

**SUMMER 2016**  
**Intensive Spanish 1601**  
**“Spanish One and Two for Non-Native Speakers”**  
**June 6-June 30**

**I. Requirements:**

1. *Arriba* 6<sup>th</sup> Edition (Zayas- Bazán, Bacon, Nibert) with an access code for the *My Spanish Lab*.
2. Optional text: A Spanish/English dictionary

**II. Prerequisites for Intensive Spanish 1601:** This is an **accelerated** Spanish course designed for students who have not previously studied Spanish or have no practical command of the language. You may be admitted to Spanish 1601 only if you spoke with the department’s Spanish Advisor and she granted you access or if you took the Spanish placement test and placed directly into SPAN 1301. You may also be transferred to another class if the instructor deems it necessary.

**III. Methodology:** This course is taught in Spanish although English will be used for grammar explanations and clarification. Please try to use Spanish only when speaking in this course. And, please, do not be embarrassed to make mistakes when using the language. That is part of the fun of learning Spanish:)

The following three expressions will initially help you survive:

“No entiendo”	(‘I don’t understand’)
“¿Cómo se dice _____ en español?”	(‘How do you say _____ in Spanish?’)
“¿Qué quiere decir _____?”	(‘What does _____ mean?’).

**IV. Speech errors:** Sometimes students are reluctant to speak for fear of making mistakes. It’s a natural part of the language-learning process to make mistakes. In class, your speech errors will be corrected only when they interfere dramatically with your attempt to communicate, when they pertain to the grammar structures that are being studied that day, or when they are of a sort that could embarrass you socially.

## V. Determination of course grade:

### Homework \_\_\_\_\_ 20%

This includes all assignments from the textbook and the *My Spanish Lab* website, along with any other work that your instructor may assign. Homework is not accepted late. If you are absent on any given day, please contact your instructor or a classmate to find out what was assigned. The following are the only conditions under which a late homework assignment will be accepted: you were absent because of a medical emergency requiring hospitalization; you were on jury duty; you were attending the funeral of an immediate member of your family; you were away on official UTEP business. **Documentary proof of any of the above must be provided before or immediately after the fact.** The course calendar gives you a general idea of what parts of the textbook and the *My Spanish Lab* website will be covered on any particular day; you must therefore read the course calendar very carefully. All the homework assignments that you turn in will receive full credit provided that they are **complete** and also **handed in/submitted on the date set by the instructor.** The online homework is **mandatory** and you will be dropped from the course for lack of effort if you fail to submit the online work.

- To register for My Spanish Lab, please go to <http://www.pearsonmylabandmastering.com/northamerica/mylanguage/labs/>
- Enter the access code (included in your textbook)
- And then enter the following Course ID: CRSKL4Z-409572

### Projects \_\_\_\_\_ 40%

The projects are **mandatory**. You will find the project descriptions and rubrics on Blackboard on the appropriate weekly module. **Please note that you will be dropped from the class if you fail to show up on the day one of the projects is due.**

Project I .....	10%
Project II .....	10%
Project III .....	10%
Project IV .....	10%

### Online Chapter Exams \_\_\_\_\_ 20%

Please note that there are no “make-ups” or a final exam. The exams will be available on My Spanish Lab every Friday. Your grade will be “O” (on that exam) if you fail to submit your exam on the date it is due. Make sure you work individually on your exams or you might be sent to the Dean’s Office for Academic Dishonesty.

Exam 1(Chapters 1-2)	_____	5%
Exam 2 (Chapters 3-5)	_____	5%
Exam 3 (Chapters 6-8)	_____	5%
Exam 4 (Chapters 9-10)	_____	5%

**Online Discussions and Writing Activities \_\_\_\_\_ 10%**

You will have 2 discussions and 2 writing activities due for this course (one per week). They will be available on Blackboard and they provide a great opportunity for you to prove that you have a fairly good knowledge of the grammatical structures and vocabulary you have reviewed in class. For discussions, you will have 24 hours to post your entry and reply once the discussion becomes available. You do not have to post a reply for the writing activities although you will also have 24 hours to submit your activity once it becomes available.

**Chapter Quizzes \_\_\_\_\_ 10%**

You will have a readiness quiz at the beginning of almost every class to see if you have reviewed the grammatical structures to be covered on that day. The video tutorials on those grammatical structures will be available on My Spanish Lab.

**VI. Attendance Policy**

Please be aware that attendance is **ESSENTIAL** in an intensive course.

You are expected to attend class 4 days a week. Your grade will not be affected if you miss one class. If you miss class a second time, you will be dropped from the course. You will also be dropped from class if you are absent on the day one of the projects is due.

If you miss class a second time **after the course drop deadline**, you will be dropped from the course with an F.

If you cannot keep up with the attendance policy, Intensive Spanish 1601 may not be the right course for you.

Late arrivals and early departures also carry penalties for purposes of dropping or lowering the course grade: two late arrivals equal one absence, two early departures equal one absence, and one late arrival plus one early departure equal one absence. Exceptions to the above-stated policies are only made under these circumstances: (1) a medical emergency requiring hospitalization, (2) jury duty or (3) official UTEP business such as athletics, debating team, or band. Documentary proof of official UTEP business or jury duty must be provided ten calendar days before the fact; documentary proof of hospitalization must be provided on the day you return to class. Your instructor can also drop you for lack of effort or disruptive behavior (failure to purchase the textbook or the online access, not registering for My Spanish Lab and/or not keeping up with the online assignments, using your lap top to check your e-mail or surfing

websites other than My Spanish Lab, text messaging, receiving/making cell-phone calls in class, doing homework or studying for other classes, etc).

**VII. Grading scale:** The following scale applies to all graded components of this course:

A = 90.00-100.00    B = 80.00-89.99    C = 70.00-79.99    D =  
65.00-69.99    F = 0.00-64.99.

### **VIII. Criteria, Standards and Rubrics.**

Performance criteria and standards are essential in assuring quality work, and are critical to valid, reliable and objective evaluation of your performance in class. The rubrics your instructor will use to evaluate your performance on the projects will be available on Blackboard.

### **IX. Students with any type of disabilities:**

The University of Texas at El Paso (UTEP) is committed to providing for the needs of enrolled or admitted students who have disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). Therefore, it is the policy of UTEP that the campus makes services available for any student who, through a recent assessment, can document a disability.

### **X. Course Policies:**

1. Only work submitted by the deadlines will receive credit. No late work of any kind will be accepted. You must complete all the assignments for each module on time. The best way to prepare for the next level of Spanish study is to complete all assignments in a timely manner. Using unauthorized help or methods in completing the activities is not a good idea. No extra-credit assignments will be made.
2. No make-up exams will be given without a prompt, valid excuse. If approved, the make-up exam must be scheduled immediately.
3. Due to the nature of the course, communication between you and your instructor is crucial. You must check your e-mail and the Blackboard announcements regularly.
4. If you have special circumstances, bring them to the attention of your instructor immediately.

***All communication from me will go to your Blackboard address. I strongly recommend that you use your Blackboard account for all e-mails regarding your course. Hotmail users should be aware that Hotmail will block messages sent from within Blackboard because Blackboard uses “blind carbon copy” to protect privacy. If you forward your***

*mail to a commercial e-mail service provider (yahoo.com or msn.com, for example), messages from me or other students may be delayed because these service providers sometimes place temporary blocks on messages originating from universities.*

It is extremely important for you to save copies of any messages you send to your instructor via e-mail. If your instructor doesn't receive your message, you must have a copy of the e-mail (with any attached file), indicating the date sent, to prove that you sent the message. It is your responsibility to maintain copies of your sent e-mails, as there is no way to guarantee that any e-mail message will be delivered. Please check your e-mail software to see how it manages sent and saved messages. Some software automatically deletes messages one month after they have been sent; others only save messages if they are filed in folders; others save messages received but not those sent. You may need to send yourself a copy of your e-mailed assignment at the same time you send it to your instructor, or you may need to print a copy of the e-mail message and any attachments to keep in your paper files. No matter how your system works, make sure you know how to save copies of all messages that you send to your instructor and that you save the copies for several months beyond the end of the course.

#### **XI. Technical knowledge:**

It is expected that you have basic Internet skills if you are in this course. Those skills include the ability to login to the course web site and send and receive email with attachments. Also, you must be familiar with MS Word to complete the course and know how to save all assignments in RTF (rich text format). If you need to review any of the Internet basics, please go to the Microsoft site and brush up.

#### **XII. Student Commitment:**

You should allocate adequate time each week for reading the textbook and completing all online assignments. You are responsible for keeping up to date with all lessons and assignments. Hybrid courses take as much time (and sometimes more) to complete successfully as traditional courses, so please plan accordingly. Our traditional courses meet on-campus 3 hours per week with an additional 5 to 6 hours of outside work per week. Therefore, you need to be able to commit at least 13 to 15 hours per week to this course in order to be successful.

Attendance will be taken for every class meeting. The method by which attendance is taken will be determined by the faculty member and clearly outlined in the class syllabus.

Regular and prompt class attendance is expected of every student. A student's absence means that the student is not able to participate in the class.

#### **XIII. Preparation for Computer Emergencies:**

**Computer Crash:** Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer that you can use when/if your personal computer crashes.

**Server problems:** When the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement in your course informing the time and the date. If the server experiences unforeseen problems your course instructor will send an email.

**Complete Loss of Contact:** If you lose contact with me completely (i.e. you cannot contact me via Blackboard or email), please contact me at my telephone and explain the reason you cannot contact me and leave me a way to contact you.

**Lost/Corrupt/Disappeared files:** You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g., Blackboard server crash or virus infection, students own computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, I may/will request you to resubmit the files. In other words, if you submit a document to me, and I either do not receive it (lost in cyberspace) or it is corrupted when I open it, it is incumbent upon you to resend it to me, corrected, with little or no “downtime” in regard to the timeline for submission.

#### **XIV. Time Management:**

The tentative calendar contains all assignments and deadlines in details so you can plan ahead. Expect to spend three hours on preparation and learning assignments for every semester credit hour. Please, combine the course schedules of all your classes, create your own study schedule and stick to it.

#### **XV. Course Policies: Cheating, Plagiarism, Scholastic Dishonesty, and Student Discipline:**

Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

#### **From the Handbook of student procedures:**

##### ***a. Cheating:***

- “Copying from the test paper of another student, engaging in written, oral, or any other means of communication with another student during a test, or giving aid to or seeking aid from another student during a test;

- possession and/or use during a test of materials which are not authorized by the person giving the test, such as class notes, books, or specifically designed “crib notes”;
- using, obtaining, or attempting to obtain by any means the whole or any part of non-administered test, test key, homework solution, or computer program; using a test that has been administered in prior classes or semesters but which will be used again either in whole or in part without permission of the instructor; or accessing a test bank without instructor permission;
- collaborating with or seeking aid from another student for an assignment without authority;
- substituting for another person, or permitting another person to substitute for one's self, to take a test; and
- falsifying research data, laboratory reports, and/or other records or academic work offered for credit”

***b. Plagiarism:***

Means “the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own academic work offered for credit, or using work in a paper or assignment for which the student had received credit in another course without direct permission of all involved instructors”

***c. Collusion:***

Means “the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on scholastic dishonesty”.