

**Basic Course Information**

Semester	<b>Summer 2020</b>	Instructor Name	<b>Romano Sánchez Domínguez</b>
Course Title & #	<b>Span 100 Elementary</b>	Email	<b>romano.sanchez-dominguez@imperial.edu</b>
CRN #	<b>30008</b>	Webpage (optional)	
Room	<b>Online</b>	Office	<b>307</b>
Class Dates	<b>Orientation on Monday</b>	Office Hours	<b>Online</b>
Class Days	<b>7/24</b>	Class Times	<b>Orientation via Zoom on Monday/Wednesday from 9:00 -10:00 a.m.</b>
Units	<b>5</b>		
Office Phone #	<b>760 355 5765.</b>		
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 and there are six chapter tests.**

**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 3ª Edition. Heining-Boyton I Cowell. MySpanishLab compatible with Canvas*

#### **How to register and buying the textbook:**

If you are adding the class, it is your responsibility to register in MySpanishlab. Therefore, you must watch the video in the tool Orientation. 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 e-book is via Canvas. Warning! Do not buy the e-book somewhere else because this e-book 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 easiest 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's number, I can call you back.**

#### **Online and In-Class Requirements:**

##### **Students must...**

- Possess reliable access to computing resources. Have the minimum hardware, software, and browse;
- Understand basic personal computer operations. Students should be familiar with Microsoft Word and Canvas.
- Be familiar with the Internet. Know how to browse, search, and download;
- Read for information effectively and follow instructions.
- Actively and persistently communicate with the instructor.
- Be willing and able to make weekly progress on the course work.
- Be prepared to spend an adequate amount of time to complete the work for the term.
- Your computer must have an integrated microphone in order for you to complete all the oral tasks.
- Reading assignments in the Lecture Materials list, including links to other resources.
- Participation in the online discussions and collaborative project on a regular basis. If you do not participate for one consecutive week and I do not hear from you, I will assume you are not an active student and you will be dropped.
- Completing all homework and projects by the due dates in MySpanishlab and Canvas. It is important that you manage your own pace doing the work in both platforms and do not wait until the due date to complete all of the tasks because if you have an issue with internet or something else, you won't be able to finish the activities. Late work is not accepted.
- Using the class web pages will be the equivalent of attending class. You will be expected to view the pages on a regular basis (at least several times per week). You will be responsible to post in the discussion area at least three times a week. You must post your activity by the due date, write a comment on two of your classmates' activity and read the rubric for the discussion, in order for you to receive full credit the discussion every week.
- Because this is a 5-week course for five units, you should plan on doing approximately 30 hours of work weekly since the course is online, you must read and complete assignments from the textbook and MySpanishlab.

▪ **Important information for a online course:**

- **This is an Online course;** this means, we have two mandatory meetings: one on Monday, June 22 from 9:00-10:00 a.m. and the second one on Thursday, June 25 from 9:00-10:00 a.m. You will take quizzes in Canvas/MySpanishlab, exams, escrituras, and MySpanishlab Activities in MySpanishlab online. Also, there are Discussions in Canvas. It is important that you complete all the assignments on the due dates.
- The quizzes are due by 11:59 p.m. on the due date.
- Please, go over the orientation online, login in Canvas and click on week 1.
- Watch the orientation video
- Watch the video on how to register in MySpanishlab.
- Read the syllabus and take the quiz based on the content.
- This course is an intensive course of 5 units, we have a lot of work to complete. Therefore, always pay attention to the week overview. Here you will find due dates for quizzes and exams. Which will also be in the syllabus.
- Students are responsible for knowing all due dates.
- The tests are due by 11:59 p.m. on the due date.
- When you are taking a quiz or exam online, open just one browser. This is very important because if you open different browsers and accidentally close the one that has your quiz/exam, you will lose it. The system only allows you one attempt and it is timed. I have no control over this issue. You will not be able to retake the quiz/exam. Also, do not refresh the test because only you have one attempt, this will count as your attempt.
- Use Google Chrome or Fire Fox browser. Do not use Explorer browser
- There is a midterm and a final exam scheduled to take in Canvas.
- 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.
- For the homework that I assigned from the textbook every week, you will find it in the Modules.
- Also, you will have homework that must be completed in MySpanishLab every week.

**Course Format:**

**Log in Canvas**

Click on Modules

**Modules:**

Go to Repaso semanal (weekly review) after watching the video and seeing what you need to do, go to Capítulo. In each Capítulo you will have the modules for each chapter that we will cover for the semester. You must complete all the activities assigned in each the modules every week because every module's content the material that you must learn every week and remember that they take the place of the professor's lectures. Then, go to MySpanishlab and complete the tasks related to the modules.

### **MySpanishlab Activities and Extra Activities:**

It's important that you complete the activities in every Module and Prácticas (practice quizzes) because in this way, you will reinforce your acquisition of the target language. Those activities are not part of your overall grade but it's important that you complete them. Every chapter we will cover, you must complete all MySpanishlab activities. In each module we will review the grammar from the previous week, these are components that are essential for a better understanding of material presented in Spanish 100.

NOTE: MySpanishlab Activities, you do not need to get a 100% score in every single activity as long you pass them and complete them as stated in the instructions.

### **Quizzes & Tests:**

There are quizzes in MySpanishlab and Canvas every week and at the end of each chapter there is an exam. For quizzes and tests, please know that I realize that in life there are many situations that occur, such as; submitting incomplete assignments, the browser accidentally shutting down while you are taking a quiz, being sick, problem with the Internet connectivity or having an illness or a death in the family. Taking in consideration these situations, I will drop the lowest score for a test and two lowest scores for the quizzes but be careful since I won't reset any test nor quizzes.

When you are taking a quiz or exam online, open just one browser. This is very important because if you open different browsers and accidentally close the one that has your quiz/exam, you will lose it. The system only allows you one attempt and it is timed. I have no control over this issue. You will not be able to retake the quiz/exam. Also, do not refresh the test because only you have one attempt, this will count as your attempt.

### **Written assignments:**

You will be assigned three written (Escrituras) tasks throughout the course, at the end of every chapter. The instructor will assign the topics for these written tasks in-class. It's important to pay attention to the grammar (including accent marks). These tasks will be assigned in chapters 1, 2, 3, and 4. Be careful, these written activities will be graded based on their content such as style, use of the vocabulary and grammar. For these assignments, you must be present in class. Otherwise, you will miss those written assignments.

### **Discussions:**

There is a discussion every week. The first discussion starts on the first week. You will find the discussion topic at the bottom of the Modules or click on the tool Forums. Click where it says discussion, you won't see anything until you post your task, read and follow instructions in order for you to post your activity. There are two due dates for Discussions for chapters 1,2, 3 and 4. Do not forget that you will also have to comment on two of your classmates' activities. These discussions will be worth 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.

**Oral presentation:**

**\*\*You will prepare for one oral presentation. Presentation will be graded on content, preparation, creativity, vocabulary, fluency, pronunciation, and ability to communicate in the target language. You will be given more details about this during the semester. You must present on Monday, July 27.\*\***

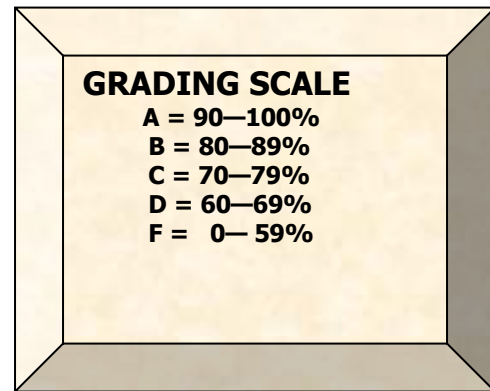
**Grading Criteria:**

For grading refer to the final grading scale. For the due dates for all the activities in MySpanishlab and Canvas, please refer to the calendar of assignments due in the syllabus. Your overall grade will be in Canvas. I will transfer all of the data manually into Canvas.

**Course Grading Based on Course Objectives**

**Here is the scale for your overall grade.**

<input type="checkbox"/> Online Quizzes in MySpanish/Canvas	10%
<input type="checkbox"/> Tests in MySpanishlab	45%
<input type="checkbox"/> MySpanishLab Activities	15%
<input type="checkbox"/> Discussions:	10%
<input type="checkbox"/> Presentación oral	10%
<input type="checkbox"/> Escrituras in MySpanishlab	10%



**Attendance**

- **There are two orientation meetings via Zoom on Monday, June 22 and Thursday, June 25 from 9:00-10 a.m. See [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, complete all the assignments in MySpanishlab, so the sooner the better. No adds accepted after June 24.
- 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 interprets 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

- **Canvas Help:**  
For any other issues (with the Canvas site itself after you've logged in) please call the IT Service Desk at 760-355-6300.
- **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:

June 24	Deadline to add/pay for a class
June 24	Deadline to drop without a “W”
July 21	Withdrawal deadline
July 30	Examen final MySpanishlab

### 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**

### Capítulo Preliminar: Del 22 al 25 de junio

#### Capítulo preliminar

- **Prueba 1 Syllabus** in Canvas, due date June 22
- **Discusión 1: “Me llamo...”** is in Canvas, due date June 22
- Los pronombres personales **Prueba 2 Ud./Tú** in MySpanishlab, due date June 24
- El verbo ser **Prueba 3 ser** in MySpanishlab, due date June 24
- Chapter test 1 Capítulo Preliminar is in MySpanishlab, due date June 25
- MySpanishlab Activities are in MySpanishlab, due date June 25

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

### Capítulo 1 ¿Quiénes somos?: Del 26 al 30 de junio

#### Capítulo 1

- **Discusión 2: Jefe nuevo** en Canvas primera participación (First participation), due date June 28
- El verbo tener **Prueba 4 tener** in Canvas, due date June 28
- Sustantivos singulares
- Femenino y masculino
- Los artículos definidos e indefinidos **Prueba 5** in MySpanishlab, due date June 28
- Los adjetivos descriptivos **Prueba 6** in MySpanishlab, due date June 28
- Los adjetivos posesivos **Prueba 7** in MySpanishlab, due date June 28
- Escritura 1, due date January 14
- Chapter test 2 Capítulo 1 in MySpanishlab, due date June 30
- Escritura 1 in MySpanishlab, due date June 30
- Second participation for **Discusión 2: Jefe nuevo** comment on two of your classmates’ activity, due date June 30
- MySpanishlab Activities in MySpanishlab, due date June 30

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

## Capítulo 2 La universidad: Del 1 al 6 de julio

### Capítulo 2

- **Discusión 3: La vida universitaria** en Canvas primera participación (First participation), due date July 3
- El presente de indicativo **Prueba 8** in MySpanishlab, due date July 3
- La formación de preguntas interrogativas **Prueba 9** in MySpanishlab, due date July 3
- El verbo estar **Prueba 10** in MySpanishlab, due date July 3
- El verbo gustar **Prueba 11** in Canvas, due date July 3
- Second participation for **Discusión 3: La vida universitaria** comment on two of your classmates' activity, due date July 6
- MySpanishlab activities, due date July 6
- Chapter test 3 Capítulo 2 in MySpanishlab, due date July 6
- Escritura 2 in MySpanishlab, due date July 6

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

## Capítulo 3 Estamos en casa: Del 7 al 13 de julio

### Capítulo 3

- **Discusión 4: Mi casa ideal** en Canvas primera participación (First participation), due date July 10
- El presente de indicativo verbos irregulares **Prueba 12** in MySpanishlab, due date July 10
- Los colores **Prueba 13** in MySpanishlab, due date July 10
- Expresiones con el verbo tener **Prueba 14** in MySpanishlab, due date July 10
- Second participation for **Discussion 4: "Mi casa ideal"** in Canvas, due date July 13
- MySpanishlab activities, due date July 13
- Chapter test 4 capítulo 3 in MySpanishlab, due date July 13
- Escritura 3 in MySpanishlab, due date July 13

- Note: **July 21** **Withdrawal deadline**

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

## Capítulo 4 Nuestra comunidad: Del 14 al 21 de julio

### Capítulo 4

- **Discusión 5: Mi comunidad** en Canvas primera participación (First participation), due date July 18
- Los verbos saber y conocer **Prueba 15** in MySpanishlab, due date July 18
- Los verbos con cambio en la raíz **Prueba 16** in MySpanishlab, due date July 18
- El verbo Ir + infinitivo **Prueba 17** in MySpanishlab, due date July 18
- Los verbos ser y estar **Prueba 18** in MySpanishlab, due date July 18
- Second Participation for **Discussion 5: "Mi comunidad"** in Canvas, due date July 21
- MySpanishlab activities, due date July 21



- Chapter test 5 Capítulo 4 in MySpanishlab, due date July 21
- Escritura 4 in MySpanishlab, due date July 21

Note: **July 21** **Withdrawal deadline**

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

### Capítulo 5 ¡A divertirse! La música y el cine Parte I: Del 22 al 26 de julio

- **Discusión 6: En mi opinión** en Canvas primera participación (First participation), due date July 24
- Los adverbios **Prueba 19** in MySpanishlab, due date July 26
- Los adjetivos y los pronombres demostrativos **Prueba 20** in MySpanishlab, due date July 26
- El pretérito **Prueba 21** in Canvas, due date July 26
- Second participation **Discussion 6: “En mi opinión”** in Canvas, due date July 26
- MySpanishlab activities, due, date July 26
- Study for your oral presentation next week on July 27 ~~from July 27 to July 29~~

### Capítulo 5 ¡A divertirse! La música y el cine Parte II: Del 27 al 30 de julio

#### Capítulo 5

- Presentación oral del 27 al 29 de julio (Oral presentation from Monday, July 27 ~~to Thursday, July 29~~)
- **Discusión 7: “Mis vacaciones próximas” Comparaciones** en Canvas primera participación (First participation), due date July 28 ~~29~~
- El pretérito **Prueba 22** in MySpanishlab, due date July 29
- Los pronombres de complemento directo **Pruebas 23 y 24** in MySpanishlab and Canvas, due date July 29
- MySpanishlab activities, due date July 29
- Presentación oral from July 27-July 29
- Second participation **Discussion 7: “Mis vacaciones próximas” Comparaciones** in Canvas, due date July 30 ~~29~~
- Chapter test 6 Capítulo 5, due date July 30