

Basic Course Information

Semester:	SPRING 2025	Instructor Name:	Dr. Javier Rangel
Course Title & #:	Span 100	Email:	Javier.rangel@imperial.edu
CRN #:	10181	Webpage (optional):	CANVAS
Classroom:	ROOM 302	Office #:	1711
Class Dates:	AUG 11 2025 to 06 DEC 2025	Office Hours:	MW 1-2PM/T.TH 9-10 AM by email/zoom email. OR zoom
Class Days:	MON/WED	Office Phone #:	760.355.6442
Class Times:	1 PM-3.30pm	Emergency Contact:	760.355.6337
Units:	5	Class Format/Modality:	FACE TO FACE ON GROUND
Last Date to Add	22 FEB 2025	Deadline to drop WITH "W"	01 NOV 2025
Contact:	<i>THE BEST WAY TO CONTACT YOUR INSTRUCTOR IS BY EMAIL (SEE ABOVE). YOUR INSTRUCTOR MAY ASK ANY STUDENT TO MEET VIA ZOOM, IF SO REQUIRED, AT A MUTUALLY CONVENIENT TIME. THE SECOND-BEST WAY IS BY THE "PRONTO" APP</i>	ZOOM: https://us06web.zoom.us/j/4906846134 IN CANVAS, IT IS CALLED "TechConnectZoom" Meeting ID 490 684 6134	<i>IN THIS CLASS YOU WILL BE USING THE "PRONTO" APP. EXTENSIVELY TO COMMUNICATE WITH YOUR INSTRUCTOR AND OTHER STUDENTS.</i> https://support.pronto.io/en/articles/8174492-downloading-the-pronto-app

Course Description

IMPORTANT: For communication purposes, in this class we will be using **"PRONTO"**. The most expedient way to communicate with your professor is via **"PRONTO"**.

<https://support.pronto.io/en/articles/8174492-downloading-the-pronto-app>

It is mandatory to use 'PRONTO' in this class.

The student must install it by following the instructions below, if they expect to be successful in this class.

Attention: The professor will not be accessible by email to answer questions about exams, assignments, etc. These issues will be resolved using 'PRONTO.'

If you have 'problems' installing the application,

click on 'IVC STUDENT RESOURCES.' It is the heart you see in the left menu on Canvas.

In case it's unclear: We will use this application (PRONTO) as the communication tool in the course.

If you don't like it, please find another course this spring where you don't have to use it. This course requires and uses it.

The beginning Spanish course is based on a contrastive analysis between Spanish and English and is designed to develop in the English-speaking student rudimentary abilities in the four basic language skills: hearing, speaking, reading, and writing. The main emphasis is on the present tense of both regular and irregular verbs. The



student will be familiarized with those features of Hispanic culture, which reflect the different frame of reference from which the native speaker of Spanish views the world. Additional language structures and vocabulary practice will be assigned.

This Fall 2025 SPAN 100 IS FACE-TO-FACE (ON GROUND)

- In a face-to-face class, course activity occurs at IVC or a designated physical site. The course meetings occur on scheduled days and times. Instructors may still use Canvas or other software products to enhance the class outside of face-to-face meetings, such as by posting documents, discussions, and announcements.

STUDENTS ARE ***STILL*** REQUIRED TO COMMUNICATE WITH THE INSTRUCTOR.

ALSO, THE INSTRUCTOR MAY REQUEST THAT YOU MEET ONLINE (VIA ZOOM) TO DISCUSS YOUR CLASS PROGRESS, OR ANY OTHER COURSE-RELATED ISSUES. ***COMMUNICATION IS THE KEY TO YOUR SUCCESS.***

CLASS ATTENDANCE IS MANDATORY IN CALIFORNIA COMMUNITY COLLEGES.

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

Prerequisites: The student must be able to speak and read English. Not open to students with native ability in Spanish. (See SPAN 220/Formerly SPAN 20A).

Student Learning Outcomes

1. Organize information about a historical or cultural aspect of a Spanish-Speaking country for a written or oral assignment. (ILO1, ILO3, ILO5)2. Successfully communicate at the novice/elementary level a personal event in the present tense. (ILO1, ILO2)3. Describe basic daily life situations using correct grammatical structures, vocabulary and idiomatic expressions. (ILO1)

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.



Textbooks & Other Resources or Links

[Vistas, 7th Edition](#)

978-1-54338-990-6

- Supersite Plus w/ vText (5 Month Access)
USD \$79.00

YOU WILL NEED TO PURCHASE **THE CODE TO ACCESS VHLCENTRAL.COM**, TO VIEW THE VIRTUAL TEXT, DO ASSIGNMENTS, AND CHAPTER EXAMS. FOLLOW THE LINK BELOW TO CREATE AN ACCOUNT AND START THE PURCHASING THE PROCESS.ATTN:

BUY IT AS SOON AS POSSIBLE **OR RISK FALLING BEHIND** ON COURSEWORK.
FIRST AND FOREMOST, **REGISTER** AND THEN PURCHASE THE **CODE**.

<https://vistahigherlearning.com/school/imperialvalley>

Course Requirements and Instructional Methods

Method of Evaluation:

Class_Activity

Essay

Mid-Term/FinalExam(s)

Oral_Assignments

Problem_Solving_

Exercises Quizzes/Exams

Skill_Demonstration

Written_Assignments

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.

Course Grading Based on Course Objectives

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100-90



Lesson Exams(1-6-en vhlcentral.com)	20%	B	89-80
Tareas en Vhlcentral.com	20%	C	79-70
Midterm Exam en vhlcentral.com	10%		
Final Exam en vhlcentral.com	10%	D	69-60
Exit/Oral Interview and Activities	05%	F	59 or below
Repaso Oral (en vhlcentral.com	10%		
FIRST WEEKS (1)-(2) (3)	05%		
PARTICIPATION/ATTENDANCE	10%		
Photos:	10%		

YOUR FINAL COURSE GRADE WILL NOT BE ROUNDED-UP TO THE NEAREST PERCENTAGE POINT. SO, AN 89.99999 IS AN 89.99999... THA IS A "B" AT THIS COLLEGE.

- Lesson exams: There will be six (6) lesson exams throughout the semester, it will take students two weeks to cover a book lesson. Therefore, students will take lesson exams at the end of each chapter. Unless otherwise stated, this will occur on a Friday. Students will take lesson exams via VHLCENTRAL.COM. Exams will be due at 11: 59pm. NO LATE EXAMS WILL BE ACCEPTED.
- Tareas/Homework: Students will complete assigned activities, homework, via VHLCENTRAL.COM. Students are responsible of assigned activities, ONLY. Assigned activities will have a due date stamped next to it. Activites are due on that Friday at 11: 59pm. NO LATE HOMEWORK WILL BE ACCEPTED.
- Quizzes or "pruebas" will be taken from your vhlcentral.com section.
- REPASO ORAL will be taken from your COMMUNICATIONS section at vhlcentral.com
- MIDTERM: The midterm exam will occur at the end of lesson three (3). It will cover lessons 1-3. Students will take the midterm exam via VHLCENTRAL.COM. Your instructor will inform you when the exam site is opened. NO LATE MIDTERM EXAMS WILL BE ACCEPTED.
- FINAL EXAM: the final exam is comprehensive. That implies that it will cover all grammar material from lessons 1-6. Students will take the final exam during week sixteen (16): Finals week. Students will take the final exam via VHLCENTRAL.COM on Wednesday of finals week. No late final exams will be accepted. IF STUDENTS HAVE A WORK RELATED CONFLICT WITH THE FINAL EXAM DATE, HE/SHE MUST INFORM THE INSTRUCTOR TWO WEEKS IN ADVANCE.
- Oral interview/Activities: This is a short oral question and answer session in SPANISH based on question that appear throughout the books' lessons. It will be 3-5 minutes long. The oral interview will take place during the week of final examinations vial ZOOM. Your professor may forward practice questions ahead of time. Students will have to schedule appointments to take the oral interview.
- Participation: You are expected to participate by actively attending class, showing you are present via CANVAS; doing your online activities via VHLCENTRAL.COM; taking exams on due dates; and contacting and attending office hours when necessary. Your instructor can track how often any given student visits the CANVAS site. If a student does not show signs of engagement for two weeks, he/she will be dropped from the course.
- ATTENDANCE/PARTICIPATON. IN CALIFORNIA, ATTENDANCE IS MANDATORY FOR FACE-TO-FACE COURSES. IN THIS CLASS, ATTENDANCE IS THE BASIS (BUT NOT THE ONLY FACTOR) FOR PARTICIPATION: IF YO ARE PRESENT, YOU ARE PARTICIPATING. IF A STUDENT IS ABSENT, ONE (1) PERCENTAGE POINT WILL BE DEDUCTED FROM THIS CATEGORY EVERY TIME IT IS REPORTED. IF THE NUMBER OF POINTS ARE EXHAUSTED, PERCENTAGE POINTS WILL BE DEDUCTED FROM THE OVERALL COURSE GRADE. IT IS THE STUDENT'S RESPONSIBILITY TO IMMEDIATELY INFORM THE INSTRUCTOR IF HE/SHE



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IS LATE. FAILURE TO DO SO WILL RESULT IN LOSS OF PERCENTAGE POINTS. FURTHERMORE, THREE (3) REGISTERED LATE ATTENDANCES= ONE ABSENCE. THE INSTRUCTOR MAY TAKE ATTENDANCE EVERYTIME THE CLASS MEETS.

PHOTOS

1. **EVERY OTHER THURSDAY, BEFORE THE LESSON EXAM DATE**, STUDENTS ARE TO BRING A **PHOTO** (NEWSPAPER, MAGAZINE, THE INTERNET) RELATED TO THE LESSON'S TOPIC.
 2. TIP: YOU MAY ASK THE COLLEGE LIBRARIAN FOR SPARE JOURNALS OR MAGAZINES.
 3. STUDENTS WILL MAKE SHORT, LESSON-RELATED COMMENTS, ABOUT THE PHOTO IN SPANISH.
 4. **3. EXPECT QUESTIONS** FROM YOUR INSTRUCTOR OR FELLOW STUDENTS.
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- **ATTN: THE INSTRUCTOR RESERVES THE RIGHT TO CHANGE AND OR MODIFY THE COURSE GRADING SCALE DEPENDING ON CLASS PROGRESS.**

THERE IS NO EXTRA CREDIT GRANTED FOR THIS CLASS. DON'T EVEN ASK...

Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

Course Policies

This is an online class (Asynchronous); Therefore, there are no mandatory, face to face meetings. However, your instructor may request that you meet with him via zoom. If the student refuses to meet with the instructor for any type of academic assistance, he/she will run the risk of being dropped from the class.

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• 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 (Links to an external site.) for details.

• Regular participation in all classes is expected of all students. A student with 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.

ONLINE NETIQUETTE

• "Netiquette" refers to the rules of behaving well online. It can be more difficult to discern meaning in written text than in spoken conversation, so pay particular attention to your words.

• Keep your language clear and concise; ensure posts are on-topic; use correct spelling, grammar, and capitalization (all caps = yelling); and contribute productively to conversations

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:

• Be RESPECTFUL

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

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

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

• EAT AT A DIFFERENT TIME.

1. Crunching food or chugging drinks is distracting for others.

2. Synchronous zoom times are set in advance so reserve meals for outside class meetings.

• ADJUST YOUR LIGHTING SO THAT OTHERS CAN SEE YOU

1. It is hard to see you in dim lighting so find a location with light.

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2. 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

• POSITION THE CAMERA SO THAT YOUR FACE AND EYES ARE SHOWING

1. If you are using the camera, show your face; it helps others see your non-verbal cues.

2. 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.

• Be READY TO LEARN AND PAY ATTENTION

1. Catch up on other emails or other work later.

2. If you are Zooming, silence your phone and put it away.

3. If you are in a room with a TV – turn it off.

• USE YOUR MUTE BUTTON WHEN IN LOUD PLACES OR FOR DISTRACTIONS

1. 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.

• REMEMBER TO UNMUTE WHEN SPEAKING

1. 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.

2. Do not speak when someone else is speaking.

• REMAIN FOCUSED AND PARTICIPATE IN THE MEETING

1. 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.

2. Do not use the Zoom meeting to meet with your peers or put on a "show" for them.



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• **PAUSE YOUR VIDEO IF MOVING OR DOING SOMETHING DISTRACTING**

1. Emergencies happen. If you need to leave the room or get up and move about,

Other Course Information

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 importance 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 (Links to an external site.) 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 OR open source 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.**

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- 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);
- 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.
- Any student committing acts of plagiarism will be referred to the Dean of Student Affairs.



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IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

SEMANA 1

Intro to course
Assignment. (DUE FRIDAY)
Basic practice in Spanish.
Greetings and farwells.

SEMANA 2

Basic Practice

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The alphabet.
Numbers
colors

SEMANA 3

Dividing syllables in Spanish
Types of words in Spanish (agudas, graves, esdrújulas)
Basic vocabulary build-up
Accents in Spanish

SEMANA 4

LESSON 1
You will learn to:
• Greet people in Spanish
• Say goodbye
• Identify yourself and others
• Talk about the time of day

SEMANA 5

LESSON 1
You will learn to:
• Greet people in Spanish
• Say goodbye
9
The alphabet.
Numbers
colors

SEMANA 6

LESSON 2
You will learn to:
• Talk about your classes and school life
• Discuss everyday activities
• Ask questions in Spanish
• Describe the location of people and things

SEMANA 7

LESSON 2
You will learn to:

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- Talk about your classes and school life
 - Discuss everyday activities
 - Ask questions in Spanish
 - Describe the location of people and things
- EXAM 2

SEMANA 8

LESSON 3

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You will learn how to:

- Talk about family and friends
- Describe people and things
- Express possession

SEMANA 9

LESSON 3

You will learn how to:

- Talk about family and friends
- Describe people and things
- Express possession

EXAM 3

SEMANA 10

LESSON 4

You will learn how to:

- Talk about pastimes, weekend activities, and sports
- Make plans and invitations

SEMANA 11

LESSON 4

You will learn how to:

- Talk about pastimes, weekend activities, and sports
- Make plans and invitations

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EXAM 4

SEMANA 12

LESSON 5

You will learn how to:

- Discuss and plan a vacation
- Describe a hotel
- Talk about how you feel
- Talk about the seasons and the weather

SEMANA 13

LESSON 5

You will learn how to:

- Discuss and plan a vacation
- Describe a hotel
- Talk about how you feel
- Talk about the seasons and the weather

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EXAM 5
SEMANA 14

LESSON 6
You will learn how to:

- 13
- Talk about and describe clothing.
 - Express preferences in a store
 - Negotiate and pay for items you buy.

SEMANA 15

LESSON 6
You will learn how to:

- Talk about and describe clothing.
- Express preferences in a store
- Negotiate and pay for items you buy

EXAM 6

SEMANA 16
FINAL EXAM WEEK

*****Subject to change without prior notice*****