

Department of Communication-Spanish Division
Professor: Dr. I-Fan Knotts, Ph.D.

Email: ichen@southplainscollege.edu
Telephone: 806.716.4037

Office: Reese Center Building 8, Room 826C

Course Number: SPAN1411.151

Class Meetings: Online

Office Hours: (Other times by appointment only.)

Monday	Tuesday	Wednesday	Thursday	Friday
By appointment only!	10:25-11am 12:15-12:55pm 2:40-3:45pm	9:05-10:25am	10:25-11am 12:15-12:55pm 2:40-3:05pm	9-11am (Please call first due to possible meetings)

Please read **THIS SYLLABUS CAREFULLY** as it is the governing document for this course.

REQUIRED MATERIALS


¡Arriba! comunicación y cultura, 7th edition with MyLab Spanish (or MySpanishLab) with Pearson e-Text—Access card package (single or multi-semester). You may purchase the access code for MySpanishLab directly from Pearson's website: <http://www.myspanishlab.com/> Note: the same set of material is used for all four semesters of Spanish courses at South Plains College: SPAN 1411, 1412, 2311 and 2312 (if you purchase the multi-semester option). Each course covers 4 chapters.

COURSE DESCRIPTION AND PURPOSE

Introduces the fundamental elements of Spanish sentence structure and vocabulary. Promotes speaking, listening, reading and writing skills within a cultural context. Class work may be supplemented with required aural/oral practice outside of class. Your ability to understand and communicate will develop along with your knowledge of the rich culture in the Spanish-speaking world, including the Hispanic/Latino communities in the U.S. This course fulfills one semester of the Foreign Language requirement as needed for Associate Degree plans and transfer credit to four-year institutions. Note: Students who are majoring in Programs in the College of Arts & Sciences at Texas Tech University (our primary transfer institution) are required to successfully complete SPAN2311 and 2312-Intermediate Spanish I and II (followed by the completion of SPAN1411 and 1412) as part of the graduation requirement. The number of courses required varies from discipline and institution. There are no pre-requisites for this course.

INSTRUCTIONAL METHOD

This course will be instructed entirely online (an asynchronous experience) via two websites:

1) South Plains College Blackboard (<https://www.southplainscollege.edu/>), which you will use to:

- Communicate with your classmates and your professor
- Access course announcements
- Access course calendar
- Access supplemental materials (grammar notes/explanations)
- Access your Exam study guide/ review information
- Access your course progress and grades
- Submit projects, scripts and oral exams
- Access assessments and surveys

For technical help, please contact SPC Blackboard Support office Monday through Friday 8:00 am to 4:00 pm at 806-716-2180 or you can email blackboard@southplainscollege.edu anytime with any questions or issues.

2) MySpanishLab (<https://www.pearsonmylabandmastering.com/northamerica/mylanguagelabs/>) abbreviated as MSL from this point forward, which you will use to:

- View and complete assigned activities for each chapter
- View and complete chapter exams
- Access your eText
- Access Tutorials (online video tutorials/ lectures on grammar and vocabulary) listed by Chapter (in English)
- Access supplemental materials (Pronunciation Guide, Flashcards, Study Module App, Practice Tests, Glossary, etc.)
- Access your assignment and chapter exam grades (NOT your course grade)
- Do NOT communicate with your professor using this website

For technical help, please contact Student Support at:

<https://www.pearsonmylabandmastering.com/northamerica/mylanguagelabs/students/support/index.html>

IMPORTANT: CHROME is the preferred browser for accessing MySpanishLab and must be used for SPC Blackboard. Make sure you meet certain system and software requirements. Check these requirements periodically for updates and changes.

COURSE CALENDAR & COVERAGE OF TOPICS

Please see the **course calendar** on the course homepage on Blackboard. MSL also contains a calendar; however, it only pertains to weekly assignments and exams.

STUDENT EXPECTATIONS

As an online Spanish student, you are expected to:

- Read, understand and abide by all policies and procedures outlined in this syllabus. The Online Welcome Letter and the SPC Student Guide can be accessed from the “Getting Started” widget on the course homepage via Blackboard.
- Have and maintain the appropriate technology required to complete the course. For more information, please see the **Technology Requirements** towards the end of the syllabus or on the course homepage via Blackboard.
- Log into Blackboard **daily** for your course calendar/ announcements/ reminders/ updates/ assigned activities and your progress and grades in this course.
- Log into MSL (MySpanishLab) **3 times a week** to work on assigned activities.
- Log into MSL to complete chapter exams.

Failure to log into Blackboard or MSL for one week (without prior notification to the professor) will result in being withdrawn administratively from this course with “X”. Important NOTE: All log ins are recorded to the minute on Blackboard and MSL.

- Spend at least 12 hours throughout the week including time spent for assignments, discussions and study activities in order to become proficient in this four-credit hour Spanish class. Please see Student Guide for information in terms of time commitment at SPC.
- Maintain an online environment conducive to learning, including online etiquettes “netiquette”. To maintain civility in the online classroom, students are prohibited from making offensive remarks, using inappropriate language or discussing inappropriate topics, spamming, hacking, using SPC or Blackboard email or discussion board for commercial purposes, using all caps (considered shouting in online communications), or cyber-bullying or online harassment of any type.

Inappropriate behavior shall result in consequences ranging from a request to correct the problem, to removal from the course or even the university. See Student Guide:

<http://catalog.southplainscollege.edu/mime/media/view/48/1311/2018-19StudentGuide-V6-21-2018.pdf>

GRADING PROCEDURES

Participation	20%
Homework Assignments	20%
Chapter Exams	30%
Oral Exams (Midterm & Final)	30%

GRADING SCALE

A=	90-100
B=	80-89.45
C=	70-79.45
D=	60-69.45
F=	59 and below

Note: a “C” or better is required to continue to the next Spanish course (SPAN 1412) at SPC.

COURSE ASSESSMENTS

Because of the online nature of this course, it is important that students receive regular feedback on their progress. Weekly participation and assignments are required to ensure students are pacing and progressing successfully.

Participation: (20%)

These are graded and ungraded assessments; however, it is required and will count towards participation in this course as long as you complete these by their due dates.

- During the first week of class students will take an assessment survey based on the content of the Syllabus. Weekly assessments will follow.
- After you watch the “Spanish Tutorials” by chapter and after reading each chapter in “eText” via MSL, take the vocabulary and grammar assessments (quizzes) available in Blackboard. These are helpful in providing you with an understanding of what areas you need to focus in preparation for chapter exams and oral presentations.
- There are 4 discussion board assignments via Blackboard. Detailed information will be provided.

Homework Assignments: (20%)

In order to master this online course, students are required to learn materials on their own by watching chapter tutorials, and consistently complete homework assignments via MSL. It is recommended that students do homework daily when possible, but at least three times a week. You will be given a significant number of assignments in order to provide the practice that you would otherwise have in a face to face class. Please see “MSL” widget in Blackboard for instructions on registering as a new/returned student and additional detail and information.

- Assigned homework is a combination of auto-graded and instructor graded material via MSL. They are designed to help you practice speaking, writing, listening and reading skills in Spanish. Please go to MSL’s assignment tab or you can see [blue alarm clocks](#) on your MSL today’s view. Once the [alarm clock turns red](#), it means your assignment is “past due”. You are still allowed to work on these for practice; however, the grades will be recorded as zero “0”.
- All MSL weekly homework assignments are due on a Sunday at 11:59pm central standard time. You will have 3 attempts per each exercise. Your grade will be recorded with the highest attempt. You may choose to complete future assignments ahead of time; however, no late assignments will be accepted.
- Homework grades are available for auto-graded material immediately and the full chapter grade for homework will be available after each chapter exam.

IMPORTANT: MSL Voice Recording Homework, which requires you to record your voice, must be done without surrounding noise such as music or other people speaking in the background. In addition, if your recording indicates that someone helped you with an assignment or if you record vulgar language or you did not follow “netiquette”, you will receive a grade of zero (0) and disciplinary actions will be initiated for academic dishonesty and/or misconduct on your part.

Oral Exams (30%)

There will be 2 oral exams (one midterm and one final). They are asynchronous video recordings. Specific instructions will be provided, and the topic will be based on content covered in your textbook. A written script (also graded) is required and must be typed with proper marks (accents, question and exclamation points) and formatted and cited according to MLA style. You will be graded on grammatical competence and accuracy,

content and vocabulary, fluency and pronunciation, and effort to communicate in Spanish. A rubric will be provided and available before the oral presentations in “My Grade”. Due dates are listed in “Course Calendar” via Blackboard. See make-up policy.

Chapter Exams (30%)

There will be 4 Chapter Exams. (The lowest exam grade will be dropped). The exam will focus primarily on the content of the chapter; however, since language learning is cumulative (similar to math classes), they are comprehensive (include material from previous chapters which you are responsible for retaining and reviewing) and mandatory and will test reading, writing, culture, listening skills and your ability to use grammar and vocabulary in communicative situations. Each exam is timed (you have one hour to complete it). See Course Calendar for exam dates. A review/study guide will be provided before each exam. See make-up policy.

Respondus LockDown Browser for chapter exams are enforced in this course. **WARNING: You are NOT allowed to use any notes, your book, or any other materials or resources while taking the chapter exams and final exam. If any evidence is found to the contrary, you will receive zero for the exam. You also risk being dropped from the course, and may face further disciplinary action.**

Important! Technical issues are not an excuse for late work. You may complete your assignments, exams and assessments as early as they become available to ensure prompt submissions or to avoid any unforeseen circumstances.

MAKE-UP WORK POLICY

If you miss an exam (written, or oral) due to an extended illness, a death in the family, a college related/ sponsored activity (with advance notice), being called to active military service, or an emergency (at the discretion of the professor)—you must provide proper documentation to your professor before you are allowed to take the make-up exam; however, it may be in a different format than previously announced, and must be taken at the discretion of the professor. You must contact Dr. Knotts within one week from the date of your missed exam in order to be considered for a make-up; otherwise, you will receive a zero for the missed exam.

GRADING TURN AROUND

Your professor has an average of 80 students per semester. Thus, it will take five (5) to ten (10) business days to grade assignments. Grades will be updated in Blackboard periodically. Please check it often. If you have any questions, please contact your professor.

ACADEMIC INTEGRITY

Cheating and plagiarism constitute serious offenses and will not be tolerated. For this class, the use of online translators/ websites or the use of anyone who is an advance learner or fluent/ native speaker of Spanish for any assignments and/or tests is considered cheating. Copying and using other students’ homework and ideas is considered plagiarism. You will be dropped from the course with a grade of F. (Refer to SPC Student Guide <http://catalog.southplainscollege.edu/mime/media/view/48/1311/2018-19StudentGuide-V6-21-2018.pdf> and the General Catalog <http://catalog.southplainscollege.edu/index.php>).

ADA STATEMENT

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716- 2577, Reese Center Building 8: 806-716-4675. It is important to note that no requirement exists that accommodations be made unless appropriate verification from the Disability Services Office has been provided to the professor.

NON-DISCRIMINATION STATEMENT

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-

discrimination policies: Vice President for Student Affairs, South Plains College -1401 College Avenue, Box 5, Levelland, TX 79336, 806-894-9611.

TITLE IX PREGNANCY ACCOMMODATIONS STATEMENT

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations, you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Crystal Gilster, Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

CAMPUS CONCEALED CAMPUS SYLLABUS STATEMENT

South Plains College permits the lawful carry of concealed handguns in accordance with Texas state law, and Texas Senate Bill 11. Individuals possessing a valid License to Carry permit, or the formerly issued Concealed Handgun License, may carry a concealed handgun at all campus locations except for the following: Natatorium. For a complete list of campus carry exclusions zones by event, visit <http://www.southplainscollege.edu/campuscarry.php> For questions, please contact Campus Police Department at 806-716-2396.

COMMUNICATION PLAN

- You must use your assigned SPC email address to communicate in this class. It is your responsibility to check messages regularly.
- Do not use your personal e-mail address or the e-mail system in MSL.
- When sending an email or leaving a voice mail, always include your full name and the course and section number.
- You may request to meet for office hours virtually (via Blackboard Collaborative); however, it must be set up at least 48 hours in advance.
- You can expect an email reply within 48 hours on weekdays, but on weekends, expect a reply by the end of the day on Tuesday.
- Course related announcements are posted in Blackboard every few days.

IMPORTANT TECHNICAL INFORMATION

Technical Requirements

♣ Desktop or laptop computer ♣ High speed internet access ♣ SPC e-mail ♣ Microsoft Office ♣ Adobe Reader (download from Adobe.com) ♣ Flash Player (download from Adobe flash player) and Real Player ♣ Audio and video capabilities (for watching and listening to course content) ♣ Web camera and microphone (for video conferencing and recording vlogs) ♣ Blackboard Collaborate system requirements ♣ MySpanishLab ♣ Digital video recording equipment capable of recording up to 3 minutes of video footage.

Technical Skill Requirements

Must have the ability and be comfortable with: ♣ Microsoft Word or word processor that can save Word compatible files into pdf ♣ Using SPC email for communication, attaching documents ♣ Internet search engines and browsers ♣ Recording and uploading video files. ♣ The ability to download video files or to stream files.

Technical Support

- For technical help with Blackboard, please contact SPC Blackboard Support office Monday through Friday 8:00 am to 4:00 pm at 806-716-2180 or you can email blackboard@southplainscollege.edu anytime with issues or questions.
- For technical help with MSL, please contact 24-hour Student Support at: <https://www.pearsonmylabandmastering.com/northamerica/mylanguage/pearsongelabs/students/support/index.html>

COURSE SUMMARY

We will cover chapters 1 through 4 in Arriba and we will learn the basic elements of Spanish grammar structures and vocabulary and here is a summary of the activities we will be completing in the course:

Weekly assigned activities:

- Viewing of interactive tutorials by chapter, multimodal presentations and/or videos to better engage in your learning of Spanish vocabulary, pronunciation, culture, and grammar. (For credit)
- Completion of vocabulary, pronunciation, culture, and grammar practice activities – listening speaking, fill-in-the-blank with/without options, matching words, open-ended, word and sentence creation, etc. (Graded)
- Short vocabulary and grammar self-check assessments via Blackboard. (Graded)

Discussion Boards:

- There will be 4 discussion board posts and replied required. (Graded)

Four chapter exams:

- One at the end of each chapter. (Graded)
- Note: all written works require to be typed with proper marks (accents, questions and exclamation points) and formatted and cited according to the MLA style.

Oral Exams: (Midterm and Final)

- Presentations/recordings of (50-60 seconds each) to be completed as assigned.
- Recorded and uploaded to Blackboard. (Graded)
- Typewritten scripts uploaded to Blackboard. (Graded)
- Note: all written works require to be typed with proper marks (accents, questions and exclamation points) and formatted and cited according to the MLA style.

Student Learning Outcomes and Competencies. By the end of this course, students will be able to:

- | | |
|---|--|
| 1.1 meet and greet others appropriately | 2.6 talk about what he/she has to do |
| 1.2 spell names (first and last) | 3.1 exchange information about classes |
| 1.3 perform simple math problems | 3.2 talk about things that belong to him/her |
| 1.4 use the calendar and dates | 3.3 talk about how he/she and others feel |
| 1.5 describe classroom | 3.4 ask for and give simple directions |
| 1.6 respond appropriately to classroom instructions | 4.1 talk about his/her family |
| 1.7 talk about him/herself | 4.2 express desire and preferences |
| 1.8 identify colors and indicate his/her favorite color | 4.3 plan activities |
| 2.1 describe self and other people and things | 4.4 extend invitations |
| 2.2 ask and respond to simple questions | 4.5 make spatial references |
| 2.3 ask for and tell time | 4.6 discuss things he/she knows |
| 2.4 talk about what he/she likes to do | |
| 2.5 talk about what he/she has (possesses) | |

HOW TO REGISTER WITH MSL (MYSPANISHLAB)

(<https://www.pearsonmylabandmastering.com/northamerica/mylanguageelabs/>)

Step 1: Before you enroll:

- Click on **Browser Tune-up** to confirm that you meet the system's requirements. You may have to go to **Tools** and access **Internet Options** to delete cookies for MSL to work properly. You MUST disable pop-up blocker.
- Confirm you have the following needed to register:
 - 1) Valid email address
 - 2) Instructor's course ID **CRSKLEU-761574**

Step 2: Enrolling in your new course:

- Click on First time users or Returned student

- Choose "I have an access code" or "need to purchase the access code".
The instructor's course ID is NOT the same as an "access code".
- Follow the prompts. Click I accept to continue
- School's zip code is 79416 (SPC Reese Center)
- Create login name and password
- On the "My Courses" page, click on **Enroll in a Course** and enter the course ID listed above
- Confirm course and enter course now.
- Please make sure to check your time zone. Due dates are set for Central Standard Time.

Course Calendar/ Schedule for SPAN 1411 SPRING 2020 (Online)

Week	Content	Assignments/Tasks	Week of
1	<ul style="list-style-type: none"> ▪ Getting Started, ▪ Start Reading and Studying Chapter 1 Textbook (p.2-11) ▪ Quiz due 1/17/2020 (Blackboard) 	<ul style="list-style-type: none"> ▪ Watch the "Tutorial" by Chapter ▪ MSL Weekly Assignments ▪ Pre-Test Assessment 	1/13/2020
2	<ul style="list-style-type: none"> ▪ Chapter 1 (p.12-15, 17-24) ▪ Continue to read and study Chapter 1 ▪ Quiz due 1/24/2020 (Blackboard) 	<ul style="list-style-type: none"> ▪ Watch "Tutorial" by Chapter ▪ MSL Weekly Assignments ▪ Grammar/ Vocab Assessment ▪ Discussion Board 1 – Class Introduction due 1/22) 	1/20/2020
3	<ul style="list-style-type: none"> ▪ Finish Chapter 1 (p.25-33) ▪ See p.37 for a complete list of vocabulary ▪ Review/ Study for Exam #1 ▪ Quiz 1/31/2020 (Blackboard) 	<ul style="list-style-type: none"> ▪ Watch "Tutorial" by Chapter ▪ MSL Weekly Assignments ▪ Grammar/ Vocab Assessment 	1/27/2020
4	<ul style="list-style-type: none"> ▪ Chapter Exam #1 (must have MSL) Feb 4 (Tuesday) ▪ Begin with Chapter 2 (p.38-50) 	<ul style="list-style-type: none"> ▪ Watch "Tutorial" by Chapter ▪ MSL Weekly Assignments 	2/3/2020
5	<ul style="list-style-type: none"> ▪ Continue Chapter 2 (p.51-61) ▪ Continue to read and study Chapter 2 ▪ Quiz due 2/14/2020 (Blackboard) 	<ul style="list-style-type: none"> ▪ Watch "Tutorial" by Chapter ▪ MSL Weekly Assignments ▪ Grammar/ Vocab Assessment 	2/10/2020
6	<ul style="list-style-type: none"> ▪ Continue Chapter 2 (p.62-71) ▪ See p.75 for a complete list of vocabulary ▪ Review/ Study for Exam #2 ▪ Quiz due 2/21/2020 (Blackboard) 	<ul style="list-style-type: none"> ▪ Watch "Tutorial" by Chapter ▪ MSL Weekly Assignments ▪ Grammar/ Vocab Assessment ▪ Discussion Board 2– Myths & Legends due (2/19) 	2/17/2020
7	<ul style="list-style-type: none"> ▪ Chapter Exam #2 (must have MSL) Feb 25 (Tuesday) ▪ Review/ Study for Midterm Oral Exam ▪ Get ready to turn in your oral midterm exam script 	<ul style="list-style-type: none"> ▪ Watch "Tutorial" by Chapter ▪ MSL Weekly Assignments 	2/24/2020
8	<ul style="list-style-type: none"> ▪ Oral Midterm Exam Script due 3/2/2020 (Blackboard) ▪ Oral Midterm Exam (March 3 Tuesday) ▪ Begin with Chapter 3 (p.76-85) 	<ul style="list-style-type: none"> ▪ Watch "Tutorial" by Chapter ▪ MSL Weekly Assignments 	3/2/2020
9	<ul style="list-style-type: none"> ▪ Continue Chapter 3 (p.86-89, 91-94) ▪ Continue to read and study Ch. 3 ▪ Quiz due 3/13/20 	<ul style="list-style-type: none"> ▪ Watch "Tutorial" by Chapter ▪ MSL Weekly Assignments ▪ Grammar/ Vocab Assessment 	3/9/2020
10	<ul style="list-style-type: none"> ▪ Continue Chapter 3 (p.95-103) ▪ See p.107 for a complete vocabulary list ▪ Continue to read and Study Ch. 3 ▪ Quiz due 3/27/20 	<ul style="list-style-type: none"> ▪ Watch "Tutorial" by Chapter ▪ MSL Weekly Assignments ▪ Grammar/ Vocab Assessment ▪ Discussion Board 3 – La Quinceañera due (3/25) 	3/23/2020
11	<ul style="list-style-type: none"> ▪ Chapter Exam #3 (must have MSL) Mar 31 (Tuesday) ▪ Begin with Chapter 4 (p.108-113, 126-129) 	<ul style="list-style-type: none"> ▪ Watch "Tutorial" by Chapter ▪ MSL Weekly Assignments ▪ Grammar/ Vocab Assessment 	3/30/2020

12	<ul style="list-style-type: none"> ▪ Continue Chapter 4 (p.114-123) ▪ Continue to read and study Ch. 4 ▪ Quiz due 4/10/20 	<ul style="list-style-type: none"> ▪ Watch "Tutorial" by Chapter ▪ MSL Weekly Assignments ▪ Grammar/ Vocab Assessment 	4/6/2020
13	<ul style="list-style-type: none"> ▪ Continue Chapter 4 (p.130-141) ▪ Continue to read and study Ch. 4 ▪ See p.145 for a complete vocabulary list ▪ Quiz due 4/17/20 	<ul style="list-style-type: none"> ▪ Watch "Tutorial" by Chapter ▪ MSL Weekly Assignments ▪ Grammar/ Vocab Assessment ▪ Discussion Board- el Cinco de Mayo due (4/15) 	4/13/2020
14	<ul style="list-style-type: none"> ▪ Review/ Study for Exam #4 ▪ Chapter Exam #4 (must have MSL) April 28 (Tuesday) ▪ Review and Study for Oral Final Exam! 	<ul style="list-style-type: none"> ▪ Watch "Tutorial" by Chapter ▪ MSL Weekly Assignments ▪ Course Evaluations 	4/20/2020
15	<ul style="list-style-type: none"> ▪ Oral Final Exam Script due 4/29/20 ▪ Oral Final Exam (April 30, 2020) 	<ul style="list-style-type: none"> ▪ Post-Test Assessment ▪ Course Evaluations 	4/27/2020
16	Final Exams Week/ SPC 62 nd Commencement Ceremony		5/4/2020 5/8/2020

Everything is due at 11:59pm cst.

- **MSL Weekly Assignments.** Always due on Sundays.
- **Blackboard Assessments.** Check your modules, Course calendar and Gradebook for due dates.
- **Chapter Exams.** Always due on Tuesdays.
- **Important dates:**
April 23, (Thursday) last day to Drop a Class and receive a W
- **Holidays for Spring 2020:**
 - January 20 (Monday) MLK
 - March 16 – 20 Spring Break
 - April 13 (Monday) Easter

Except for the Final Exam date, the above schedule is subject to changes that the professor may, at her sole discretion, deem pertinent to accommodate the specific requirements of the course.