

Imperial Valley College

SPRING 2016

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**Imperial Valley College**

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**Office Hours: Horas de consulta:**

**MON/THR: 1pm to 2pm.**

<b>Census Date:</b>	29 FEB 2016		<b>10 FEB 2016</b>			
<b>CRN</b>	<b>SUBJ</b>	<b>CRSE</b>			<b>CREDITS</b>	<b>DIVISION</b>
20413	SPAN	200	<b>INTERMEDIATE SPANISH I</b>		5.00	ALLS
<b>INSTRUCTOR(S) - (P)primary</b>	<b>TYPE</b>	<b>DAYS</b>	<b>TIME</b>	<b>BUILDING</b>	<b>ROOM</b>	
Rangel, Javier (P)	Lecture/Discussion	MW	0200-0430pm	400	404	
<b>Class Start Date:</b> 16 FEB 2016			<b>Last Date to Add:</b> 27 FEB 2016			
<b>Class End Date:</b> 10 JUN 2016			<b>Deadline to drop WITH "W":</b> 14 MAY 2016			

**Websites: MySpanishLab.com  
.Blackboard**

**ATTENTION: THIS COURSE WILL USE THE INTERNET EXTENSIVELY.**

**Prerequisite: Spanish 110**

**Textos:**



Click to open expanded view

**¡Anda! Curso intermedio, 2nd Edition**

**With Passcode**

By Audrey L. Heining-Boynton, Jean L. LeLoup, Jean W. LeLoup, Glynis S. Cowell

Published by Prentice Hall

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Published Date: Mar 19, 2012

**CONTACT:** My office is located at #1711. The best way to contact your profesor is by email: [Javier.rangel@imperial.edu](mailto:Javier.rangel@imperial.edu) . The second best way is by phone: 760-355-6442. You may also see me during my oficial office hours, or by appointment. When leaving a message, please identify yourself and the course in which you are enrolled, and provide a brief description of issue of concern.

**NOTE:** I will answer your messages within 24 hours, if messages are sent Monday through Thursday. Messages sent over the weekend (Friday, Saturday, and Sunday) will be answered on Monday morning.

WITH PASSCODE.

**Textbook Website: CLICK MY\_SPANISH\_LAB link ON BLACKBOARD.**

REGISTRATION INSTRUCTIONS: STUDENTS **MUST REGISTER** VIA BLACKBOARD.

NOTE: YOUR INSTRUCTOR WILL NOT PROVIDE YOU WITH A Course ID #

**\*Tráiganlo siempre a la clase/Bring it to class every day. It will be impossible for students to pass this class without the textbook material; book and pass code, that is.**

**ATTN: THIS COURSE WILL USE THE INTERNET EXTENSIVELY.**

- Spanish/English Dictionary

<http://www.spanishdict.com/>

(RECOMMENDED)

**STUDENTS MUST PURCHASE THE TEXTBOOK WITH PASSCODE IMMEDIATELY (BOTH ITEMS ARE REQUIRED)**

**COSTUMER SUPPORT:**

<http://247pearsoned.custhelp.com/>

(everytime you speak with customer support request a ticket number)

[NOTE: YOUR INSTRUCTOR IS NOT A COMPUTER OR INTERNET EXPERT.](#)

[IF PROBLEMS ARISE WITH MYSpanishLAB CONTACT THE PEOPLE AT COSTUMER SUPPORT.](#)

**COURSE DESCRIPTION:** The student must be able to speak and read English. The student can be successful in Span 200 only after having achieved all of the minimal performance objectives specified for both SPAN 100 (Formerly Span 1) and Span 110 (Formerly SPAN 2). 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. INSTRUCTOR MAY REQUEST PROOF OF PREREQUISITE COMPLETION.

**STUDENT LEARNING OUTCOME:** At the end of the course, Students will be able to organize and effectively communicate personal information in Spanish through writing.

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. Summarize and interpret cultural readings from the textbook. (ILO1, ILO2, ILO3, ILO5)
3. Create and respond to questions in Spanish at the Intermediate level. (ILO1)
4. Apply rules of grammar to create meaningful sentences in the indicative mood. (ILO1, ILO2)
5. Analyze short literary readings from Spanish-Speaking countries. (ILO1, ILO2, ILO5)

**This course covers Preliminary Lesson A plus Lessons 1 to 5 from ;Anda! Curso Intermedio.**

### **Method of Evaluation**

Class\_Activity

Essay

Mid-Term/FinalExam(s)

Objective

Oral\_Assignments

Problem\_Solving\_Exercise

Quizzes/Exams

Skill\_Demonstration

## Written\_Assignments

### **Course Objectives**

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 practices.

### **Student Responsibilities:**

1. Come to class prepared to participate constructively in oral, written and group work based assignments.
2. Be present at every class meeting.
3. Study text material before coming to class.
4. Do assigned homework (mySpanishLab)
5. Turn homework on due dates. .
6. Be respectful of yourself, your fellow students and your instructor.
7. Study and be prepared for exams.
8. See your instructor during office hours if you need assistance.
9. Go to the language lab regularly.

10. Study, study, study. There will be time to party when the semester is over.

**\*Note: it is your responsibility to officially withdraw from the class, if necessary. Your instructor will not drop you automatically, except for CENSUS DAY.**

**-- IF YOU MISS 5 CONSECUTIVE TIMES DURING THE SEMESTER YOU WILL BE ASKED TO WITHDRAW FROM COURSE--.**

### **Course Requirements and Instructional Methods**

**1.\*\* This is not a typical class in which students attend and just listen to the lecture. As a student, you will be asked to participate in Spanish (write, read, and respond to questions in Spanish). In a nutshell, you will be able to perform what you have learned in Spanish.**

EVERYONE must be present for the final examinations. NO EXCEPTIONS. You must have a verifiable excuse not to take the final exam on the assigned date. Please notify your instructor three (3) weeks in advance. Otherwise your instructor will not be able to accommodate you.

**You are expected to read, study, and prepare the material assigned for each day** in order to actively participate in class. You are expected to give your full attention during the class period. Talking during a lecture or discussion, reading or writing material not pertaining to this class, or sleeping will not be tolerated. If a student sleeps in class, he/she will be marked absent, and will not receive participation points for the day.

**Note: It is not “ok” to leave class because “something came up” or because you cannot stay for lecture that day. If you leave class during class time you will lose one (1) percentage point out of your total grade. ONCE A STUDENT PROVIDES JUSTIFIABLE, VERIFIABLE WRITTEN PROOF FOR LEAVING CLASS, the the absent mark will be cleared. Your professor will require you to explain your constant lateness by way of an office hour appointment.**

**PLEASE PROVIDE A DOCTOR'S NOTE IF YOU ARE ABSENT FOR MEDICAL REASONS UPON YOUR RETURN TO CLASS.**

**No cellular phones or pagers. NO TEXT MESSAGING DURING CLASS.**

**You will lose your participation points for that day (ONE PERCENTAGE POINT from your total grade) when you are observed talking on cell phone or text messaging during class time. If you're here for this class, you're here for this class. If the professor observes you messaging a second time, you will be referred to DEAN LOPEZ, at the Student Affairs Office.**

Your willing, voluntary and eager participation in all class activities (and this includes active listening and group work) will be appreciated and rewarded. Oral as well as written and group participation make up part of your final grade. Disruptive behavior or deliberate falsification of information is grounds for dismissal from class and/or from the college for the duration of the semester (SEE STUDENT CODE OF CONDUCT BELOW).

**This is a Spanish language class. Not speaking enough Spanish in class lowers your participation grade.**

**Textbook (Lecciones Preliminar más 1-5 ) should be kept **up to date** by every student.**

**Students should study the assigned activities BEFORE coming to class.**

**CHECK THE READING SCHEDULE TO FIND OUT WHAT YOU ARE SUPPOSED TO STUDY ON A DAILY BASIS. THIS IS ESPECIALLY IMPORTANT WHEN YOU ARE ABSENT.**

**Lab Sessions:** you will have a group lab session once a week. The day and time will be announced by your instructor. The weekly session will take place in Room #2600. You may also attend the Language Lab on your own time. Please follow the Language Lab protocol at all times.

**GRADING:**

<b>Written Composition (1) 10%</b>	<b>A 100-90</b>
<b>Oral Presentation (based on composition) 5%</b>	
<b>*Pruebas (6- online) 15%</b>	<b>B 89-80</b>
<b>Tareas en MySpanishLab 15%</b>	<b>C 79-70</b>
<b>Final Exam 20%</b>	<b>D 69-60</b>
<b>ORAL MIDTERM. 10%</b>	<b>F 59 or below</b>
<b>Participación 10%</b>	
Online Discussions (5@) 10%	
PHOTO DAY 5%	

\*Written composition will require two drafts.

**ATTN: THIS IS A FIVE (5) UNIT COURSE. STUDY AND PREPARE FOR EXAMS ACCORDINGLY.**

**Exams**

1. There will be **six (6)** lesson exams to be programmed through our MySpanishLab or Blackboard . **EXAMS MUST BE TAKEN UNDER INSTRUCTOR'S**

**SUPERVISION. OTHERWISE, EXAMS WILL NOT BE ACCEPTED AS PART OF YOUR GRADE.**

2.

**NOTE: You will be taking exams online. The system will penalize you for poorly typed answers. Thus, you must answer carefully in Spanish. You will be responsible for the correct orthography in Spanish (grammar, punctuation, and word accentuation.) If you have difficulty with this approach, please find an instructor that is not using this evaluation system.**

Exams will cover geography, grammar, homework assignments, and class discussions on history, vocabulary, and culture.

**Also note: when doing homework and taking exams, you are to save your answers constantly, every 30 sec. or so, in case there is a system disconnect. If you lose your data, you will have to submit your answers again.**

3. **The final exam is COMPREHENSIVE. It will cover chapters 1-5 plus Preliminary**

FINAL EXAM WILL BE HELD ON TUESDAY, JUNE 7<sup>TH</sup>, 2016.

**NOTE: IF YOU DO NOT TAKE THE FINAL EXAM YOU PROFOUNDLY AFFECT YOUR GRADE.**

4. The midterm exam is an oral exam based on the questions that have come up in the textbook up to that point. Your professor may provide you with a list of questions as preparation for the midterm exam.

**Please note that exams are going to be given in the first hour, don't be late otherwise you will lose time. There will be **NO MAKE-UP TESTS OR QUIZZES** -Except in cases of **documented medical emergencies**, at the discretion of the professor. For reasons of fairness and the integrity of the class, there are **NO EXCEPTIONS**. You must be present on these days, or you will automatically receive a zero. **NO EXCEPTIONS**. Make sure you plan on getting to class on time and always come prepared for a quiz.**

**Note: THERE WILL BE NO SPECIAL EXAM PREPARATION HANDOUTS PROVIDED BY INSTRUCTOR. THE ONLINE <<ADDITIONAL ACTIVITIES>> SECTION SERVE THAT PURPOSE.**

**HOMEWORK: .**

**You must do all assigned workbook activities.** Submit homework on time. Ideally, the workbook activities are to be done online before every class. Students will do homework via MySpanishLab.

NOTE: SEE ASSIGNMENT SCHEDULE TO KEEP UP WITH HOMEWORK.

**No late homework will be accepted.** I may track your progress online any given day. Neither absence nor tardiness will be considered an excuse for missing assignments, incomplete work, or quizzes. **Activities are due on exam days -unless assigned otherwise.**

**You are responsible for the work missed during your absence. Ask a fellow student for information about missing work. Check “Reading/Assignment Schedule” for details.**

STUDENT: “I WAS ABSENT. DID I MISS SOMETHING IMPORTANT”?

PROFESSOR? “YES! YOU MISSED CLASS”!

**ORAL PRESENTATION:**

The oral presentation is based on your written composition. It is its oral version. STUDENTS WILL NOT BE ALLOWED TO USE NOTES OF ANY KIND (INCLUDING OUTLINES) WHEN DELIVERING PRESENTATIONS. It will be 5 minutes long.

**NOTE: THE ORAL PRESENTATION IS NOT YOUR FINAL EXAM.**

**WRITTEN COMPOSITION:** You will write one compositions throughout the course. You will turn in a first and second draft. SEE SCHEDULE. The topics for these compositions will be assigned by the instructor. Compositions **will be typed double space, 3 1/2 to 4 pages in length with a**

Suggestive TITLE,

AN INTRODUCTION, A

BODY

AND

A CONCLUSION.

You will also include an OUTLINE, and a reference page.

Note: for this assignment you will need to include three (3) bibliographical references. You must go to the library and do the research. Submit librarian's name that helped you.

**No handwritten compositions accepted.**

**Length of compositions should be 2 1/2 pages in length. Not counting reference page..**

1. Accuracy
2. Sophistication of Structures
3. Level of Vocabulary
4. Coherence

SEE THE GUIDELINES FOR WRITING COMPOSITIONS A THE END OF THE SYLLABUS.

ORAL PRESENTATION in Spanish:

BASED ON COMPOSITION, THE ORAL PRESENTATION WILL BE HELD ON THE LAST WEEK OF INSTRUCTION. FIVE (5) MINUTES IN LENGTH.

**YOU WILL ONLY BE ALLOWED TO USE A FORMAL OUTLINE DURING DELIVERY OF ORAL PRESENTATION (NO NOTES OR 3X5s). If you do not know what an outline is, please make an appointment with your instructor.**

YOUR INSTRUCTOR WILL POST FURTHER GUIDELINES AS THE SEMESTER PROGRESSES.

ONLINE DISCUSSIONS will be based on short videos provided by instructor. There will be five (5) online discussions. Expect a discussion to open via blackboard at the end of each chapter. It is important that students turn in their comments by the due date. After the due date the discussion site will close, you will not be able to post.

DISCUSSIONS WILL BE TWO (2) PAGES LONG, double spaced, Times, New Roman 12. In Spanish. Watch for grammar, accents, and writing logic.

Watch video.

Turn in by due date.

Follow guidelines.

Be happy!

## **PARTICIPATION/ATTENDANCE**

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for

two consecutive weeks may be considered to have excessive absences and may be dropped.

- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

ATTENTION: Attendance is the basis for participation, but it is not the only factor. .  
**Attendance is mandatory.** EVERYTIME YOU ARE ABSENT (UNEXCUSSED) YOU WILL BE PENALIZED ONE ( 1) PERCENTAGE POINTS FROM YOUR TOTAL GRADE.

NOTE: EVERYTIME YOU ARE LATE TO CLASS YOU ARE BEING MARKED ABSENT.

IT IS THE STUDENT'S RESPONSIBILITY TO LET THE INSTRUCTOR KNOW THAT YOU WERE LATE. OTHERWISE, IT WILL STAY AS AN UNEXCUSED ABSENCE. I WILL NOT BACKTRACK ATTENDANCE.

You will be dropped\* from this class on your fifth **unexcused, consecutive absence** and for **excessive tardiness**. If YOU fail to officially withdraw, and stop coming to class you will receive an <<F>> NO EXCEPTIONS.

Instructors are required to clear their rosters of inactive enrollment as of census. Inactive enrollment in a course is defined as the following:

As of each census day, any student who has

(1) Been identified as a no show, defined as a student who fails to attend the first class meeting. For online classes, it is a student who fails to complete the initial required activity,

OR

(2) Been dropped for excessive absences, defined as a student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week. Online courses will substitute required activities for absences/class meetings.

An instructor may drop a student after census and up until the final drop deadline (75% of the course) if the student has excessive absences and is no longer participating in the class as long as said procedures are specifically noted in the class syllabus. However there is no responsibility on the part of the instructor to do so.

Students who no longer wish to participate in class are responsible for dropping themselves using the online registration system. Specific instructions and deadlines are listed each term in the Class Schedule.

NOTE: CENSUS DAY: SEE IMPORTANT DATES ABOVE.

\*Participation is graded using the criteria below. The criteria focus on what you demonstrate and do not presume to guess at what you know but do not demonstrate. This is because what you offer to the class is what you and others learn from. I expect the average level of participation to satisfy the criteria for a 10%.

Grade	Criteria
0	Absent.
3%	<ul style="list-style-type: none"> <li>· Present, not disruptive.</li> <li>· Tries to respond when called on but does not offer much.</li> <li>· Demonstrates very infrequent involvement in discussion.</li> </ul>
5%	<ul style="list-style-type: none"> <li>· Demonstrates adequate preparation: knows basic case or reading facts, but does not show evidence of trying to interpret or analyze them.</li> <li>· Offers straightforward information (e.g., straight from the case or reading), without elaboration or very infrequently (perhaps once a class).</li> <li>· Does not offer to contribute to discussion, but contributes to a moderate degree when called on.</li> <li>· Demonstrates sporadic involvement.</li> </ul>
8%	<ul style="list-style-type: none"> <li>· Demonstrates good preparation: knows case or reading facts well, has thought through implications of them.</li> <li>· Offers interpretations and analysis of case material (more than just facts) to class.</li> <li>· Contributes well to discussion in an ongoing way: responds to other students' points, thinks through own points, questions others in a constructive way, offers and supports suggestions that may be counter to the majority opinion.</li> <li>· Demonstrates consistent ongoing involvement.</li> </ul>
10%	<ul style="list-style-type: none"> <li>· Demonstrates excellent preparation: has analyzed case exceptionally well, relating it to readings and other material (e.g., readings, course material, discussions, experiences, etc.).</li> <li>· Offers analysis, synthesis, and evaluation of case material, e.g., puts together pieces of the discussion to develop new approaches that take the class further.</li> <li>· Contributes in a very significant way to ongoing discussion: keeps analysis focused, responds very thoughtfully to other students' comments, contributes to the cooperative argument-building, suggests alternative ways of approaching material and helps class analyze which approaches are appropriate, etc.</li> <li>· Demonstrates ongoing very active involvement.</li> </ul>

- **PHOTO DAY**

Every Thursday or Wednesday, when chapter exams are due, you are to bring a photograph to class similar in length and width to the one shown by your professor on the first week of instruction (from a magazine, journal, or newspaper). Any type of print media will do. 8" x 11.5" will do. Do not bring small photos.

The photograph must be reflective of a vocabulary or grammar aspect studied in class in order for students to get credit. Students explain in Spanish how the photo reflects some aspect of the studied during the last two weeks.

## **CLASSROOM ETIQUETTE**

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor. **Consider**: specifics for your class/program
- 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.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

## **ACADEMIC INTEGRITY**

Cheating and plagiarism can result in any one of a variety of sanctions. Such penalties may range from an adjusted grade on the particular exam, project, or assignment to a failing grade in the course at the discretion of the instructor subject to certain conditions. The instructor may also summarily suspend the student for the class meeting when the infraction occurred as well as the following class meeting; extreme cases can result in extended suspension or expulsion as stipulated by the college's Disruptive Student Behavior Policy.

- Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind

when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you 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, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question. Anyone caught cheating 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 School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following:
  - plagiarism
  - copying or attempting to copy from others during an examination or on an assignment;
  - communicating test information with another person during an examination;
  - allowing others to do an assignment or portion of an assignment
  - use of a commercial term paper service

#### **STUDENTS WITH DISABILITIES STATEMENT:**

PLEASE SEE APPROPRIATE SECTION IN COLLEGE CATALOGUE.

**Any students with a documented disability who may need additional accommodations should notify the instructor or the Disabled Student Program and Services (DSP&S) office as soon as possible.**

Disabled Student Programs and Services is designed to provide supportive services to students with physical disabilities, learning disabilities, psychological disabilities, developmental delay, acquired brain injury, visual impairments, health problems and to students that are deaf and hard of hearing. The program provides priority registration, counseling, class scheduling, tutoring, mobility assistance, interpreting, alternate text production, adaptive physical education, special parking, and health and wellness assessments.

We are located in the  
Mel Wendrick Access Center (Building 2100)  
(760) 355-6312 or (760) 355-4174 (TDD)

## STANDARDS OF STUDENT CONDUCT

**Students will treat each other and the professor with verbal and nonverbal dignity and respect. Do not use profanity under any circumstances. Offensive behavior of any kind will not be accepted. SEE STANDARDS OF STUDENT CONDUCT BELOW.**

Imperial Valley College is maintained for the purpose of providing students in the community with programs of instruction in higher education. The College is concerned with the fostering of knowledge, the search for truth and the dissemination of ideas. Free inquiry and free expression are indispensable to the achievement of these goals. As members of the College community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Students at Imperial Valley College may rightfully expect that the faculty and administration will maintain an environment where there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on campus. As members of the College community, students shall be encouraged to develop the capacity for critical judgement and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner.

Students shall assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. Students shall observe the rules and regulations of the College and shall refrain from conduct which interferes with the College's teaching and administration, or which unreasonably interferes with the rights of others. Misconduct while on the college campus, or at a College-sponsored function for which students and student organizations are subject to disciplinary action includes, but is not limited to, the following:

- (1) Willful disobedience to lawful directions of College officials acting in the performance of their duties.
- (2) Violation of College rules and regulations, including those concerning student organizations, the use of College facilities, or the time, place and manner of public expression or distribution of material.
- (3) Dishonesty, such as cheating, or for knowingly furnishing false information to the college.**
- (4) Willful persistent smoking where smoking has been prohibited.
- (5) Unauthorized entry to, or use of College facilities.
- (6) Forgery, alteration, or misuse of College documents, records, or identification.
- (7) Disruption of classes, administration, disciplinary procedures**

**or unauthorized College activities.**

(8) Theft of, or damage to property belonging to the College, a member of the College community, or campus visitor.

**(9) Disorderly, lewd, indecent, or obscene conduct or expression.**

**(10) Assault, battery, or the threat of force or violence directed toward any member of the College community or campus visitor.**

(11) Unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance and possession, use, or distribution of alcohol.

(12) Possession, while on the College campus or at a College sponsored function, of any instrument or weapon of a kind commonly known as a blackjack, fire bomb, billy club, brass knuckles, dagger, or firearm (loaded or unloaded) such as a pistol, revolver, or rifle, or any knife having a blade longer than five (5) inches, any switch-blade longer than two (2) inches, or any metal pipe, bar, or instrument used, or intended to be used as a club, or to be used to threaten bodily harm.

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(13) Commission of any crime on campus, or commission of a crime off-campus, when such off-campus crime is of such a nature that the College needs to impose sanctions in addition to those imposed by the criminal authorities for the protection of other students, or to safeguard the academic process.

Violation of such rules are subject to the following types of disciplinary actions.

**(1) Warning.**

**(2) Reprimand.**

**(3) Disciplinary action.**

**(4) Restitution, reimbursement for damage or misappropriation of property.**

**(5) Suspension or removal by instructor.**

**(6) Expulsion**

The complete policy on Standards of Student Conduct, Disciplinary Action, and Due Process can be found in the Handbook for Faculty Advisors and Student Leaders in the Student Affairs Office or online at <http://student.imperial.edu>.

## **GUIDELINES FOR WRITING COMPOSITIONS**

### **I. Introduction**

To communicate successfully through writing is not easy and the task becomes more difficult when a student is still grappling with the mechanics of a second language. However, what you write while studying Spanish still has as its primary goal the transmission of a message to a reader. You should not overlook the tenets of good writing simply because you are using a language in which you are not yet proficient.

### **II. Characteristics of Good Writing**

To understand and fully appreciate your writing, readers expect the following:

- A logical and clearly discernible structure.
- Thesis (main idea): Focus on one dominant issue.
- Worthwhile and relevant information, original ideas rather than clichés
- Development: A sense of fullness; sufficient and appropriate detail and examples.
- Accuracy: Correct grammar, syntax, diction (word usage), spelling, accentuation and punctuation; neatness.

### **III. Writing as a Process**

No professional writer produces a polished paper on the first draft. Good writing evolves over time and requires revision. To help you learn the writing process, your instructor will guide you through the following steps until you reach the final version of your composition.

- Prewriting: Activities designed to help you generate ideas.
- Draft 1: Initial expression of ideas on paper; articulation of a main idea; development of supporting ideas.
- Final Version: Refinement of all elements of your essay with special focus on concise and correct expression of ideas; more attention to language usage, especially correct grammar.

You should use the vocabulary and structures you are learning or have learned previously in class before resorting to a dictionary. This will help you to hone your writing skills more quickly. You may not use online translators or receive help from friends or tutors on any draft of a composition. You must turn in the first draft with the final version to facilitate evaluation.

## **V. Feedback**

You will receive comments from your instructor on the first draft. In addition, your instructor will indicate the grammatical errors you have made so that you can correct them for the final version. Your instructor will not actually correct your grammar mistakes; that is your responsibility. Your instructor will use the following abbreviations to indicate type of error.

vt – verb tense

vm – verb mood

prep – preposition

art – article

voc – vocabulary/word choice

cons – construction

conc – agreement (concordancia)

? – unsure what the student is trying to convey

∨ – insert/something missing

X – delete/omit

M/m

pun

cl

s/e

adv.

adj

ac

You may see the instructor during office hours to ask clarification questions about the written feedback received on the rough draft. You must come to office hours after attempting to revise the rough draft and with specific questions prepared for the instructor. At no time will the instructor re-read the entire composition, review or revise your corrections or correct the composition again until the final version is turned in for a grade.

## **VI. Evaluation**

Your final draft will be graded will be graded. No late submissions are accepted. If you fail to turn in a draft, you will receive a grade of 0 (zero) for that draft. Drafts are graded by considering four general aspects of good writing, each of which is worth 25% of the grade. These four aspects or categories are:

5. Accuracy
6. Sophistication of Structures
7. Level of Vocabulary
8. Coherence

**Accuracy:** *Accuracy* here refers to grammatical accuracy. This is basically an assessment of the linguistic mechanics of the composition. It is based on the student's ability to correctly use the grammatical structures that have been studied at each level. For example, a Spanish 2 or Spanish 3 student may be expected to use the preterit and imperfect tenses correctly, whereas a Spanish 1 student would not.

**Sophistication:** The grade for *sophistication* is based on both the complexity and appropriateness of the structures used. Students who use more complex structures, and who use a variety of forms and structures while maintaining a tone appropriate to the assignment will receive higher grades in this category than those who use simple and repetitive structures.

**Vocabulary:** This grade is based on the complexity and appropriateness of the vocabulary used in the composition. Characteristics of a good paper will include the ability to correctly use vocabulary appropriate to the level of Spanish as well as the ability to name abstract concepts and to paraphrase, with no interference from English or another language.

**Coherence:** The grade for *coherence* measures the student's ability to logically present and develop his or her ideas in a clear and organized way. It will also take into consideration the degree to which your composition fulfills the goals of the assignment.

The First draft will be revised by your instructor.

On the second draft, the composition has improved considerably, and the student receives a grade.

**IMPORTANT NOTE:**

Your instructor reserves the right to amend any aspects of this SYLLABUS/OUTLINE

It is your responsibility to keep track of changes announced in class

**THE AMOUNT OF EXAM QUESTIONS DOES NOT EQUATE TO THE PERCENTAGE  
VALUE OF EXAMS. THUS, EXAMS WILL CONTAIN AS MANY QUESTIONS AS  
NECESSARY.**

Professor: Javier Rangel

Fecha: \_\_\_\_\_

Español 200

CRN : \_\_\_\_\_

## COURSE OUTLINE AGREEMENT

Course agreement contract: By signing this note understand and agree to comply with the information outlined in the course syllabus and with the instructions of conduct of the instructor.

Name :( print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to the instructor on the second class meeting, after reading the syllabus carefully.

