

Summer 2020
SPAN 1601: Intensive Elementary Spanish
Online Course
CRN: 31782

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Term: Summer 2020

Credit Hours: 6 Credit Hours
Prerequisite Courses: Spanish Placement Test

I. Required texts:

1. **Arriba! Sixth Edition (Zayas- Bazán, Bacon, Nibert) with an access code for the My Spanish Lab Website**

II. Prerequisites for Spanish 1601: In order to register for this course, you must take the Spanish Placement Test and be placed in SPAN 1301.

III. Course objectives according to ACTFL:

A. **Listening:** At the end of Spanish 1601, the student will be able to understand sentence-length utterances consisting of re-combinations of learned elements in a limited number of content areas, particularly if strongly supported by the situational context. Content refers to basic personal background and needs, social conventions, and routine tasks, such as getting meals and receiving simple instructions and directions. Listening tasks pertain primarily to spontaneous face-to-face conversations.

B. **Writing:** Student will be characterized by the speaker's ability to create with the language by combining and recombining learned elements, though primarily in a reactive mode; initiate, minimally sustain, and close in a simple way basic communicative tasks; and ask and answer questions.

C. **Reading:** Able to understand main ideas and/or some facts from the simplest connected texts dealing with basic personal and social needs. Such texts are linguistically non complex and have a clear underlying internal structure—for example, chronological sequencing. They impart basic information about which the reader has to make only minimal suppositions or to which the reader brings personal interest and/or knowledge. Examples include messages with social purposes and information for the widest possible audience, such as public announcements and short, straightforward instructions dealing with public life. Some misunderstandings will occur.

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D. **Speaking:** Able to partially satisfy the requirements of basic communicative exchanges by relying heavily on learned utterances but occasionally expanding these through simple re-combinations of their elements. Can ask questions or make statements involving learned material. Shows signs of spontaneity, although this falls short of real autonomy of expression. Speech continues to consist of learned utterances rather than of personalized, situational adapted ones. Vocabulary centers on areas such as basic objects, places, and most common kinship terms. Pronunciation may still be strongly influenced by first language. Errors are frequent and, in spite of repetition, some Novice-High speakers will have difficulty being understood even by sympathetic interlocutors.

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. Your instructor will not correct every error you make, for if he/she did so, it would take you forever to communicate anything. Your speech errors will be corrected 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.

IV. Textbook and Online Language Lab:

- To register, please go to www.myspanishlab.com
- Create an account with Pearson (If you already have one, use that one!)
- Follow the instructions given to buy your e-book and content package.
- And then enter the following Course ID: **CRSKLJW-789444**
- You can see the following videos to learn more about MSL:

<http://www.youtube.com/watch?v=qZGkelldeE3Y&list=PLkjl7bvgoAlhtq13WQYz0RI9OoeDxJXy5>

http://www.youtube.com/watch?v=bcO1_FqESaA&list=PLkjl7bvgoAlhtq13WQYz0RI9OoeDxJXy5

About working with MySpanishLab in this class:

All your materials will be online: the e-book and the interactive language lab. As soon as possible, enroll in this class at MySpanishLab. Be sure to start with Step 1, performing the "Browser Tune-Up." When you perform the "Browser Tune-Up" on MySpanishLab, you may be

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required to download and install some free software on your computer that MySpanishLab needs to function. If so, the Tune-Up will provide complete instructions.

Although you may go to myspanishlab.com directly on the web, I suggest you go to it through the Blackboard site. There you will find the link to the MySpanishLab site. 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. I can help you too, but let me know right away.

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.

V. Technology Requirements/ Knowledge

This course is presented in the Blackboard learning management system.

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.

To ensure your success in accessing your course materials and completing your assignments, it is recommended that you ensure your computer setup for this class meets the following minimum requirements:

- Broadband Internet connection, such as cable or DSL
- A modern computer (PC or Mac), no more than four years old, with the following minimum configuration:
 - Processor: Dual-core or better, at least 2 GHZ
 - RAM: 2 GB or better
 - Operating System: Windows 7 or 8, or Mac OS X 10.3.9 or better
 - Your computer must have an integrated camera (or Webcam).

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- Computer headset is recommended (microphone and earphone set).
- The hands-free option from your telephone will work in most cases.

Tech Support

The University of Texas at El Paso offers complete technical information and online help desk support at <https://www.utep.edu/technologysupport/>

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.

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, the instructor 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.

VI. Structure and sequence of Assessment and Learning Activities

Class Components - Modules:

There are four modules to complete, each one corresponding to one week of the course. Each module has learning objectives to be achieved by the end of it. Go to your MSL calendar to see the activities assigned for each day and complete them all. You can submit an activity as many times as you need to obtain the highest grade you can. Undone activities will receive a zero. These are the set of assignments to complete by the end of each module:

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- ❖ **MSL Tutorials:** These are short video presentations about the grammar topics you will study. Tutorials are in MySpanishLab assigned as homework and you can view them as many times as you need and want.
- ❖ **MSL Homework:** These are the MySpanishLab activities that you will do every day. They will help you practice grammar and sharpen your reading, listening and oral skills.
- ❖ **Class projects:** There are four projects in which students show their oral proficiency; one at the middle of the semester and the second at the end. Projects are oral presentations. They put together all the material covered up to date and demonstrate how much students have learned to communicate in Spanish. The full description of each project and rubrics is available on Blackboard since the beginning of the semester.
- ❖ **Blackboard discussions:** Because you are just starting with Spanish, our “discussions” are just very short and limited conversations about the very same topics you learn. These discussions will be done orally: you will upload an audio; instructions are available on BB.
- ❖ **Quizzes:** They are short assessments that prepare you for your exams. After completing a chapter (almost always one per day), take the quiz to evaluate yourself and see where you stand. I suggest that you do not ask for help and try to do your work yourself. It is the only way to learn.

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 6-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.

About taking this course:

* **Office hours:** Please take advantage of the virtual office hours on Thursdays and from 12:00 to 2:00 pm. The instructor will be available via **Blackboard Collaborate Ultra** in the common forum called **Horas de Oficina**. There you can ask all your questions and receive tutoring if you need. However, you can contact your instructor by email on any day. If you need

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further assistance, make an appointment to meet online at a specific time and day. Usually I do not answer emails after 6 pm (Mountain Time), but I will do the next day, so write to me anyways.

*** Complete Loss of Contact:** If you lose complete contact with your instructor (i.e. no communication at all via Blackboard or email, unanswered messages, etc), you will become eligible for a course drop. Please review your emails often and respond as soon as possible. The instructor will wait for your response one-two days for each unanswered message; **if after three messages you do not respond, you will be dropped from the class.**

*** Announcements:** Students are responsible for reading any announcements and emails posted to Course Announcements and Course Messages. These may include changes in policy, due dates, assignment requirements, etc.

***Assignment Due Dates:** Check the “Week at a Glance” for the weekly assignments; you can also go to **Calendar** on **Página Principal** in BB and/or to MySpanishLab for days of assigned homework, quizzes and exams. Please be sure to start your assignments early enough to complete them by the posted due dates. Inside the Learning Modules link in BB, you will find days and hours when your assignments are due.

***Emails:** You must use your University email for everything in this class. Please use Blackboard's course messages.

VII. 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. Not only is it unethical, but you will be putting yourself at a great disadvantage in upper-level courses if you have not mastered the material in SPAN 1601.
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 and the Blackboard announcements regularly.**

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5. If you have special circumstances, bring them to the attention of your instructor immediately.
6. 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.
7. 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.

VIII. Online Courtesy:

Students must engage in proper online courtesy. Please respect your fellow classmates and instructor. Even though we do not meet face-to-face, the same courtesies that are extended in a face-to-face learning environment are in place. Failure to engage in proper online courtesy will result in earning a zero for each assignment where the incident has occurred.

Effective Electronic Communication

It is important to share a word of caution, so we can become wiser about interpersonal distance learning communications. In an online environment, many of the feelings or impressions that are transmitted via body language in face-to-face communications are lost.

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Consequently, interpreting emotions and innuendos can be difficult. Only what is written, or drawn, carries the message. Often, excitement can be misinterpreted as anger or insult. We all need to keep this in mind as we communicate.

Words in print may seem harmless, but they can emotionally injure us when working at a distance. Hence, we must be conscious of how we communicate while working at a distance and use good netiquette, that is, online communication etiquette. For example, your classmates may not know who is posting a comment, so clearly identify yourself when posting to a discussion board. Furthermore, avoid using all capital letters in electronic communication as all caps come across as shouting.

The standard netiquette for participation in networked discussion requires that all comments focus on the topic at hand, without becoming personalized, and be substantive in nature. In other words, you certainly may disagree with others, but you must do so respectfully. You may express strong beliefs or emotions, but you may not get so carried away that you lose all perspective on the course itself.

You can find more information on netiquette, the etiquette of Internet communication, at www.albion.com/netiquette.

IX. Academic Dishonesty Statement

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”;

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- 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".

Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. Violations will be taken seriously and will be referred to the Office of Student Conduct and Conflict Resolution for possible disciplinary action. Students may be suspended or expelled from UTEP for such actions. You can find more information in the UTEP Handbook of Operating Procedures, under the heading "Alleged Student Scholastic Dishonesty," and in the Regents' Rules and Regulations.

X. Consistency Policy

To expand your proficiency in a language, you must be consistent in the course so as to engage in active practice. Good consistency is a course requirement. Therefore, if you are not consistent, your instructor will drop you from the course. Here are the rules:

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1. If you miss complete days of activities, quizzes, tests, assignments or discussions for a period longer than three days you will be immediately dropped from the class.

Exceptions to the above-stated policies are only made under these circumstances: (1) a medical emergency requiring hospitalization, (2) jury duty or (3) any official UTEP business. 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 as soon as it is possible.

2. Late Work Policy

The best way to prepare for the next level of Spanish study is to complete all assignments in a timely manner. Only MSL homework activities can be submitted late, within the same week they are assigned. Because you have many activities to complete, it is understandable that you can fall behind, so you can work on them until Sunday of that week. If you have special circumstances, bring them to the attention of your instructor immediately. Only in such special cases (such as a medical emergency or official university business). Points will be deducted for late submissions at the instructor's discretion.

XI. Disability Statement

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. If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to cass@utep.edu, or visit the office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at www.sa.utep.edu/cass.

XII. Method of Evaluation

Determination of course grade:

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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. 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 **weekly**.

To register, please go to www.myspanishlab.com

Enter your access code (included in your textbook if you buy the paper version)

And then enter the Course ID: CRSKLJW-789444

Chapter exams _____ **20 %**

Please note that there are no “make-ups” or a final exam. The exams will be available on My Spanish Lab. Your grade will be “0” (on that exam) if you fail to submit your exam on the date it is due. Make sure you work individually on your exams. **Exams are due on Fridays at 11:59 pm.**

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

Projects _____ **40%**

You will work on four projects in this class. You will find the project descriptions and rubrics on Blackboard on the appropriate weekly module (please read the grading rubric so you know what you will be graded on). **If you miss one project, you will be dropped from the class. Projects are due on Sundays at 11:59 pm.**

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

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Online Discussions _____ 10 %

You will have 4 discussions in this course. 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. **Discussions are due on Thursdays at 11:59 pm. In order to receive a grade, you must comment the discussions of two classmates.**

Weekly Quizzes _____ 10%

You will have a quiz at the end of every chapter to see if you have understood the grammatical structures covered. The video tutorials on those grammatical structures will be available on My Spanish Lab. There are no "make-ups" for the quizzes.

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.