


Syllabus^{COURSE}

SPANISH 2304

Course Prefix and Number:	Spanish 2304 CRN 26823
Course Title:	Spanish 2304: Spanish for Spanish Speakers
Course Schedule:	From Enero 16-Abril 28
Course: Location/Times/	Online
Required Course Access	Links to course materials and electronic resources for each week of class are located on the myspanishlab  www.myspanishlab.com Content is divided by weeks.
Instructor's Name:	Veronica Ponce-Lopez
Telephone:	915-9998723
University E-mail Address:	Vponce2@utep.edu
Office location:	LART 226
Availability:	Hours: Weekdays from 8:00 am-8:30 pm Text

Welcome!

Hello class, my name is Veronica Ponce. I will be your instructor for the next 14 weeks. I am looking forward to a fun and interactive 14 weeks of Spanish. If you have any questions about the Syllabus, please feel free to ask (text) me.

Instructor Professional Bio: Spanish Teacher with over 20 years experience. Specializing in teaching Spanish utilizing communication skills, with creativity and professionalism. Equally efficiently working in a class room environment or

independently as a consultant on one to one bases. Comfortable teaching native and non-native from beginners, to college students, and professionals with different levels of knowledge of the Spanish language.

I. Required texts:

1. 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
2. My Spanish Lab 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. Please do not try to buy a used book because you will end up paying more for your materials. You must bring the book to class every day of the class.

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.

II. 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) passed into SPAN 2304 by virtue of having gotten the appropriate score on 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

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. Exams will be given at BlackBoard platform and you will have two hours to complete the exam. Exams will be opened for 48 hours. Once you have opened the exam you must complete it. Please note: There are NO "make-ups." Your course grade will be determined as follows:

Option I: Three chapter exams, each counts 15% for a total of 45% .

My Spanish Lab and homework.....	20%
Compositions:.....	20%
Exam 1	15%
Exam 2	15%
Exam 3	15%
Final (Comprehensive, mandatory in class.	15%

Exams:

Each midterm will consist of a multiple-choice Scantron-graded section along with a written part consisting of short-answer questions plus a dictation. To each midterm you must bring a no. 2 pencil and a bottle of correction fluid (for the Scantron sheet) plus whatever other writing instrument you wish to use for the short-answer questions and the dictation. Your instructor will return your exams in order you study for the final.

The writing assignments:

You are expected to write six writing assignments during the semester. All assignments must be typed and must be turned in by the scheduled date. Every time you turn in a late work your instructor will give you partial credit for that. You must bring the composition the day of the assigned week and your instructor will return this to you with the corrections every week. You always must turn in you composition for a second time the week after with the corrections. That means that you have to have twelve compositions at the end of the semester. The compositions must be t Rubrics will be used to evaluate your written assignments and this will be available thru Blackboard.

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:

- Have a good knowledge of the vocabulary studied in the course.
- Prepare daily preparation for class: both from the book and on line exercises.
- Spend time working outside class.
- Speak and listen in and out of class.
- Do your regular homework from the textbook, workbook or any other assignments given by your instructor.
- Take exams or quizzes in class.
- Write a lot: writing assignments that include sentences and online workbook exercises.
- 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 **CRSKLK7-512321**
- You can see the following videos to learn more about MSL:

<http://www.youtube.com/watch?v=qZGkelldE3Y&list=PLkjl7bvgoAlhtq13WQYz0RI9OoeDxJXy5>

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

All your materials will be online—the e-book and the interactive language lab—and you will have access to them for the semester. 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 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 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. There you will find the link to the Español Escrito 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.

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.

VII. Module Components:

Each module contains:

1. Learning Goals for the week.
2. An Activity Plan, which lists the assignments you need to complete to master that module’s topic. The Activity Plan will assign exercises in *MySpanishLab*. Each exercise is assigned points. The final grade for these exercises will be determined by adding all points received for each activity completed. Not all chapter exercises will be assigned—only those listed in MSL assignment will be graded. You are encouraged to complete additional exercises for further practice and review, but they will not be counted toward this portion of the grade. *MySpanishLab* is designed to provide immediate feedback and exercises can be completed multiple times. Therefore you can (and should) practice an activity before submitting it for credit. The due dates is at 11:59 pm, unless otherwise indicated. For submission of exercises reflect the latest possible time the assigned work will be accepted for credit. I suggest that you begin the assignments well before the due date.

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”

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”.

XIV. Attendance Policy: Policy on Tardiness and Missing Class Sessions:

To expand your proficiency in a language, you must be present in class so as 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 hours of class time in a row; and also you will be immediately dropped after you’ve been accumulated a total of six hours of sporadic absences 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’ve been accumulated a total of six hours of sporadic absences during the semester (equivalent to four absences).
3. For classes that met once a week you will be immediately dropped from the class after you’ve been absent twice classes during the semester.

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. 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.

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.

XIX. Sequence of Learning Activities. Also see calendar on MSL for your homework: