

Note to Instructor: Replace the placeholder text beneath the headings with the appropriate information for your course. Please note that all sections, with the exception of "Other Course Information," are required elements.

Basic Course Information

Semester:	Summer 2021	Instructor Name:	Romano Sánchez Domínguez
Course Title & #:	Span 100	Email:	Romano.sanchez-dominguez@imperial.edu
CRN #:	30008	Webpage (optional):	
Classroom:	Online	Office #:	307
Class Dates:	June 16 -July 29	Office Hours:	Online via email
Class Days:	7/24	Office Phone #:	760 355 5765
Class Times:	7/24	Emergency Contact:	Lency Lucas: 760 355 6337
Units:	5	Class Format:	Real Time

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 Preliminary and 1 through 5 of the textbook and MySpanishLab and there are five chapters tests.

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

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) 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:

1. Organize information about a historical or cultural aspect of a Spanish-Speaking country for a written or oral assignment. (ILO1, ILO3, ILO5)
2. Successfully communicate at the novice/elementary level a personal event in the present tense. (ILO1, ILO2)
3. Describe basic daily life situations using correct grammatical structures, vocabulary and idiomatic expressions. (ILO1)

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

¡Anda! Curso elemental 3^a 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 1-2 TUNE-UP for any update on the software that the system may need.

NOTE: IF A STUDENT HAS ISSUES WITH MYSPANISH LAB, S/HE MUST CONTACT TECH SUPPORT [Help for Students](#)

Course Requirements and Instructional Methods

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 **as well as the activities in Canvas and MySpanishlab.** If you do not participate for two consecutive weeks 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 MySpanish Lab 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.

- Important information for a online course:
 - **This class is fully online and it's the student responsibility to watch the weekly videos and read announcements often during the course.**
 - You will take quizzes, Escrituras and Discussions in Canvas. It is important that you complete all the assignments on due dates.
 - You will take chapter tests and Activities in MySpanishlab. It is important that you complete all the assignments on the due dates and **all the chapter tests and MySpanish Lab's Activities are due at 9:00 p.m.**
 - Please, go over , the Welcome video and login Canvas
 - Watch the orientation video
 - Read the instructions on Steps to follow to register/buy MySpanish Lab or if you have any issues with MySpanish Lab after registering.
 - Read the syllabus and take the quiz based on the content.
 - This course is 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 and MySpanish Lab's activities are due by 9:00 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**
 - 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. There are two due dates for the Discussions, please make sure what the due dates are every week as they will vary.

- 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 assignments that must be completed in MySpanishLab on the due dates.

Course Format:

Log in Canvas

Click on Modules/ Begin Here!

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 module every week such as videos and practice activities and practice quizzes because they take the place of the professor's lectures. Then, go to MySpanish Lab and complete the tasks related to the modules. The quizzes, discussions, escrituras, oral presentations are in Canvas, due at 11:59 p.m. and MySpanishLab's Activities and chapter tests are in MySpanish Lab, activities are due at 9:00 p.m.

MySpanishlab Activities and Extra Activities:

It's important that you complete the activities in every Module (Canvas) and Prácticas (practice quizzes) because in this way, you will reinforce your acquisition of the target language. These 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.

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.

NOTE: after registering in MySpanish Lab, student must do the Tune up step 1 and 2.

Also, step 1 complete before to take a chapter test.

IF A STUDENT HAS ISSUES WITH MYSPANISH LAB, S/HE MUST CONTACT TECH SUPPORT [Help for Students](#)

IMPORTANT NOTE: ALL MYSPANISH LAB'S ACTIVITIES ARE DUE AT 9:00 P.M.

Be aware that the practice quizzes in the Modules in Canvas are not part of grade.

Quizzes & Tests:

There are quizzes in Canvas every week based on videos and grammar we cover in the course and at the end of each chapter there is an exam in MySpanish Lab. 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 three 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 five written (Escrituras) tasks throughout the course, at the end of every chapter in Canvas. The instructor will assign the topics for these written tasks in Canvas. It's important to pay attention to the grammar (including accent marks). These tasks will be assigned at the end of each chapter. Be careful, these written activities will be graded based on their content such as style, use of the vocabulary and grammar. Upload your Escrituras in Canvas with the format Word or Pages. Otherwise, you will receive zero for those assignments. **Read the rubric before you complete this task.**

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 each chapter. **Do not forget that you will also have to comment on two of your classmates' activities. These discussions will be worth 12 points each. Your first post is due on a specific date, and it must have at least 100 words and your second post are comments on two of your classmates must have at least 50 words.** Otherwise, you won't receive full credit. Also, you must type your first post in order for you to complete the second part of the discussion. In other words, if you do not type your first post, you will receive zero for the discussion on the specific week even though you type the comments on two of your classmates' activities.

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.

Oral Presentations:

You will prepare for two oral presentations in the target language. 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. The first oral presentation is due on Wednesday-Thursday, July 14-15 and the second oral presentation is due on Wednesday-Thursday, July 28-29.

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. Your overall grade will be in Canvas. I will transfer all the data manually into Canvas.

Course Grading Based on Course Objectives

- | | |
|-----------------------------------|-----|
| • <i>Online Quizzes in Canvas</i> | 10% |
| • <i>Tests in MySpanishlab</i> | 45% |
| • <i>MySpanishlab Activities</i> | 15% |
| • <i>Discussions</i> | 10% |
| • <i>Presentaciones orales</i> | 10% |
| • <i>Escrituras in Canvas</i> | 10% |

Course Policies

Academic Honesty

[Required language.] 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 Services for Students

[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.

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

- **CANVAS LMS.** Canvas is Imperial Valley College's 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.** 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)

[Required language.] 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. **When campus is open**, the DSP&S office is 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

[Required language.] 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 provides 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**, visit 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 for appointments, or **when campus reopens** visit Room 1536, for more information.

Online Netiquette

[Required Information for web-enhanced, hybrid and online courses: Describe your policies regarding netiquette. The below is suggested language and may be modified for your course.]

- 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 (!!!!)].

Attendance

[Required Information: The below information is the IVC attendance policy. Use this information in addition to any specific attendance policies you have for your course.]

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Student Rights and Responsibilities

[Required language.] 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

[Required language.] 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.

Other Course Information

[Optionally, include other necessary information.]

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

[Provide a tentative overview of the readings, assignments, tests, and/or other activities for the duration of the course. A table format as in the example below may be used for this purpose.]

*****Subject to change without prior notice*****

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 23	Deadline to add/pay for a class
June 23	Deadline to drop without a “W”
July 21	Withdrawal deadline
July 29 before 4:59 p.m.	Examen Capítulo 5 in MySpanis Lab

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 21 al 24 de junio

Capítulo preliminar

- **Prueba 1 Syllabus** in Canvas, due date June 28
- **Discusión 1: “Me llamo...”** is in Canvas, due date June 23
- 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
- Second participation for **Discusión 1: “Me llamo...”** is in Canvas, due date June 24
- MySpanishlab Activities are in MySpanishlab, due date June 24

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 27
- 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 June 28
- Chapter test 1 Capítulo 1 in MySpanishlab, due date June 28
- Second participation for **Discusión 2: Jefe nuevo** comment on two of your classmates’ activity, due date June 28
- MySpanishlab Activities in MySpanishlab, due date June 28

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

Capítulo 2 La universidad: Del 29 de junio 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 6
- La formación de preguntas interrogativas **Prueba 9** in MySpanishlab, due date July 6
- El verbo estar **Prueba 10** in MySpanishlab, due date July 6
- El verbo gustar **Prueba 11** in Canvas, due date July 6
- 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 2 Capítulo 2 in MySpanishlab, due date July 6
- Escritura 2 in Canvas, 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 13
- Los colores **Prueba 13** in MySpanishlab, due date July 13
- Expresiones con el verbo tener **Prueba 14** in MySpanishlab, due date July 13
- Second participation for **Discussion 4: "Mi casa ideal"** in Canvas, due date July 13
- MySpanishlab activities, due date July 13
- Chapter test 3 capítulo 3 in MySpanishlab, due date July 13
- Escritura 3 in Canvas, 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

