

Syllabus^{COURSE}

SPANISH 2304

Course Prefix and Number:	Spanish 2304 (CRN 17149) Your code for MySpanishLab is: CRSKL1P-810095
Course Title:	Spanish for Spanish Speakers
Course Schedule:	From: August 24 to December 3, 2020
Course: Location/Times/	ONLINE
Required Course Access	Links to course materials and electronic resources for each week of class are located on the www.myspanishlab.com Content is divided by weeks.
Instructor's Name:	Bernardo Jauregui
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I. Required texts:

1. My Spanish Lab access code (included in the package)

Your code for MySpanishLab is:

CRSKL1P-810095

2. Español Escrito: Cuaderno de actividades: Curso para hispanohablantes bilingües. Vol. 2 Sexta edición by Guadalupe Valdés, Richard V. Teschner and Héctor Enríquez. Prentice Hall, 2007

This volume and the access code can be purchased at the UTEP Bookstore. **You immediately need the access code for My Spanish Lab. from the course. You will also be dropped from the class if you don't bring the book to every class and/or if don't do your homework on time.**

II. Description:

Intensive 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 seriously studied it and who are therefore not fluent readers or writers of it. SPAN 2304 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 2304:

Spanish for Spanish Speakers Two is the second semester of the two-semester Spanish for Spanish Speakers sequence. To qualify for SPAN 2304 you must have done one of the following two things: (1) passed SPAN 2303 at UTEP or its equivalent elsewhere (which must have been transferred to your UTEP records), or (2) placed in SPAN 2304 by virtue of the UTEP Spanish Placement Test. 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.

After buying your book, go directly to the link below and follow the instructions:

www.myspanishlab.com

1. Enter the code you buy to enter the course
2. Enter the code **CRSKL4S-789427** to enroll in our specific section.

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 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:

My Spanish Lab homework.....	20%
Compositions.....	40%
Exam 1	10%
Exam 2	10%
Exam 3	10%
Final Exam.....	10%

Exams:

Each exam will consist of a multiple-choice graded section. You will have a two hour (2) period to answer exams 1 and 2 and three hour period (3) to answer the final. You will access your exams through your blackboard shell. You will have only one opportunity to answer each question and you cannot come back to the question once you have answered or skipped. You need to access each exam during any time during the day. Your grade will be release when you finish the exam.

Compositions:

You are expected to write four compositions during the course. All compositions must be typed and must be turned in by the scheduled date through Blackboard. Every time you turn in late homework your instructor will give you partial credit for that. Your instructor will make annotations and corrections, please correct these mistakes ruled by the rubrics. In order to avoid too many corrections, please install any check speller or word corrector in Spanish on your computer. These programs can be obtained online. Rubrics will be used to evaluate your written compositions. Please submit your compositions as an attachment using a Word document. Compositions must be written double space, Arial font size 12 and should exceed more than two pages. Please do not turn in composition unless you have checked this with the spell checker in Spanish. All compositions should be original. A plagiarized composition will gain you an immediate F in this course.

VI. Attendance policy:

To expand your proficiency in a language, you must be present in 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: You will be **immediately dropped** from a class after you have been absent **FOUR HOURS** of class time in a row, **that means TWO CLASSES**; or you will be immediately dropped after you have been accumulated **a total of four hours (not classes)** of sporadic absences during the semester (See below for official excuses.). Once the last day for faculty to drop students has come and gone, your instructor will not drop you, but can and will lower your grade in the course as per the following absence-based table:

<u>Total number of unexcused absences over the entire semester</u>	
<u>Points by which your course grade will be lowered</u>	
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.

Your instructor can also drop you for lack of effort or neglect by not buying the book and access code by the second day of classes and not having your homework by the third day of classes and later all the assignments. Please turn off your cellular phone during class time and text messaging is not allowed during class time. If you bring your computer to class please use it for class and not for other personal purpose such as internet, e-mail, messenger, etc.

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 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 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 and MSL 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 outside the classroom 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: In the rare event (extreme case) that 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 copy of every document I grade for a year in case you need to show me proof of it/ Also, 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"

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".