

Basic Course Information

Semester:	Fall 2018	Instructor Name:	Romano Sánchez Domínguez
Course Title & #:	Span 100 Elementary	Email:	Romano.sanchez-dominguez@imperial.edu
CRN #:	10410	Webpage (optional):	
Classroom:	2600	Office #:	307
Class Dates:	August 13 - December 7	Office Hours:	M/W 8:00-9:00 a.m. Online T/Th 8:00-9:00 a.m.
Class Days:	Monday	Office Phone #:	760 355 5765
Class Times:	6:00-07:30 p.m.	Emergency Contact:	
Units:	5		

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.**

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

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: Blackboard, Microsoft Word, and email.

Textbooks & Other Resources or Links

¡Anda! Curso elemental 2ª Edition. Heining-Boyton I Cowell. MySpanishLab compatible with Canvas
ISBN: 978-0-205-99830-2

How to register and buying the textbook:

You must watch the video in Lecciones. 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) or buy it via 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.

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.

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 Blackboard.
- 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.

Course Format:

Lessons

Click on lessons, click on Capítulo, then click on Semana and in there you will find all the modules for the week.

Modules

Go to Repaso semanal (weekly review) read the instructions and homework that is due next class. In Lecciones you will have the modules for each chapter that we will cover for the semester. You must 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 every week. 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:

In MySpanishlab, you will listen to short dialogues and answer questions based on the conversations. There is a section called Laberinto peligroso this section is combined with reading, listening and recording.

Quizzes & Tests:

There are quizzes in MySpanishlab every week and at the end of each chapter there is an exam. 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. There are also exams, the midterm and final exam in Canvas (MidtermExamPrácticaMidterm).

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

Midterm/Final Exam:

The midterm and final exam are going to be available in Canvas.

A study guide for the midterm and final exams will be provided the week before the exams. Also, also you can go over on the "Module 2: Gramática repaso general at the end of every chapter.

Discussions:

There is a discussion every week. 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. Don't 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 Canvas, please refer to the calendar of assignments due in the syllabus.

Course Grading Based on Course Objectives

Here is the scale for your overall grade.

<input type="checkbox"/> Online Quizzes in MySpanish/Canvas	13%
<input type="checkbox"/> Tests in MySpanishlab	15%
<input type="checkbox"/> Preguntas orales/Respuestas y grabar	7%
<input type="checkbox"/> MySpanishLab Activities	10%
<input type="checkbox"/> Discussions:	10%
<input type="checkbox"/> Midterm Exam	20%
<input type="checkbox"/> Escribe (Escrituras) MySpanishlab	5%
<input type="checkbox"/> Final exam	20%

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

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.
- This is a hybrid course, therefore, we will meet on Mondays from 6:00 to 7:30 p.m. in building 2600. 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 August 27, 2017.

- Students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- 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.

Classroom Etiquette

- 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.

Online 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.
- 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 (!!!)].

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 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.

Additional Student Services

[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.

- **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 Services](#).** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **[Library Services](#).** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

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 them 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.

- [Student Health Center](#). A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in 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 or in the building 1536 for appointments or more information..

Veteran's Center

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of

both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of 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 on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, alexis.ayala@imperial.edu.

Student Equity Program

- The Student Equity 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. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services 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 education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.
- The Student Equity Program also houses IVC’s Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

Student Rights and Responsibilities

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

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.

Anticipated Class Schedule/Calendar

IMPORTANT DATES:

August 25	Deadline to add/pay for a class
August 26	Deadline to drop without a “W”
November 3	Withdrawal deadline
December 7	Final Exam

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 13 al 19 de agosto

Here you have the activities and due dates for this week

- Presentaciones
- MySpanishlab activities for Preliminary chapter, due date August 20
- **Pruebas** in MySpanishlab, due date August 20
- Syllabus prueba, due date August 20
- Voice Recording SAM PA-09 “¿Cómo se dice?”, due date August 20
- Discusión in Canvas, due date August 20

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

Semana 2: Del 20 al 26 de agosto

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

- MySpanishlab activities for chapter Preliminar, due date August 27
- **Pruebas** in MySpanishlab, due date August 27
- Voice Recording **SAM PA-14** “¿Cómo te llamas, tú?”, due date August 27
- Discusión in Canvas, due date August 27

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

Semana 3: Del 27 de agosto al 2 de septiembre

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

- MySpanishlab activities for chapter 1, due date September 3
- **Pruebas** in MySpanishlab, due date September 3
- Voice Recording SAM 01-07 “Algunos hispanos famosos”, 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 4 al 9 de septiembre

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

- MySpanishlab activities for chapter 1, due date September 10
- Chapter test Capítulo 1 in MySpanishlab, due date September 10
- Voice Recording SAM 01-11 “Nombres curiosos”, due date September 10
- Escritura 1 in MySpanishlab, due date September 10
- Discusión in Canvas, due date September 10

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

Semana 5: Del 10 al 16 de septiembre

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

- MySpanishlab activities for chapter 2, due date September 17
- **Pruebas** in MySpanishlab, due date September 17
- Voice Recording **SAM 02-17 “Comparación y contraste”**, 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 17 al 23 de septiembre

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

- MySpanishlab activities for chapter 2, due date September 24
- **Pruebas** in MySpanishlab and Canvas, due date September 24
- Voice Recording **SAM 02-21 “¿Cómo es tu vida en la universidad”**, 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 24 al 30 de septiembre

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

- MySpanishlab activities for chapter 2, due date October 1
- Examen Capítulo 2 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 1 al 7 de octubre:

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

- MySpanishlab activities for chapter 3, due date October 8
- Pruebas Capítulo 3 in MySpanishlab, due date October 8
- Voice Recording SAM 03-06 “Mi casa ideal”, due date October 8
- Discusión in Canvas, due date October 8

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

Semana 9: Del 8 al 14 de octubre

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

- MySpanishlab activities for chapter 3, due date October 15
- Chapter test Capítulo 3 in MySpanishlab, due date October 15
- Escritura 3 in MySpanishlab, due date October 15
- Discusión in Canvas, due date October 15

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

Semana 10: Del 15 al 21 de octubre

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

- MySpanishlab activities for chapter 4, due date October 22
- Pruebas Capítulo 4 in MySpanishlab, due date October 22
- Voice Recording SAM 04-03 “¿Cuáles son tus lugares favoritos”, due date October 22
- Discusión in Canvas, due date October 8

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

Semana 11: Del 22 al 28 de octubre

- **Práctica para el examen de medio semestre available from 23-25 October en Canvas**
- **Examen de medio semestre available from 26 –29 October en Canvas**

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

- MySpanishlab activities for chapter 4, due date October 29
- Pruebas Capítulo 4 in MySpanishlab, due date October 29
- Voice Recording SAM 04-08 “¿Y tu pueblo o ciudad?”, due date October 29
- Discusión in Canvas, due date October 29
- Escritura 4 en Canvas

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

Semana 12: Del 29 de octubre al 4 de noviembre

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

- MySpanishlab activities for chapter 4, due date November 5
- Chapter test Capítulo 4 in MySpanishlab, due date November 5
- Discusión in Canvas, due date November 5

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

Semana 13: Del 5 al 11 de noviembre

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

- MySpanishlab activities for chapter 5, due date November 12
- Pruebas Capítulo 5 in MySpanishlab, due date November 12
- Voice Recording SAM 05-26 “¿Qué están haciendo?”, due date November 12
- Discusión in Canvas, due date November 12

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

Semana 14: Del 12 al 18 de noviembre

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

- MySpanishlab activities for chapter 5, due date November 19
- Pruebas Capítulo 5 in MySpanishlab, due date November 19
- Voice Recording SAM 05-30 “¿Qué piensas de las películas?“, due date November 19
- Discusión in Canvas, due date November 19

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

Semana 15: Del 19 al 25 de noviembre

No hay clase: Día Festivo Día de Acción de Gracias

Semana 16: Del 26 de noviembre al 2 de diciembre

- **Práctica examen final**
Here you have the activities and the due dates for this week
 - MySpanishlab activities for chapter 5, due date November 12
 - Chapter test Capítulo 5 in MySpanishlab, due date November 12
 - Discusión in Canvas, due date November 12
- Note: The practice quizzes/activities in the Modules are not part of your grade**

Semana 17: Del 4 al 9 de diciembre

Examen final