las pruebas que tienen que tomar y los temas para participar en las discusiones de clase. Siempre entren primero a:

1. <https://imperial.instructure.com>
2. Revisen los anuncios
3. Entren a la semana correspondiente y revise la agenda y el resumen de lo que se entrega.
4. Ingrese a los módulos de aprendizaje.
5. Avance paso a paso haciendo clic en el botón “Next” que se encuentra en la esquina inferior derecha del cuadro que contiene la información en el módulo.
6. No olvide hacer las prácticas del módulo y finalmente tomar las pruebas de cada módulo.

Calificación en clase

Pruebas ortografía/redacción	15%
Escrituras y dictados semanales	20%
Ensayos (4)	30%
Discusiones y actividades de práctica	15%
Pruebas comprensión de lectura	20%

NOTA: Su calificación final NO se promedia por los puntos obtenidos en clase y el total de puntos posibles. Su calificación se promedia siguiendo la calificación en cada una de las asignaturas de los rubros indicados arriba.

Información importante sobre acceso a tecnología

What if I need to borrow technology or access to WIFI?

1. To request a loaner laptop, MYFI device, or other electronic device, please submit your request here: <https://imperial.edu/students/student-equity-and-achievement/>
2. If you'd like access the WIFI at the IVC campus, you can park in parking lots "I & J". Students must log into the IVC student WIFI by using their IVC email and password. The parking lots will be open Monday through Friday from 8:00 a.m. to 7:00 p.m.

Guidelines for using parking WIFI:

- Park in every other space (empty space BETWEEN vehicles)
- Must have facemask available
- For best reception park near buildings
- Only park at marked student spaces
- Only owners of a valid disabled placard may use disabled parking spaces
- Only members of the same household in each vehicle
- Occupants **MUST** remain in vehicles
- Restrooms and other on-campus services not available
- College campus safety will monitor the parking lot
- Student code of conduct and all other parking guidelines are in effect
- Please do not leave any trash behind
- No parking permit required**

If you have any questions about using parking WIFI, please call Student Affairs at 760- 355-6455.

Online Netiquette [Cómo comportarse en línea]

- 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 (!!!)].

How am I expected to act in an online “classroom” (especially Zoom)?

Attending a virtual meeting can be a challenge when there are many students on one conference call.

Participating in such meetings may count as class attendance, but disruptive behavior may also result in you not being admitted to future meetings. Follow the tips below for best results:

1) Be RESPECTFUL

- a. Your written, verbal, and non-verbal communications should be respectful and focused on the learning topics of the class.

2) Find a QUIET LOCATION & SILENCE YOUR PHONE (if zooming)

- a. People walking around and pets barking can be a distraction.

3) EAT AT A DIFFERENT TIME.

- a. Crunching food or chugging drinks is distracting for others.
- b. Synchronous zoom times are set in advance so reserve meals for outside class meetings.

4) ADJUST YOUR LIGHTING SO THAT OTHERS CAN SEE YOU

- a. It is hard to see you in dim lighting so find a location with light.
- b. If your back is to a bright window, you will be what is called “backlit” and not only is it hard on the eyes (glare) but you look like a silhouette.

5) POSITION THE CAMERA SO THAT YOUR FACE AND EYES ARE SHOWING

- a. If you are using the camera, show your face; it helps others see your non-verbal cues.
- b. You may be at home, but meeting in pajamas or shirtless is not appropriate so dress suitably. Comb your hair, clean your teeth, fix your clothes, etc. before your meeting time to show self-respect and respect for others.

6) Be READY TO LEARN AND PAY ATTENTION

- a. Catch up on other emails or other work later.
- b. If you are Zooming, silence your phone and put it away.
- c. If you are in a room with a TV – turn it off.

7) USE YOUR MUTE BUTTON WHEN IN LOUD PLACES OR FOR DISTRACTIONS

- a. Pets barking, children crying, sneezing, coughing, etc. can happen unexpectedly. It’s best if you conference in a private space, but if you can’t find a quiet place, when noises arise **MUTE** your laptop.

8) REMEMBER TO UNMUTE WHEN SPEAKING

- a. Follow your instructor’s directions about using the “**raise hand**” icon or chat function to be recognized and to speak, but make sure you have unmuted your device.
- b. Do not speak when someone else is speaking.

9) REMAIN FOCUSED AND PARTICIPATE IN THE MEETING

- a. Especially when the camera is on YOU, we can all see your actions. Engage in the meeting. Look at the camera. Listen to instruction. Answer questions when asked.
- b. Do not use the Zoom meeting to meet with your peers or put on a “show” for them.

10) PAUSE YOUR VIDEO IF MOVING OR DOING SOMETHING DISTRACTING

- a. Emergencies happen. If you need to leave the room or get up and move about, stop your video.

Honestidad Académica

[Required language.] 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.

How do I show academic honesty and integrity in an online “classroom”?

- **KEEP YOUR PASSWORDS CONFIDENTIAL.**
 - You have a unique password to access online software like Canvas. Never allow someone else to log-in to your account.
- **COMPLETE YOUR OWN COURSEWORK.**
 - When you register for an online class and log-in to Canvas, you do so with the understanding that you will produce your own work, take your own exams, and will do so without the assistance of others (unless directed by the instructor).

Examples of Academic Dishonesty that can occur in an online environment:

- Copying from others on a quiz, test, examination, or assignment;
- Allowing someone else to copy your answers on a quiz, test, exam, or assignment;
- Having someone else take an exam or quiz for you;
- Conferring with others during a test or quiz (if the instructor didn’t explicitly say it was a group project, then he/she expects you to do the work without conferring with others);
- Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as your own;

- Excessive revising or editing by others that substantially alters your final work;
- Sharing information that allows other students an advantage on an exam (such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class);
- Taking and using the words, work, or ideas of others and presenting any of these as your own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional.

Additional Services for Students

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.

How do I access services now that we are mostly online?

- **CANVAS LMS.** Canvas is Imperial Valley College's 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](#).** In order to accommodate students and maximize student success during the COVID-19 Pandemic, all tutoring support is being provided through one Zoom link ([IVC online Tutoring](#)). When campus is open again, there are several learning labs to assist students. Whether you need support using computers, or you need a tutor, please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **[Library Services](#).** Visit the Spencer Library's page on the IVC website for a wealth of valuable resources and online access to databases, e-books and more. Contact us so we can help you with instructional and research development skills (for those conducting research and writing academic papers). When campus re-opens, students also have access to tutoring services in the Study Skills Center as well as private study rooms for small study groups. There is more to our library than just books!
- **[Career Services Center](#).** The Career Services Center is dedicated to serve all IVC students and Alumni. Services include Career Assessments, Resume and Cover Letter Assistance, Interview Preparation, Internship Opportunities and Job Placement.
- **[Child Development Center](#).** The Preschool and Infant/Toddler Centers are on-campus demonstration lab programs that meet the educational, research, and service needs of the institution and community at large. The Preschool program (children three to five years of age) and the Infant/Toddler program (newborn to three years of age) is in buildings 2200 and 2300. Service is available to families who meet the California Department of Education qualifications for enrollment. The centers are open during COVID from Monday-Friday 7:15-5:30. Breakfast, lunch and snack are provided through the California Adult and Child Food Program. Location: Buildings 2200 and 2300. Phone: (760) 355-6528 or (760) 355-6232. Application: <https://forms.imperial.edu/view.php?id=150958>

Disabled Student Programs and Services (DSPS)

[Required language.] 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. **When campus is open**, the DSP&S office is 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

[Required language.] 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, **but you must make an appointment**. In addition, Pioneers Memorial Healthcare District provides basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128, **or when campus reopens**, visit 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 for appointments, or **when campus reopens** visit Room 1536, for 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 in three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie. The Center also serves as a central hub that connects military/veteran students, as well as their families, to campus and community resources. The goal is to ensure a seamless transition from military to civilian life. When campus reopens, the Center is 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, book grants, transportation assistance, individualized counseling, tutoring, and community referrals to eligible students. Our staff is available to assist and support students in navigating personal, psychological, academic, and/or career-related issues through empathy, cultural-competence, and a commitment to equity and social justice. Also under the umbrella of EOPS is the CARE (Cooperative Agency Resources for Education) Program, designed to serve single parents and assist with addressing 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 about the EOPS or CARE Programs please contact our Program Office 760.335-6407 and/or visit our Program website www.imperial.edu/students/eops for eligibility criteria and application procedures. We look forward to serving you! - EOPS/CARE Staff

Student Equity Program

The Student Equity & Achievement 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. SEA addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, LGBTQIA+, Veterans, foster youth, homelessness, and formerly incarcerated students. The SEA Program also houses IVC's Homeless Liaison, Foster Youth Liaison, Formerly Incarcerated Liaison, and Military Affiliated Liaison, who provide direct services and referrals to students in need. SEA strives 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 enrollment, education, degree and certificate completion, and the ability to transfer to a university.

SEA also provides outreach at local Imperial County high schools to ensure graduating seniors are successfully matriculated into the college and have a strong support system. Please visit us online for assistance at <https://imperial.edu/students/student-equity-and-achievement/> or call us at 760-355-6465 or when campus reopens, visit Building 401.

What if I cannot afford food, books, or need other help?

We have many resources that are available to you. Please tell us what you need by submitting your request(s) here: <https://imperial.edu/students/student-equity-and-achievement/>

Student Rights and Responsibilities

[Required language.] 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

[Required language.] 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.