

Basic Course Information

Semester	Spring 2018	Instructor Name	Romano Sánchez Domínguez
Course Title & #	Span 100 Elementary	Email	romano.sanchez-dominguez@imperial.edu
CRN #	20406	Webpage (optional)	
Room	2600	Office	307
Class Dates	From February 12 to June 8	Office Hours	M/W: 8:00-9:00 a.m. Online T/Th: 8:00-9:00 a.m.
Class Days	The orientation is on Monday, February 12th.	Class Times	The orientation is on Monday from 6:00-7:30 p.m.
Units	5		
Office Phone #	760 355 5765.		
Office contact if student will be out or if an emergency		Department Secretary is an option	

Course Description

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). For additional oral practice, concurrent enrollment in SPAN 113 (Formerly SPAN 5A) is recommended. 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. We will cover: **Chapters Preliminar and 1 through 5 of the textbook and MySpanishLab.**

Student Learning Outcomes

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

- 1 Research historical or cultural information about a Spanish-speaking country and prepare an oral and/or written presentation. (ILO1, ILO3, ILO4)
- 2 Organize information about a historical or cultural aspect of a Spanish-Speaking country for a written or oral assignment. (ILO1, ILO3, ILO5)

- 3 Successfully communicate at the novice/elementary level a personal event in the present tense. (ILO1, ILO2)
- 4 Describe basic daily life situations using correct grammatical structures, vocabulary and idiomatic expressions. (ILO1)
- 5 Assess the content and meaning of written Spanish both orally and in writing. (ILO1, ILO4, ILO5)

Course Objectives

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

- Student will distinguish and appropriately use formal and casual language.
- Student will demonstrate good command of verb forms and tenses according to the American Council on the Teaching of Foreign Language Proficiency Guidelines.
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- Student will demonstrate knowledge of appropriate cultural behavior.
- Apply and reinforce the following technologies: Canvas, Microsoft Word, and email.

Textbooks & Other Resources or Links

Textos:

¡Anda! Curso elemental 2ª Edition. Heining-Boyton I Cowell. MySpanishLab compatible with Canvas

How to register and buying the textbook:

If you miss the first day of class or you are adding the class, it is your responsibility to register in MySpanishlab. Therefore, you must watch the video in Lessons. It will guide you on how to register in MySpanishlab. It's important to pay attention on how to register in MySpanishlab via Canvas since the only way to buy the textbook is at the bookstore (hard copy and access code to register in Canvas) Warning! Don't buy the textbook somewhere else because this textbook is connected to Canvas

and any other textbook is not compatible with Canvas.

I do not recommend you to purchase the 14 days trial because if you miss quizzes, activities, or test you will receive a zero for those assignments. Warning! Do not buy the textbook somewhere else because this textbook is connected to Canvas and any other textbook is 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 will be given on the first day of class.

Course Requirements and Instructional Methods

How to contact me:

The easy way to reach me is by email.

If you email me, please put "Spanish 100 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 number so 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. If you do not participate for two consecutive weeks and I do not hear from you or you do not attend class for two weeks, I will assume you are not an active student and you will be dropped.
- Completing all homework and projects by the due dates (usually by Saturday midnight for the week in which task was assigned). 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 twice a week. It is a good idea to post once at the beginning of the week and again after the middle of the week to allow interaction between all students from the class.
- Because this is a 14 weeks course for five units, you should plan on doing approximately 5-7 hours of work weekly since we will meet once a week and you must read and complete assignments from the textbook that and MySpanishlab.
- **Important information for a Online/Hybrid course:**
 - **This is an Online/Hybrid course;** because we will meet for the orientation on Monday, February 12, but the rest of the course is going to be online.
 - All the assignments such as quizzes, MySpanishlab activities, recording assignments, Chapter tests, Escrituras are due on Sunday before 11:50 p.m. Do not wait until Sunday to complete the activities because if you have any issues with Internet or other issues, you won't be able to submit late assignments
 - 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.
 - Use Google Chrome or Fire Fox browser. Do not use Explorer browser
 - There is a midterm and a final exam here in Canvas as well as practice midterm and final exam.

- 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.
- You will find the discussion topic at the bottom of the Modules or click on the tool Discussions.
- You will have homework that must be completed in MySpanishLab every week.

Course Format:

Modules

Go to Repaso semanal (weekly review) read the instructions and watch the video. In Canvas you will have the modules for each chapter that we will cover for the semester. In each module you will have different activities such as practice quizzes (Those practice quizzes/activities are not part of your final grade.), complete all the activities assigned in each the modules every week. Then, go to MySpanishlab and complete the tasks related to the modules.

Repaso:

Every chapter is divided by weeks. It's important that you complete the Module called Repaso since the material covered in these Modules are reviews of grammar in a previous week, these are components that are essential for a better understanding of material presented in this course Spanish 100. Also, complete the extra activities in MySpanishlab.

Written assignments:

You will be assigned several written (Escrituras) tasks throughout the course, at the end of every chapter. The instructor will assign the topics for these written tasks in MySpanishlab. It's important to pay attention to the grammar (including accent marks). These tasks will be assigned at the end of some of the chapters. Be careful these written activities will be grade based in their content such as style, use of the vocabulary and grammar. For these assignments, don't open them, if you are not ready to complete them since Escrituras are timed.

Voice Recording assignments:

Those activities are in MySpanishlab and most of them, you will listen, read and answer questions based on the conversations or dialogues. Some of the sections are combined with reading, listening and recording.

NOTE: be sure after recording your activity, to play it before submitting it. No late recording activities will be accepted.

Quizzes & Tests:

There are quizzes in MySpanishlab/Canvas every week and at the end of each chapter there is an exam in MySpanishlab. For the online 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 or having an illness or a death in the family. Taking in consideration these situations, I will drop the lowest score but be careful since I won't reset any quizzes. Also, there are exams, the midterm and final exam here in Canvas (MidtermExamPrácticaMidterm).

Midterm/Final Exam:

A study guide for the midterm and final exams will be provided the week before the exams, but also you can go over on the Modules: Gramática.... in the chapter that we already covered. Remember the midterm test and final exam are going to be here in Canvas.

Discussions:

There is a discussion every week. The first discussion starts on the third 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 click on create thread which will take you to discussions, follow the model and after you write your discussion click submit. Do not forget that you will also have to comment on one of your classmate's comments. These discussions will be worth 10-15 points each.

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.

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, please refer to the calendar of assignments due in the syllabus. Your overall grade will be posted in Canvas, not in MySpanishlab

Course Grading Based on Course Objectives

Here is the scale for your overall grade.

- Online Quizzes in MySpanish/Canvas 10%
- Tests in MySpanishlab 15%
- Preguntas orales/Respuestas y grabar 7%
- MySpanishLab Activities 10%
- Discussions: 10%
- Midterm Exam 20%
- Escribe (Escrituras) MySpanishlab 8%
- Final Exam: 20%

GRADING SCALE

A = 90—100%
B = 80—89%
C = 70—79%
D = 60—69%
F = 0—59%

Attendance

- There is an orientation for this course on February 12. If you do not show up to the first day of class, you could lose your place in this class. Contact me immediately by email if you can't make to the first day of class. See the [IVC General Catalog](#) for details.
- If you are adding the course, you must use the add authorization number I gave you and add immediately in order to have access to Canvas. It should take no more than 24 hours for you to be able to log on to Canvas. You cannot afford to get behind in this class on the modules, so the sooner the better. No adds accepted after T.B.A. If you are adding the course, you must use the add authorization number I gave you and add immediately in order to have access to Canvas. It should take no more than 24 hours for you to be able to log on to Canvas. You cannot afford to get behind in this class on the modules, so the sooner the better. No adds accepted after T.B.A.
- Students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.

Online Classroom “Netiquette”

- Netiquette, as you probably know, is a combination of the words "network" and "etiquette." Basically, it describes things you should and shouldn't do while communicating with other people online. This is especially important in an online classroom environment. Here are some examples:
- Identify yourself. Include a subject line. Be careful when using humor or sarcasm every person interpret things differently. Be respectful of diverse opinions. Acknowledge and return messages promptly. Use appropriate language. Use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!)].
- Please, follow the examples of Netiquette and be friendly and courteous with your classmates. If you posting that are inappropriate, please send me an email and I will deal with the problem.

Academic Honesty

- **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 should 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 or 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 [IVC 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, and (e) use of a commercial term paper service.

- "Materials used in connection with this course might be subject to copyright protection. Learn more about copyright at the U.S. Copyright Office web site at <http://lcweb.loc.gov/copyright>."

Additional Help

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

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **Learning Labs:** There are several learning labs on campus to assist you through the use of computers and tutors. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Contact the instructor for information about labs unique to your specific program.
- **Library Services:** The IVC Library has many resources. In addition to books, you can access tutors in the learning center, reserve study rooms for small groups, and access a wealth of resources online.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services \(DSP&S\)](#) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact DSP&S if you feel you need to be evaluated for educational accommodations.

If you are a disabled student and need special accommodations, please let me know. I have made every effort to ensure that this course is accessible to all students, including students with disabilities. If you encounter a problem accessing any portion of this course, please contact me immediately.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. The [IVC Student Health Center](#) is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

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

Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access helpful “How-To” Library tutorials by accessing the [Information Literacy Tutorials](#) online.

Anticipated Class Schedule / Calendar

Required Information –Discretionary Language and Formatting:

The instructor will provide a tentative, provisional overview of the reading, assignments, tests, or other activity for the duration of the course. The faculty may find a table format useful for this purpose.

IMPORTANT DATES:

February 24	Deadline to add/pay for a class
February 25	Deadline to drop without a “W”
My 12	Withdrawal deadline
June 8	Final Exam online in Canvas from June 4-8 by 5:00 p.m.

IMPORTANT NOTE:

Your instructor reserves the right to amend any aspects of this outline
It is your responsibility to keep track of changes announced in class
Any necessary changes to the course syllabus will be posted on **Canvas**

Semana 1: Del 12 al 18 de febrero

- Presentaciones
- MySpanishlab activities for Preliminary chapter, due date febrero 18
- **Pruebas** in MySpanishlab, due date febrero 18
- Syllabus prueba in canvas, due date febrero 18
- Voice Recording **SAM PA-14 ¿Cómo te llamas, tú? SAM PA-19 ¿Cómo se pronuncia?**
- Discusión in Canvas, due date febrero 18

Note:The practice quizzes/activities in the Modules are not part of your grade

Semana 2: Del 19 al 25 de febrero

Here you have the activities and the due dates for this week

- MySpanishlab activities for Preliminary chapter, due date febrero 25
- **Pruebas** in MySpanishlab, due date febrero 25
- Voice Recording **SAM 07-41 Tus restaurantes favoritos**, due date febrero 25
- Discusión in Canvas, due date febrero 25

Note:The practice quizzes/activities in the Modules are not part of your grade

Semana 3: Del 26 de febrero al 4 de marzo

Here you have the activities and the due dates for this week

- MySpanishlab activities for chapter 1, due date marzo 4
- **Pruebas** in MySpanishlab, due date marzo 4
- Voice Recording SAM 07-43 "Una cinta romántica", due date September 3
- Discusión in Canvas, due date September 3

Note:The practice quizzes/activities in the Modules are not part of your grade

Semana 4: Del 5 al 11 marzo

Here you have the activities and the due dates for this week

- MySpanishlab activities for chapter 1, due date March 11
- Chapter test in MySpanishlab, due date March 11
- Voice Recording SAM 01-11 "Nombres curiosos", due date March 11
- Escritura 1 in MySpanishlab, due date March 11
- Discusión in Canvas, due date March 11

Note:The practice quizzes/activities in the Modules are not part of your grade

Semana 5 :Del 12 al 18 de marzo

Here you have the activities and the due dates for this week

- MySpanishlab activities for chapter 8, due date September 17
- Los pronombres indirectos **Pruebas** in MySpanishlab, due date September 17
- Los verbos reflexivos **Prueba** in MySpanishlab, due date September 17
- Voice Recording **SAM 08-44 ¿Qué ropa voy a necesitar?**, due date September 17
- Discusión in Canvas, due date September 17

Note:The practice quizzes/activities in the Modules are not part of your grade

Semana 6: Del 19 al 25 de marzo

Here you have the activities and the due dates for this week

- MySpanishlab activities for chapter 8, due date September 24
- El verbo gustar y similares **Prueba** in MySpanishlab, due date September 24
- Los pronombres directos e indirectos **Pruebas** in MySpanishlab y en Canvas, due date September 24
- Voice Recording **SAM 08-41 Heritage Language: tu español**, due date September 24
- Discusión in Canvas, due date September 24

Note: The practice quizzes/activities in the Modules are not part of your grade.

Semana 7: Del 26 de marzo al 1 de abril

Here you have the activities and the due dates for this week

- MySpanishlab activities for chapter 8, due date October 1
- Examen Capítulo 8 in MySpanishlab, due date October 1
- Escritura 2 in MySpanishlab, due date October 1
- Discusión in Canvas, due date October 1

Note: The practice quizzes/activities in the Modules are not part of your grade

Semana 8: Del 2 al 8 de abril No hay clases. Spring Break

Semana 9: Del 9 al 15 de abril

Here you have the activities and the due dates for this week

- MySpanishlab activities for chapter 3, due date April 15
- Pruebas Capítulo 3 in MySpanishlab y pruebas en Canvas, due date April 15
- Voice Recording SAM 03-42 "...tu español", due date April 15
- Discusión in Canvas, due date April 15

Note: The practice quizzes/activities in the Modules are not part of your grade

Semana 10 : Del 16 al 23 de abril

Here you have the activities and the due dates for this week

- MySpanishlab activities for chapter 3, due date April 22
- Chapter Test Capítulo 3 in MySpanishlab, due date April 22
- Escritura 3, due date April 22
- Discusión in Canvas, due date April 22

Note: The practice quizzes/activities in the Modules are not part of your grade

Semana 11: Del 23 al 29 de abril

- **Práctica para el examen de medio semestre available from 23-27 April en Canvas**
- **Examen de medio semestre available from 30 April to May 4 en Canvas**

Here you have the activities and the due dates for this week

- MySpanishlab activities for chapter 4, due date April 29
- Pruebas Capítulo 4 in MySpanishlab, due date April 29
- Voice Recording SAM 04-45 “tu español”, due date April 29
- Discusión in Canvas, due date April 29

Note: The practice quizzes/activities in the Modules are not part of your grade

Semana 12: Del 30 de abril al 6 de mayo

Note: Do not forget to take the midterm test in Canvas from April 29 to May 4.

- **Examen de medio semestre available from from April 30 to May 4 en Canvas**

Here you have the activities and the due dates for this week

- MySpanishlab activities for chapter 4, due date May 6
- Pruebas Capítulo 4 in MySpanishlab, due date May 6
- Voice Recording SAM 04-30 “tu español”, due date May 6
- Discusión in Canvas, due date May 6

Note: The practice quizzes/activities in the Modules are not part of your grade

Semana 13: Del 7 al 13 de mayo

Here you have the activities and the due dates for this week

- MySpanishlab activities for chapter 4, due date May 13
- Chapter test Capítulo 4 in MySpanishlab, due date May 13
- Escritura 4, due date May 13
- Discusión in Canvas, due date May 13

Note: The practice quizzes/activities in the Modules are not part of your grade

Semana 14: Del 14 al 20 de mayo

Here you have the activities and the due dates for this week

- MySpanishlab activities for chapter 5, due date May 20
- Pruebas Capítulo 5 in MySpanishlab, due date May 20
- Voice Recording SAM 05-06 "Investiga y escucha.", due date May 20
- Discusión in Canvas, due date May 20

Note: The practice quizzes/activities in the Modules are not part of your grade

Semana 15: Del 21 al 27 de mayo

Here you have the activities and the due dates for this week

- **Práctica examen final from May 28 to June 1**
- **Final exam from May 4 through 8 (Before 5:00 p.m.)**
- MySpanishlab activities for chapter 11, due date May 27
- Pruebas Capítulo 11 in MySpanishlab, due date May 27
- Voice Recording SAM 05-53 "...tu mundo hispano.", due date May 27
- Discusión in Canvas, due date May 27

Note: The practice quizzes/activities in the Modules are not part of your grade

Semana 16: Del 28 de mayo al 3 de junio

- **Práctica examen final from May 28 to June 1**
 - **Final exam from May 4 through 8 (Before 5:00 p.m.)**
- Here you have the activities and the due dates for this week**

- MySpanishlab activities for chapter 5, due date June 3
- Chapter test Capítulo 5 in MySpanishlab, due date June 3
- Discusión in Canvas, due date June 3

Note: The practice quizzes/activities in the Modules are not part of your grade

Semana 17: Del 4 al 8 (before 5:00 p.m.) de junio

Examen final