Thank you for choosing IVC! We are so happy to join you in your educational journey.

Basic Course Information

Semester:	**Fall 2020**	Instructor Name:	**Sánchez Domínguez, Romano**
Course Title & #:	**Span 110**	Email:	**Romano.sanchez-dominguez@imperial.edu**
CRN #:	**11426**	Webpage (optional):	
Classroom:	**Online**	Office #:	**307**
Class Dates:	**7/24**	Office Hours:	**Online**
Class Days:	**Online**	Office Phone #:	**760 355 5765**
Class Times:	Presentaciones orales via Zoom Mandatory	Emergency Contact:	**Lency Lucas: 760 355 6337**
Units:	5		

Course Description

*[**Required language**: Use https://imperial.curricunet.com/Search for the course outline of record.]*

The student can be successful in SPAN 200 only after having achieved all of the minimal performance objectives specified for both SPAN 100 and SPAN 110. Either a recent course in SPAN 110 or a recent 3 year high school Spanish course with good retention should enable the student to succeed in SPAN 200. A continuation of SPAN 110 covering the uses of all Spanish tenses with special emphasis on the subjunctive and imperative modes. This course requires the use of increasingly complex language structures and vocabulary to develop the functional competence required to communicate beyond survival needs and to discuss and express opinions on abstract topics related to the arts, lifestyle, linguistics, and literature at the intermediate level. (C-ID SPAN 200) (UC credit limited. See a counselor.)

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

*[**Required language**: Use https://imperial.curricunet.com/Search for the course outline of record.]*

SPAN 110 or equivalent. 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

*[**Required language**: Use https://imperial.curricunet.com/Search for the course outline of record.]*

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Organize and effectively communicate personal information in Spanish through writing. [ILO1, ILO4, ILO5]

2. Apply rules of grammar to create meaningful sentences in the indicative mood. (ILO1, ILO2)

3. Analyze short literary readings from Spanish-Speaking countries. (ILO1, ILO2, ILO5)

Course Objectives

[Required language: Use <u>https://imperial.curricunet.com/Search</u> for the course outline of record.]

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

1. Distinguish and appropriately use formal and casual language.

2. Demonstrate good command of verb forms and tenses according to the American Council on the Teaching of Foreign Language Proficiency Guidelines.

3. Demonstrate more advanced grammar forms to allow practical use of language skills when   visiting in a Spanish speaking country.

4. Demonstrate knowledge of appropriate cultural behavior.

Textbooks & Other Resources or Links

[Required Information: Describe which textbooks and/or other resources are required for the course. Take textbook information from the <u>https://imperial.curricunet.com/Search</u> list. Be sure to include ISBN number.]

Required Textbook:

Anda! Curso Intermedio, Third 3th Edition, Heining-Boynton, et al., 2017 compatible with Canvas.

How to register and buying the textbook:
Please, watch the video in How to register and buy MySpanishlab via Canvas or read the instructions in Steps to follow to buy MySpanishlab here in Canvas in Module Orientación.
Warning! Do not buy Anda! Curso intermedio Second Edition and do not buy it somewhere else because they are 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. More details in Module Orientación.

Course Requirements and Instructional Methods

[Required Information: Provide detailed information related to types of class activities, assignments, tests, homework, etc. Online and Hybrid courses must demonstrate compliance with the IVC Regular and Effective Contact Policy for Distance Education.]

Out of Class Assignments: 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.

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.

How to contact me:

The easiest way to reach me is by email or via Zoom during my office hours.

If you email me, please put "Spanish 200 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 as well as the activities in Canvas and MySpanishlab. 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.

- Important information for a online course:
  - **For this course there are two mandatory online meetings for the oral presentations via Zoom.**
  - You will take quizzes, Escrituras and Discussions in Canvas. It is important that you complete all the assignments on the due dates.
  - You will take chapter tests and Activities in MySpanishlab online. It is important that you complete all the assignments on the due dates.
  - 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 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. Also, do not refresh the test because only you have one attempt, this will count as your attempt.
  - Use Google Chrome or Fire Fox browser. Do not use Explorer browser
  - 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. There are two due dates for the Discussions; one is due on Thursdays before 11:59 p.m. and the second one on Sunday before 11:59 p.m.
  - 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/ Begin Here!

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 module every week because they take the place of the professor's lectures. Then, go to MySpanishlab and complete the tasks related to the modules.

MySpanishlab Activities and Extra Activities:
It's important that you complete the activities in every Module (Canvas) and Prácticas (practice quizzes) because in this way, you will reinforce your acquisition of the target language. These activities are not part of your overall grade but it's important that you complete them. Every chapter we will cover, you must complete all MySpanishlab activities. In each module we will review the grammar from the previous week, these are components that are essential for a better understanding of material presented in Spanish 200.
NOTE: MySpanishlab Activities, you do not need to get a 100% score in every single activity as long you pass them and complete them as stated in the instructions.
Be aware that the practice quizzes/activities in the Modules in Canvas are not part of grade.

Quizzes & Tests:
There are quizzes in Canvas every week and at the end of each chapter there is an exam in MySpanishlab. 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.
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. Also, do not refresh the test because only you have one attempt, this will count as your attempt.

Written assignments:
You will be assigned three written (Escrituras) tasks throughout the course, at the end of every chapter in Canvas. The instructor will assign the topics for these written tasks in Canvas. It's important to pay attention to the grammar (including accent marks). These tasks will be assigned at the end of each chapter. Be careful, these written activities will be graded based on their content such as style, use of the vocabulary and grammar. Upload your Escrituras in Canvas with the format Word or Pages. Otherwise, you will receive zero for those assignments.

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. There are two due dates for Discussions for each chapter. Do not forget that you will also have to comment on two of your classmates' activities. These discussions will be worth 15 points each. Your first post is due, on Thursday and must have at least 100 words and your second post are comments on two of your classmates must have at least 50 words. Otherwise,

you won't receive full credit. Also, you must type your first post in order for you to complete the second part of the discussion. In other words, if you do not type your first post, you will receive zero for the discussion on the specific week even though you type the comments on two of your classmates' activities.

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.

Oral Presentations:
You will prepare for two oral presentations in the target language. Presentation will be graded on content, preparation, creativity, vocabulary, fluency, pronunciation, and ability to communicate in the target language. You will be given more details about this during the semester.

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

[Required Information]: Provide detailed information related to grading practices and grading scale, including values and totals. Consider adding final grade calculation, rubrics, late assignment policy, and other grading practices.]

- *Online Quizzes in Canvas*   *10%*
- *Tests in MySpanishlab*   *45%*
- *MySpanishlab Activities*   *15%*
- *Discussions*   *10%*
- *Presentaciones orales*   *10%*
- *Escrituras in Canvas*   *10%`*

Anticipated Class Schedule/Calendar

[Required Information – Discretionary Language and Formatting]: The instructor will provide a tentative, provisional overview of the readings, assignments, tests, and/or other activities for the duration of the course. A table format may be useful for this purpose.]

Calendario de actividades Span 200 Primavera 2020

Semana 1 y 2: Repaso Del 17 al 30 de Agosto

htt://www.myspanishlab.com	Canvas
- Gramática: Repaso El presente de indicativo [0A-08]-[0A-09]; [0A-11]-[0A-13]; [0A-15]; [A-17]-[A-18] - Gramática: Repaso Las construcciones reflexivas [0A-20]-[0A-22] - Gramática: Repaso de ser y estar [A-21]; [0A-24]-[0A-26]	- Anuncios - Módulos - Prueba1 Syllabus - Prueba 2 El presente de indicativo - Prueba 3: Las construcciones reflexivas - Prueba 4: Los verbos ser y estar - Discusión de ¡Conversemos! MySpanishlab

Semana 1 y 2: Capítulo 1 Así somos. Del 24 al 30 de Agosto

htt://www.myspanishlab.com y e-book	Canvas
- Vocabulario: El aspecto físico y la personalidad [Tool o1]; [01-03]-[01-03]-[01-04] - Nota cultural: ¿Hay un hispano típico? [01-04] - Vocabulario: Algunos estados [Tool 01]; [01-07]-[01-09]; [01-16]-[01-18] - Gramática Repaso Los pronombres de complemento directo e indirecto y los pronombres reflexivos [Repaso 01-01]; [Grammar Tutorial: Direct Object Pronouns]-[Spanish Extra Practice: Placement of Direct Object Pronouns]; [10-06] - Escucha: Un programa de televisión cómico [01-15]	- Anuncios - Módulos - Prueba 5 Los pronombres directos - Prueba 6 Las construcciones reflexivas - Prueba 7 Los pronombres de complemento directo e indirecto y los pronombres reflexivos - Discusión de ¡Conversemos! MySpanishlab

Semana 3: Capítulo 1 Así somos. Del 31 de agosto al 6 de septiembre

htt://www.myspanishlab.com y e-book	Canvas
• Vocabulario La familia [Tool 01]; [01-013]-[01-15]; [01-28]; [01-28]-[01-30] • Perfiles: La familia hispana [01-32] • Gramática: El pretérito; verbos con cambios de raíz… [REPASO 01-02]; [Spanish Grammar Tutorial: Preterit]-[Spanish Extra Practice: Irregular Preterit Forms]; [01-20] • Cine [01-40] • VIDEO RESOURCES [Cine 01: De la noche a la mañana] • Escribe [01-37]	• Anuncios • Módulos • Prueba 8 El pretérito de indicativo verbos regulares • Prueba 9 El pretérito de indicativo • Discusión de ¡Conversemos! MySpanishlab

Semana 4: Capítulo 1 Así somos. Del 8 al 13 de septiembre

http://www.myspanishlab.com y e-book	Canvas
• Gramática: Repaso Los pronombres de complemento directo e indirecto y los pronombres reflexivos [01-07] • Gramática: Repaso el pretérito [01-21]-[01-22] • Gramática: El presente perfecto de indicativo [01-10]-[01-12]; [01-22]; [01-24]-[01-26] • Gramática: Algunos verbos como gustar • Literatura	• Anuncios • Módulos • Discusión de ¡Conversemos! MySpanishlab • Escritura 1

[01-43] • Vistazo cultural [01-38]-[01-39] • Examen del capítulo 1	

Semana 5: Capítulo 2 El tiempo libre. Del 14 al 20 septiembre

htt://www.myspanishlab.com y e-book	Canvas
• Vocabulario: Deportes [Tool 02]; [02-01][02-03]; [02-01]; [02-01]-[02-02] • Nota cultural: La vuelta al Táchira [02-12] • Gramática: Repaso Los mandatos formales e informales [REPASO 02-02]; [Grammar Tuturial]-[Extra Practice: Attaching…]; [02-21]-[02-23] • Gramática: Los mandatos nosotras/os [02-04]-[02-06]; [02-11]; [02-08]-[02-09] • Escucha: Una conversación entre dos amigos [02-14]-[02-15] • Cine [02-42]] • VIDEO RESOURCES [Cine 02: Cristóbal] • Escribe [02-36]-[02-37]	Anuncios Módulos Prueba 10 Los mandatos formales Prueba 11 Los mandatos informales Prueba 12 Los mandatos nosotras/os Discusión de ¡Conversemos! MySpanishlab Presentación oral 1 vía Zoom

Semana 6: Capítulo 2 El tiempo libre. Del 21 al 27 de septiembre

htt://www.myspanishlab.com y e-book	Canvas
- Vocabulario: Pasatiempos y deportes [Tool 02]; [02-07]-[02-09]; [02-20] ; [02-17]-[02-20] - Perfiles: Campeones famosos del mundo hispano [02-29] - Vocabulario Las emociones y los estados [Tool 02]; [02-22]-[02-24]; [02-27]; [02-33]-02-34] - Gramática: Repaso El subjuntivo [Repaso 02-01]; [Grammar Tutorial]-[Extra Practice: Ojalá]; [02-05]-[02-06] - Gramática: El subjuntivo para expresar pedidos (requests), mandatos y deseos [02-10]-[02-12]; [02-31]; [02-25]-[02-26] - Literatura [02-43] - Vistazo cultural [02-39] - Examen del capítulo 2	- Anuncios - Módulos - Discusión de ¡Conversemos! MySpanishlab - Escritura 2

Semana 7: Capítulo 3 Hogar, dulce hogar. Del 28 de septiembre al 4 de octubre

htt://www.myspanishlab.com y e-book	Canvas
- Vocabulario: La construcción de casas y sus alrededores [Tool 03]; [03-01]-[03-03]; [03-05]; [03-01]-[03-04] - Nota cultural: El mejoramiento de la casa [03-12] - Gramática: Online Grammar: Los usos de los artículos definidos e indefinidos	- Anuncios - Módulos - Prueba 13: Tener que + infinitivo … - Prueba 14: Los artículo definidos e indefinidos - Discusión de ¡Conversemos! MySpanishlab - Presentación oral 1 vía Zoom

[Online Grammar Presentation 03]; [03-01]-[03-03] • Repaso Gramática: Tener que + infinitivo; Hay que + infinitivo; Deber + infinitivo [REPASO 03-01]; [Grammar Tutorial]-[Extra Practice Tutorial: Uses of haber]; [03-05]-[03-06] • Escucha: Un programa de televisión [03-15]	

Semana 8: Capítulo 3 Hogar, dulce hogar. Del 5 al 11 de octubre

htt://www.myspanishlab.com y e-book	Canvas
• Vocabulario: Dentro del hogar: la sala, la cocina, y el dormitorio [Tool 03]; [03-07]-[03-09]; [03-16]-[03-17]; [03-19]-[03-20] • Perfiles: La importancia de la casa y de su construcción [03-29] • Gramática: Estar + el participio pasado [03-04]-[09-09] • Gramática: El imperfecto [REPASO 03-02]; [Grammar Tutorial]-[Extra Practice: Uses of the imperfect]; [03-21]-[03-22] • Cine [03-38 Los abuelos] • VIDEO RESOURCES [Cine 03: Vida nueva] • Escribe [03-33]	• Anuncios • Módulos • Prueba 15 El verbo estar + el participio pasado • Prueba 16 El imperfecto • Discusión de ¡Conversemos! MySpanishlab • Presentación oral 1 vía Zoom

Semana 9: Capítulo 3 Hogar, dulce hogar. Del 12 al 18 de octurbre

htt://www.myspanishlab.com y e-book	Canvas
- Repaso Gramática: Tener que + infinitivo; Hay que + infinitivo; Deber + infinitivo [03-07] - Repaso: Gramática: Online Grammar: Los usos de los artículos definidos e indefinidos [03-04] - Repaso: Gramática: Estar + el participio pasado [03-10] - Repaso: Gramática: El imperfecto [3-23] - Gramática: El subjuntivo para expresar sentimientos, emociones…dudas [03-10]-[03-12]; [03-28]; [03-25]-[03-28] - Literatura [03-40] - Vistazo cultural [03-34]-[03-35] - Examen del capítulo 3	- Anuncios - Módulos - Discusión de ¡Conversemos! MySpanishlab - Escritura 3 - Presentación oral 1 vía Zoom

Semana 10: Capítulo 4 ¡Celebremos! Del 19 al 25 de octubre

htt://www.myspanishlab.com y e-book	Canvas
- Vocabulario: Las celebraciones y los eventos de la vida [Tool 04]; [04-01]-[04-03]; [04-01]; [04-03]-[04-05]; [04-01]-[04-06] - Nota cultural: Día de los muertos [04-11]	- Anuncios - Módulos - Prueba 13 El pretérito y el imperfecto - Prueba 14 El pretérito y el imperfecto - Discusión de ¡Conversemos! MySpanishlab - Esta semana. Presentación oral 1 vía Zoom

• Gramática: Repaso El pretérito y el imperfecto [REPASO 04-01]; [Grammar Tutorial]-[Extra Practice]; [04-07A] • Gramática: Repaso con distinto significado en el pretérito y el imperfecto [REPASO 04-02] ; [Grammar Tutorial]-[Extra Practice] • Escucha [04-12]	

Semana 11 Capítulo 4 ¡Celebremos! Del 26 de noviembre al 2 de noviembre

htt://www.myspanishlab.com y e-book	Canvas
• Vocabulario: Frutas, verduras y otras comidas • [Tool 04]; [04-10]-[04-12]; [04-19]-[04-22] • Perfiles: Grandes cocineros del mundo hispano [04-26] • Gramática: El pasado perfecto (pluscuamperfecto) [04-08]-[04-10]; [04-04]-[04-08] • Cine [04-35 La inmigración] • VIDEO RESOURCES [Cine 04: La boda] • Escribe [4-30]-[04-31]	• Anuncios • Módulos • Prueba 15 El pretérito y el imperfecto • Prueba 16 El pasado perfecto • Discusión de ¡Conversemos! MySpanishlab

Semana 12 Capítulo 4 ¡Celebremos! Del 2 al 8 de noviembre

htt://www.myspanishlab.com y e-book	Canvas
	• Anuncios

• Repaso: Gramática: El pretérito y el imperfecto [04-07B] • Repaso: Gramática El pasado perfecto... [04-09]-[04-10] • Gramática: El presente perfecto de subjuntivo [04-13]-[04-15]; [04-32]-[04-33]; [04-23]-[04-24] • Literatura [04-37] • Vistazo cultural [04-33] • Examen del capítulo 4	• Módulos • Discusión de ¡Conversemos! MySpanishlab • Escritura 4

Semana 13 Capítulo 5 Del 9 al 15 de noviembre

htt://www.myspanishlab.com y e-book	Canvas
• Vocabulario: Los viajes [Tool 05]; [05-01]-[05-03]; [05-03]-[05-04]; [05-01]-[05-02] • Nota cultural: El fin del mundo y los glaciares en cinco años [05-06] • Gramática: Los pronombres relativos que y quien [05-07]-[05-09]; [05-12]; [05-10]-[05-11] • Vocabulario: Viajando por coche [Tool 05]; [05-04]-[05-06]; [05-08]; [05-10]; [05-07]-[05-09] • Gramática: Repaso por y para [REPASO 05-01]; [Grammar Tutorial]-[Extra Practice]; [05-04]-[05-05] • Gramática: El futuro [08-04]-[08-06]; [08-08]; [08-05]-[08-07]	• Anuncios • Módulos • Prueba 17 Por y para • Prueba 18 El futuro • Pruega 20 Los pronombres relativos que y quien • Discusión de ¡Conversemos! MySpanishlab • Presentación oral 2 vía Zoo

• Escucha: Un anuncio de radio [05-19]	

Semana 14 Capítulo 5 Del 16 al 22 de noviembre

htt://www.myspanishlab.com y e-book	Canvas
• Vocabulario: La tecnología y la información [Tool 05]; [05-13]-[05-15]; [05-25]; [05-21]-[05-22] • Gramática: Repaso El pretérito y el imperfecto (continuación) [REPASO 05-02]-[Grammar Tutorial]-[Extra Practice]; [05-23] • Perfiles: Viajando hacia el futuro [05-29] • Gramática: Repaso el subjuntivo • Cine [04-39 Usar la ortografía] • VIDEO RESOURCES [Cine 05: YO tb tq] • Lectura [05-68] • Escribe [05-34]	• Anuncios • Módulos • Prueba 21 El pretérito y el imperfecto • Prueba 22 El subjuntivo • Escritura 5 • Discusión de ¡Conversemos! MySpanishlab • Presentación oral 2 vía Zoom

Semana 15 Día Festivo Del 23 al 29 de noviembre

htt://www.myspanishlab.com y e-book	Canvas
¡Día de Acción de Gracias!	¡Día de Acción de Gracias! • Presentación oral 2 vía Zoom

Semana 16 Capítulo 5 Del 30 de noviembre al 6 de diciembre

htt://www.myspanishlab.com y e-book	Canvas
• Vocabulario: Las acciones relacionadas con la tecnología [05-19]-[05-21]; [05-36]; [05-27]-[05-28] • Gramática: El subjuntivo con antecedentes indefinidos o que… [05-19]-[05-21]; [05-36]; [05-27]-[05-28] • Literatura [05-41]-[05-42] • Vistazo cultural [05-35]	• Anuncios • Módulos • Prueba 23 El subjuntivo con antecedentes indefinidos • Prueba 24 El subjuntivo y el presente de indicativo • Discusión de ¡Conversemos! MySpanishlab • Escritura 5 • Esta semana. Presentación oral 2 vía Zoom

Semana 17

htt://www.myspanishlab.com y e-book	Canvas
• Gramática: Repaso por y para [05-06] • Gramática: Repaso El futuro [05-29] • Gramática: Repaso El pretérito y el imperfecto [05-24] • Gramática: El presente de subjuntivo con antecedentes indefinidos [05-28] • Examen del capítulo 5	• Anuncios • Módulos

Tentative, subject to change without prior notice

Attendance

[Required Information: The below information is the IVC attendance policy. Use this information in addition to any specific attendance policies you have for your course.]

- 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.

What does it mean to "attend" an online class?

Attendance is critical to student success and for IVC to use federal aid funds. Acceptable indications of attendance are:
- Student submission of an academic assignment
- Student submission of an exam
- Student participation in an instructor-led Zoom conference
- Documented student interaction with class postings, such as an interactive tutorial or computer-assisted instruction via modules
- A posting by the student showing the student's participation in an assignment created by the instructor
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- An email from the student or other documentation showing that the student has initiated contact with a faculty member to ask a question about an academic subject studied in the course.

Logging onto Canvas alone is NOT adequate to demonstrate academic attendance by the student.

Classroom Etiquette

[Required Information: Describe your policies regarding classroom conduct. The below is suggested language and may be modified for your course.]

- 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, only students enrolled in the class may attend; children are not allowed.

How do I act differently if I have an on-ground class during COVID?

1. **DO NOT COME TO CAMPUS OR ATTEND AN OFF-CAMPUS CLASS IF YOU FEEL SICK, HAVE A FEVER, OR HAVE A COUGH**
    a. Even if your symptoms are mild, <u>stay home.</u>
    b. Email your instructor to explain why you are missing class.
    c. <u>If you are sick with COVID-19 or think you might have COVID-19</u>, provides CDC guidance.
    d. If you have tested positive for COVID-19, you must self-quarantine for 14 days and then be without symptoms for at least 72 hours. Clearance is required prior to returning to any face-to-face interaction. It is recommended that you undergo a final COVID-19 test to confirm that you are no longer infected.
    e. If you are exposed through direct contact with a person known to be COVID-19 positive, then you must submit negative COVID-19 test results prior to returning to any face-to-face interaction.
2. **ARRIVE AT CAMPUS EARLY (at least 15 minutes early is advised).**
    a. All people entering the IVC campus will need to pass a screening process, which will occur at the gates as your drive onto campus. You will need to take a short questionnaire and get your temperature taken (the screening is completely touchless and will take place while you remain in your car).
3. **BRING A MASK TO CLASS (and always wear it).**
    a. Be sure that your mask covers both your nose and mouth. If your mask is cloth, then wash it each day. If your mask is disposable, then use a new one each day.
4. **GO DIRECTLY TO YOUR CLASSROOM.**
    a. The IVC campus is mostly closed so you should not visit other areas or seek any face-to-face services. Services are available to students online and can be accessed through www.imperial.edu.
5. **WASH YOUR HANDS FREQUENTLY (and use the provided sanitation supplies).**
    a. Your classroom is equipped with cleaning supplies. Use them as needed.
6. **BE SURE TO SOCIAL DISTANCE (stay at least 6 feet from other).**
    a. The number of students in a classroom at any one time is very limited so you have plenty of space to spread and ensure that you stay at least 6 feet from others.
7. **BRING YOUR OWN FOOD AND DRINKS.**
    a. There is no food service currently offered on campus.

Online Netiquette

*[**Required Information for web-enhanced, hybrid and online courses**: Describe your policies regarding netiquette. The below is suggested language and may be modified for your course.]*

- 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.

Academic Honesty

[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.**
  o 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.**
  o 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);

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- 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

[Suggested Language.] 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

[Required language.] 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)

[Required language.] 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

[Required language.] 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.