

Syllabus^{COURSE}

SPANISH 2303 HYBRID

Course Prefix and Number:	Spanish 2303 CRN#26220
Course Title and Location:	Spanish for Native Speakers One Education Building 108 M 12:00-1:20
Course Schedule:	From 1/26/2015 to 05/07/2015
Instructor's Name:	Gabriel Avila
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Office Location:	Liberal Arts 121
Availability:	M 11:00-11:50/4:00-4:50 TR 12:00-2:00 W 11:00-3:00

I. Required texts:

1. Español escrito: Cuaderno de actividades: Curso para hispanohablantes bilingües. Vol. 1 Sexta edición_ by Guadalupe Valdés, Richard V. Teschner and Héctor Enríquez. Prentice Hall, 2007
2. My Spanish Lab online access code (included in the package)

This volume can be purchased at the UTEP Bookstore. You can not buy a used edition of the book because you will need the access code for My Spanish Lab. Try not to buy a used book because you will end up spending more money. You must bring the book to class every day of class.

II. Description: Spanish for Spanish Speakers is a course for students—typically north-of-the-border bilinguals—who speak Spanish at home and/or in the community but who have never studied the language formally and who are therefore not fluent readers or writers of Spanish. SPAN 2303 is not designed for students who have been raised and (largely) educated in countries where Spanish is an official language; it is also not designed for north-of-the-border bilinguals who already read and write Spanish proficiently thanks to high-school coursework, K-8 dual-language programs, and the like.

III. Prerequisites for Spanish 2303: If you belong to either of these specified categories before, you must take the Spanish Placement Test, which will probably place you into a higher course, thereby saving you money and time. If you have already taken 2304, you cannot sign up for 2303 to receive credit. If you took the placement test and placed into 2303, you enroll in 2303; if you placed into 2304, you enroll in 2304 (unless you show your instructor written permission from the Placement Director to drop back to 2303). The Department of Languages and Linguistics reserves the right to rectify errors in placement caused by a student's failure to observe these guidelines, including the option to drop a student enrolled in an inappropriate course.

IV. My Spanish Lab. *My Spanish Lab* is a new, nationally hosted online learning and assessment system for elementary Spanish courses. This convenient, easily navigable site offers a wide array of language-learning tools and resources, including powerful voice tools, a flexible grade book, an interactive version of the *Español Escrito* Student Activities Manual.

In MySpanishLab, students are recognized as individuals with individual learning needs. For example:

- Readiness Checks: At the beginning of each chapter, students may answer questions covering several grammar concepts necessary for understanding the grammar in that chapter. If the Readiness Check indicates they need help on a specific topic, they are referred to appropriate grammar tutorials for the instruction they need.
- English and Spanish Grammar Tutorials: 90 short, animated tutorials teach students the English grammar they need in order to understand the Spanish grammar covered in the text. Other grammar tutorials teach or review the Spanish grammar topics covered in the course.
- "Need Help" Feature: When enabled by the instructor, a "Need Help" box appears as students are doing online homework activities, providing links to grammar tutorials, e-book sections, and additional practice activities—all of which are directly relevant to the task at hand.

V. Grading Policy:

A decimal scale is used on all exams; the course grade is also decimal. The decimal scale we use is this:

A = 100-90.00; B = 89.99-80.00; C = 79.99-70.00; D = 69.99-65.00;
F = 64.99-0.00.

Determining the course grade:

See the course calendar for dates of administration. Please note: There are NO "make-ups."

Your course grade will be determined as follows:

VI. Individual performance components:

Here are some of the activities you must do during the semester in order to learn the language. You must do this consistently:

- Review the vocabulary sections before coming to class.
- Come to class prepared.
- Spend time using the language outside class.
- Always do your homework (MSL or textbook) and any other assignments given by your instructor.
- Write a lot in Spanish (discussions, writing activities, MSL assignments)
- Attend class regularly and on time.
- Have confidence in your ability to use the language expressing your ideas on a subject.
- Work effectively and productively with other students.

VII. Textbook and Online Language Lab:

To register, please go to www.myspanishlab.com

Enter your access code (included in your textbook)

And then enter the following Course ID: CRSKL86-2044829

All your homework assignments will be online, unless your instructor assigns some additional work, and you will have access to MSL for one semester. Although you may go to www.myspanishlab.com directly on the web, I suggest you go to it through the Blackboard site. Go to your Blackboard page, click on Web Links. By doing it this way, you will always check your Blackboard assignments and announcements before you log in to the textbook website. There WILL be assignments on both sites, so make sure to check every day.

If you need help registering for the *MySpanishLab* course/section, go to Pearson Customer Help. Click CHAT on the top toolbar. Fill in the form and click, SUBMIT. An instant messaging box will open and a technical support assistant will be able to help you with your specific issue.

Explore *MySpanishLab* and Blackboard. If you have questions about how the lab works, contact your instructor as soon as possible. Not understanding how *MySpanishLab* and Blackboard work is not an excuse for late work.

Login requirements: You will need to log in a minimum of three times per week during the semester on MSL and BB.

VIII. 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 yourself 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. Not only is it unethical, you will be putting yourself at a great disadvantage in upper-level courses if you have not mastered the material in SPAN 2303 and/or 2304.

2. No extra-credit assignments will be made.
3. No make-up exams will be given without a prompt, valid excuse. If approved, the make-up exam must be scheduled immediately.
4. Due to the nature of the course, communication between you and your instructor is crucial. You must check your e-mail, MSL and the Blackboard announcements regularly.
5. 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.

IX. 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.

X. 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 6 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.

XI. 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 or MSL server needs downtime for maintenance, the Blackboard or MSL 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.

XII. Time Management:

The tentative schedule 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. Since this class is a 3 credit hour class, expect to spend about 9 hours out of class on assignments for a total of about 12 hours per week to obtain a good grade in class. Please, combine the course schedules of all your classes, create your own study schedule and stick to it.

XIII. 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.

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”

a. 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”

b. 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”.

XIV. Attendance Policy:

To expand your proficiency in a language, you must attend class to engage in active practice there. Good attendance is a course requirement. Therefore, if you are absent an excessive number of times during the drop period—from the first day after the end of late registration through the last day for faculty to drop students—your instructor will drop you from the course. Here are the rules:

1. For face to face classes that met three times per week you will be immediately dropped from a class after you've been absent four classes in a row; and also you will be immediately dropped after you have accumulated a total of six hours during the semester.
2. For classes that met twice a week (MW or TR) you will be immediately dropped from a class after you've been absent two classes in a row or you will be immediately dropped after you have accumulated a total of six hours of absences during the semester (four absences).
3. **For classes that met once a week, you will be immediately dropped from the class after you have been absent twice**

After **the course drop deadline 04/06**, your instructor will not drop you, but your final grade will be lowered.

Points by which your course grade will be lowered:

4 absences	2 points
5 absences	4 points
6 absences	6 points
7 absences	8 points

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. If you arrive late to class it is your responsibility to tell your instructor at the end of the class period that you arrived late but that you were indeed present, for if you don't, it's possible he or she will mark you absent. 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.

XV. 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.

XVI. Determination of course grade:

Homework and My Spanish Lab _____20%

This includes all assignments from the textbook and My Spanish lab (electronic and printed edition), 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 work was assigned but a good source of the homework is your calendar, depicted in this syllabus, and you're My Spanish Lab page. Exception for late homework work: 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—the last page of this syllabus—gives you a general idea of what parts of the textbook and workbook are going to 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 on time. Incomplete assignments receive only partial credit.

Online Discussions _____10 %

You will have 5 online discussions on Blackboard. Your instructor will provide more information about the guidelines you need to follow ahead of time. Rubrics will be used to grade your discussions and participation is part of your grade.

Writing Activities _____10%

You will have 5 writing activities on Blackboard. Each assignment will follow the guidelines that your instructor will provide. All assignments must be turned in by the scheduled date. You must submit your work on the date it is due, so please check the calendar. Rubrics will be used to grade your writing activities.

Online Exams _____40%

There will be 2 online chapter exams. Please check the calendar for dates of administration. **There are NO “make-ups”.**

Final Exam _____20%

There will be a mandatory comprehensive final exam. Please check the calendar for date of administration.

Your course grade will be determined as follows:

My Spanish Lab	20 %
Discussions on BB.....	10 %

Writing assignments on BB.....	10 %
Online Chapter Exams.....	40%
Final Exam.....	20%
 Total	 100%