Basic Course Information

Semester:	**Fall 2020**	Instructor Name:	**Carolina Gonti**
Course Title & #:	**Spanish 110**	Email:	**carolinagonti@imperial.edu**
CRN #:	**11052**	Webpage (optional):	
Classroom:	**n.a.**	Office #:	**Online**
Class Dates:	**08-17-2020 to 12-11-2020**	Office Hours:	**Thursdays 10:00-11:00 (Email and Facebook)** **Friday 10:00-11:00 (Zoom)**
Class Days:	**Online**	Office Phone #:	**760-355-6135**
Class Times:	**Online**	Emergency Contact:	**760-355-6337**
Units:	5		

Course Description

A continuation of SPAN 100 with the main emphasis on the imperfect, preterit forms, for both, regular and irregular verbs, commands, and prepositions. 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. We will cover: Chapters Preliminary B, 7 through 11 of the textbook and MySpanishLab.

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

Prerequisite: The student must be able to speak and read English.
Not open to students with native ability in Spanish or those who have studied in a Spanish speaking country. (See SPAN 220). The student can be successful in SPAN 110 after having achieved the minimal performance objectives specified for SPAN 100. Either a recent course in SPAN 100 or a recent 2 year high school Spanish course with good retention should enable the student to succeed in this class. For additional oral practice, concurrent enrollment in SPAN 113 is recommended.

Student Learning Outcomes

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

Student Learning Outcomes for Span 110:

1. Make affirmative and negative sentences using correct word order and verb forms. (ILO1)
2. Respond orally in the target language using correct syntax and grammar. (ILO1, ILO2)
3. Use common Spanish speech patterns and phonetic analysis to communicate in the target language. (ILO1)

Course Objectives

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

1. Demonstrate knowledge of the Spanish sound system.
2. Use the Spanish writing/spelling system.
3. Practice receptive skills through coordinated written and spoken material.
4. Practice productive skills, by repetition, use of cognates, and real-life situations appropriate to the university level.
5. Demonstrate knowledge of grammar to allow communication from controlled use of language forms to open-ended communicative activities. Also demonstrate knowledge of past tense.
6. Demonstrate knowledge of the language skills in speaking, listening, writing, and comprehension according to the American Council on the Teaching of Foreign Language Proficiency Guidelines.
7. Identify the varieties of Spanish and its speakers through recordings, maps, and videos.

Textbooks & Other Resources or Links

1. ¡Anda! Curso elemental 3rd Edition. Heining-Boynton I Cowell.
2. My Spanish Lab Code

Course Requirements and Instructional Methods

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

What if I need to borrow technology or access to WIFI?
1. To request a loaner laptop, MYFI device, or other electronic device, please submit your request here: https://imperial.edu/students/student-equity-and-achievement/

2. If you'd like access the WIFI at the IVC campus, you can park in parking lots "I & J". Students must log into the IVC student WIFI by using their IVC email and password. The parking lots will be open Monday through Friday from 8:00 a.m. to 7:00 p.m.

       Guidelines for using parking WIFI:
        -Park in every other space (empty space BETWEEN vehicles)
       -Must have facemask available
       -For best reception park near buildings
       -Only park at marked student spaces
       -Only owners of a valid disabled placard may use disabled parking spaces
       -Only members of the same household in each vehicle
       -Occupants **MUST** remain in vehicles
       -Restrooms and other on-campus services not available
       -College campus safety will monitor the parking lot
       -Student code of conduct and all other parking guidelines are in effect
       -Please do not leave any trash behind

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The Student Activities in My Spanish Lab online (Capítulos Preliminar B, 7-11): should be kept up to date by every student. **They are due on Sundays**. Plan to study 1-2 hours or more a day on your own. It is important when learning a foreign language to practice listening, speaking, reading, and writing skills as much as you can outside of the classroom.

MODULES: Weeks are broken down in modules:

1. Vocabulary
2. Culture
3. Grammar
4. Discussion
5. My Spanish Lab

*Except week 1, all weeks include these 5 modules. In week one, you will also find a module called Syllabus.

HOMEWORK: Your first assignment is due Sunday August 30 at 11:59. You must do the Syllabus quiz on Canvas, IF YOU DON'T DO IT, YOU WILL BE DROPPED. Submit homework on time. The homework will be assigned every class. No late homework will be accepted unless stapled with a valid medical excuse, within two days of your return. I may check or collect homework on any given day. Neither absence nor tardiness will be considered an excuse for missing assignments, incomplete work, or quizzes. You are responsible for the work missed during your absence. Remember, **My Spanish Lab activities are due on Sundays.** There is also a discussion every week on topics related to the material covered during the week. You need to write what you think about the prompt by Friday at 11:59. Then, you must make one comment to two classmates by Sunday at 11:59.

WRITTEN COMPOSITIONS: You will write short compositions weekly. These activities are under the culture module. The topics for these compositions will be assigned by the instructor every week.

ORAL INTERVIEW/PRESENTATION: You will prepare oral interviews or presentation. This presentation will be through ZOOM. The topics will be assigned by the teacher and they will be related to the culture of any Spanish speaking country studied in class. Interview will be graded on content, preparation, creativity, vocabulary, fluency, pronunciation, and ability to communicate in the target language. Not speaking enough Spanish in interview lowers your grade. There will be two presentations in class.

MIDTERM EXAM: The midterm will be on Chapters Preliminary B, 7, and 8. This exam will be taken at My Spanish Lab.

FINAL EXAM: The final exam will be on Chapters 9, 10, and 11. More information regarding this exam will be given by the instructor. This exam will be taken at My Spanish Lab.

CHAPTER EXAMS (EXÁMENES): There will be six chapter exams, one midterm and a final exam. (I will drop the lowest score from tests). If for any reason you miss a test or a quiz (illness, death in the family, etc.), consider this your lowest grade and I will drop it). In addition, expect quizzes (written or oral) on spelling, grammar, homework assignments, and discussions on history, vocabulary, and culture. Quizzes will be announced and unannounced. There will be NO MAKE-UP TESTS OR QUIZZES -Except in cases of documented emergencies, at the discretion of the professor. For reasons of fairness and the integrity of the class, there are NO EXCEPTIONS. Last examinations will be held during the second week of December.

Course Grading Based on Course Objectives

GRADING:

 A 100-90   B 89-80   C 79-70   D 69-60   F 59 or below

My Spanish Lab Assignments……………………………………………25%
Chapter Exams and Special Assignments……………………………15%
Oral interview/presentation…………………………………………10%
Midterm…………………………………………………………………..15%
Final Exam………………………………………………………………..15%
Class participation/Discussions.……………………………………….…10%
Written Compositions …………………………………………………10%

Contact your Instructor

Constant communication with your instructor is essential to succeed in class. There is a **Facebook** group that you need to join to be in communication with the instructor and with your classmates. Reminders and important information will be shared there. If you do not have a Facebook account, you need to create one. If you already have an account, just follow this link and I will accept you as member of the group:
https://www.facebook.com/groups/312368726613595/?ref=share.
Group name: CRN11052 Span 110 Fall 2020
Also, you can make questions or comments in the group or through Messenger. You can also email me:
carolina.gonti@imperial.edu.

Attendance

What does it mean to "attend" an online class?

Attendance is critical to student success and for IVC to use federal aid funds. Acceptable indications of attendance are:
- Student submission of an academic assignment
- Student submission of an exam
- Student participation in an instructor-led Zoom conference
- Documented student interaction with class postings, such as an interactive tutorial or computer-assisted instruction via modules
- A posting by the student showing the student's participation in an assignment created by the instructor

- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- An email from the student or other documentation showing that the student has initiated contact with a faculty member to ask a question about an academic subject studied in the course.

Logging onto Canvas alone is NOT adequate to demonstrate academic attendance by the student.

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. For this course, this means that any student who does not complete the orientation unit in week 1 by posting on the discussion board and completing the syllabus quiz by the end of the first week will be dropped. Note that there is more work to do week 1 besides the Syllabus Module.

- 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.
- It is important to be in class so you can learn and participate. If you miss class, your grade may affect your participation grade.

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.

How do I act differently if I have an on-ground class during COVID?

- **DO NOT COME TO CAMPUS OR ATTEND AN OFF-CAMPUS CLASS IF YOU FEEL SICK, HAVE A FEVER, OR HAVE A COUGH**
    - Even if your symptoms are mild, stay home.
    - Email your instructor to explain why you are missing class.
    - If you are sick with COVID-19 or think you might have COVID-19, provides CDC guidance.
    - If you have tested positive for COVID-19, you must self-quarantine for 14 days and then be without symptoms for at least 72 hours. Clearance is required prior to returning to any face-to-face

interaction. It is recommended that you undergo a final COVID-19 test to confirm that you are no longer infected.

- o If you are exposed through direct contact with a person known to be COVID-19 positive, then you must submit negative COVID-19 test results prior to returning to any face-to-face interaction.
- **ARRIVE AT CAMPUS EARLY (at least 15 minutes early is advised).**
  - o All people entering the IVC campus will need to pass a screening process, which will occur at the gates as your drive onto campus. You will need to take a short questionnaire and get your temperature taken (the screening is completely touchless and will take place while you remain in your car).
- **BRING A MASK TO CLASS (and always wear it).**
  - o Be sure that your mask covers both your nose and mouth. If your mask is cloth, then wash it each day. If your mask is disposable, then use a new one each day.
- **GO DIRECTLY TO YOUR CLASSROOM.**
  - o The IVC campus is mostly closed so you should not visit other areas or seek any face-to-face services. Services are available to students online and can be accessed through www.imperial.edu.
- **WASH YOUR HANDS FREQUENTLY (and use the provided sanitation supplies).**
  - o Your classroom is equipped with cleaning supplies. Use them as needed.
- **BE SURE TO SOCIAL DISTANCE (stay at least 6 feet from other).**
  - o The number of students in a classroom at any one time is very limited so you have plenty of space to spread and ensure that you stay at least 6 feet from others.
- **BRING YOUR OWN FOOD AND DRINKS.**
- There is no food service currently offered on campus.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- 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 (!!!!)].

How am I expected to act in an online "classroom" (especially Zoom)?
Attending a virtual meeting can be a challenge when there are many students on one conference call.
Participating in such meetings may count as class attendance, but disruptive behavior may also result in you not being admitted to future meetings. Follow the tips below for best results:

1) Be RESPECTFUL
   a. Your written, verbal, and non-verbal communications should be respectful and focused on the learning topics of the class.
2) Find a QUIET LOCATION & SILENCE YOUR PHONE (if zooming)

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

3) EAT AT A DIFFERENT TIME.
     a. Crunching food or chugging drinks is distracting for others.
     b. Synchronous zoom times are set in advance so reserve meals for outside class meetings.

4) ADJUST YOUR LIGHTING SO THAT OTHERS CAN SEE YOU
     a. It is hard to see you in dim lighting so find a location with light.
     b. If your back is to a bright window, you will be what is called "backlit" and not only is it hard on the eyes (glare) but you look like a silhouette.

5) POSITION THE CAMERA SO THAT YOUR FACE AND EYES ARE SHOWING
     a. If you are using the camera, show your face; it helps others see your non-verbal cues.
     b. You may be at home, but meeting in pajamas or shirtless is not appropriate so dress suitably. acade

6) Be READY TO LEARN AND PAY ATTENTION
     a. Catch up on other emails or other work later.
     b. If you are Zooming, silence your phone and put it away.
     c. If you are in a room with a TV – turn it off.

7) USE YOUR MUTE BUTTON WHEN IN LOUD PLACES OR FOR DISTRACTIONS
     a. Pets barking, children crying, sneezing, coughing, etc. can happen unexpectedly. It's best if you conference in a private space, but if you can't find a quiet place, when noises arise **MUTE** your laptop.

8) REMEMBER TO UNMUTE WHEN SPEAKING
     a. Follow your instructor's directions about using the **"raise hand"** icon or chat function to be recognized and to speak, but make sure you have unmuted your device.
     b. Do not speak when someone else is speaking.

9) REMAIN FOCUSED AND PARTICIPATE IN THE MEETING
     a. Especially when the camera is on YOU, we can all see your actions. Engage in the meeting. Look at the camera. Listen to instruction. Answer questions when asked.
     b. Do not use the Zoom meeting to meet with your peers or put on a "show" for them.

10) PAUSE YOUR VIDEO IF MOVING OR DOING SOMETHING DISTRACTING
Emergencies happen. If you need to leave the room or get up and move about, stop your video.

STUDENT RESPONSIBILITIES:
- You are expected to study and prepare the material assigned for each day.
- You are also expected to complete all assignments on time. NO MAKE UPS.
- If YOU fail to officially withdraw and stop completing assignments to class you will receive an <<F>> **NO EXCEPTIONS**.

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.

How do I show academic honesty and integrity in an online "classroom"?

- **KEEP YOUR PASSWORDS CONFIDENTIAL.**
  - o You have a unique password to access online software like Canvas. Never allow someone else to log-in to your account.
- **COMPLETE YOUR OWN COURSEWORK.**
  - o When you register for an online class and log-in to Canvas, you do so with the understanding that you will produce your own work, take your own exams, and will do so without the assistance of others (unless directed by the instructor).

Examples of Academic Dishonesty that can occur in an online environment:
- Copying from others on a quiz, test, examination, or assignment;
- Allowing someone else to copy your answers on a quiz, test, exam, or assignment;
- Having someone else take an exam or quiz for you;
- Conferring with others during a test or quiz (if the instructor didn't explicitly say it was a group project, then he/she expects you to do the work without conferring with others);
- Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as your own;
- Excessive revising or editing by others that substantially alters your final work;
- Sharing information that allows other students an advantage on an exam (such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class);

Taking and using the words, work, or ideas of others and presenting any of these as your own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional.

Additional Student Services

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.

How do I access services now that we are mostly online?

- Learning Services.   In order to accommodate students and maximize student success during the COVID-19 Pandemic, all tutoring support is being provided through one Zoom link (IVC online Tutoring).   When campus is open again, there are several learning labs to assist students. Whether you need support using computers, or you need a tutor, please consult your Campus Map for the Math Lab; Reading, Writing & Language Labs; and the Study Skills Center.
- Library Services. Visit the Spencer Library's page on the IVC website for a wealth of valuable resources and online access to databases, e-books and more. Contact us so we can help you with instructional and research development skills (for those conducting research and writing academic papers). When campus re-opens, students also have access to tutoring services in the Study Skills Center as well as private study rooms for small study groups. There is more to our library than just books!
- Career Services Center. The Career Services Center is dedicated to serve all IVC students and Alumni. Services include Career Assessments, Resume and Cover Letter Assistance, Interview Preparation, Internship Opportunities and Job Placement.
- Child Development Center. The Preschool and Infant/Toddler Centers are on-campus demonstration lab programs that meet the educational, research, and service needs of the institution and community at large. The Preschool program (children three to five years of age) and the Infant/Toddler program (newborn to three years of age) is in buildings 2200 and 2300. Service is available to families who meet the California Department of Education qualifications for enrollment. The centers are open during COVID from Monday-Friday 7:15-5:30. Breakfast, lunch and snack are provided through the California Adult and Child Food Program. Location: Buildings 2200 and 2300. Phone: (760) 355-6528 or (760) 355-6232. Application: https://forms.imperial.edu/view.php?id=150958

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.

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, but you must make an appointment 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 or when campus reopens 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 when campus reopens visit 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 in three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie. The Center also serves as a central hub that connects military/veteran students, as well as their families, to campus and community resources. The goal is to ensure a seamless transition from military to civilian life. When campus reopens, the Center is 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, book grants, transportation assistance, individualized counseling, tutoring, and community referrals to eligible students. Our staff is available to assist and support students in navigating personal, psychological, academic, and/or career-related issues through empathy, cultural-competence, and a commitment to equity and social justice. Also under the umbrella of EOPS is the CARE (Cooperative Agency Resources for Education) Program, designed to serve single parents and assist with addressing 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 about the EOPS or CARE Programs please contact our Program Office 760.335-6407 and/or visit our Program website www.imperial.edu/students/eops for eligibility criteria and application procedures. We look forward to serving you! - EOPS/CARE Staff

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,

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 (tentative)

Date or Week	Activity, Assignment, and/or Topic
Week 1 Aug 17-23	Syllabus & Introduction Preliminary Chapter, My Spanish Lab, video, and discussion activities due Sunday.
Week 2 Aug 24-30	Preliminary Chapter continued, My Spanish Lab, video, and discussion activities due Sunday.
Week 3 Aug 31-Sep 6	Preliminary Chapter continued, My Spanish Lab, video, and discussion activities due Sunday.
Week 4 Sep 7-13	Preliminary Chapter continued My Spanish Lab, video, and discussion activities due Sunday.
Week 5 Sep 14-20	Chapter 7 MySpanish Lab activities are due on Sunday My Spanish Lab, video, and discussion activities due Sunday.
Week 6 Sep 21-27	Chapter 7 MySpanish Lab activities are due on Sunday, My Spanish Lab, video, and discussion activities due Sunday.
Week 7 Sep 28-Oct 4	Chapter 8 MySpanish Lab activities are due on Sunday My Spanish Lab, video, and discussion activities due Sunday.
Week 8 Oct 5-11	Chapter 8

Date or Week	Activity, Assignment, and/or Topic
	MySpanish Lab activities are due on Sunday My Spanish Lab, video, and discussion activities due Sunday.

Tentative, subject to change without prior notice