

Department: Communication
Discipline: Foreign Language—Spanish

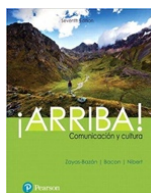
Professor: Dr. I-Fan Knotts, Ph.D.
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Office: Reese Center Building 8, Room 826C
Course Number: SPAN1411 (all sections)

Class Meetings: Online

Office Hours: Due to the pandemic, office hours are held ONLINE via Blackboard Collaborate. See Blackboard for instructions. Appointments recommended. See schedule:

Thursdays	9:30am – 3:30pm
Fridays	9:00am – 11:00am

Textbook: REQUIRED MATERIALS:



¡Arriba! comunicación y cultura, 7th ed. MyLab Spanish (or MySpanishLab) with eText—Access card package (single or multi-semester). You may purchase the access code directly from Pearson's website: <http://www.myspanishlab.com/> Note: the same set of material is used for all four courses at South Plains College: SPAN 1411, 1412, 2311(core curriculum) and 2312. Daily reliable access to high speed internet, computer, headphones, microphone and webcam for use with Blackboard and MySpanishLab.

Course Description: This course introduces basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level.

In order to master this online course, students are required to be self-disciplined, to possess computer skills and good reading and writing skills, to be willing to log on once a day for messages and assignments, to complete assignments ahead of schedule, to meet deadlines, to spend long periods of time at a computer, and to work independently by learning materials on their own using chapter tutorials, studying the eText, viewing video lectures, and downloading additional class notes via MySpanishLab and Blackboard. You may seriously consider a face-to-face class if this is not the kind of instructional delivery that satisfies your educational goals for a rewarding experience.

Prerequisite: None.

STUDENT LEARNING OUTCOMES: Upon successful completion of this course, students will:

1. Engage in conversations using level-appropriate grammatical structures including narrating events that take place in the present and producing questions and responses on a variety of topics dealing with everyday life.
2. Demonstrate understanding of level-appropriate spoken Spanish.
3. Write simple sentences and organize them into short paragraphs.
4. Read and comprehend level-appropriate texts.
5. Identify and discuss traditions, customs and values of the Hispanic world.
6. Compare and contrast the traditions, customs and values of the Hispanic world with characteristics of their own culture.

SPAN1411 INSTRUCTIONAL METHOD: This course will be instructed entirely online (an asynchronous experience) via **two websites**: Blackboard (BB) and MySpanishLab (MSL).

Blackboard (BB) which will be used to: https://www.southplainscollege.edu/	MySpanishLab (MSL) which will be used to: https://www.pearsonmylabandmastering.com/northamerica/mylanguage/labels/
Access course syllabus, course calendar	Access your eText
Access your professor's information and office hours	Access Interactive lectures on Grammar & Vocabulary via "Tutorials" tab, listed by Chapter (English) https://media.pearsoncmg.com/api/v1/pearsoncmg/shared_assets/flash_tutorials/flash_tutorials_lists_ariba7_new.html
Access important announcements	View and complete assigned activities for each chapter
Access Modules and Chapters	View and complete Written Exams
Access assessments and discussion boards	Access supplemental materials (Pronunciation Guide, Flashcards, Practice Tests, etc.)
Submit projects and assignments	Access Glossary, Verb Charts
Access your exams' study guide/review information	Access Cultural videos (via Course Materials)
Communicate with classmates and your professor	Do NOT communicate with your professor via MSL
Conduct office hours via Collaborate	
Access your course progress and grades (Your Current and Final Course Average)	Access your homework assignment and chapter exams grades (NOT your course average)
For technical help, contact SPC Blackboard Support Office at 806-716-2180 or blackboard@southplainscollege.edu	For technical help, contact Student Support at: https://www.pearsonmylabandmastering.com/northamerica/mylanguage/labels/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.

STUDENT EXPECTATIONS: As an online Spanish student, you are expected to:

- Read, understand and abide by all policies and procedures outlined in this syllabus and the SPC Student Guide which can be accessed on BB "Getting Started" widget.
- 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 written exams.
- Spend at least 8 hours throughout the week including time spent for assignments, discussions and study activities in order to become proficient in this 4 credit hour class.
- Maintain an online environment conducive to learning, including online etiquettes "netiquette". The Dress Code (see SPC Student Guide) applies to students in all modality instructions and learning pathways (i.e., online, flex, face-to-face courses). 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 email, BB, MSL 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 college. See SPC Student Guide for more information.

Failure to log into Blackboard (BB) or Myspanishlab (MSL) for 1 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 both on BB and on MSL.



COURSE EVALUATION: (Grading Procedures)

Homework Assignments (MySpanishLab)	20%	A= 90—100
Culture (Discussion Boards)	20%	B= 80—89
Written Exams	30%	C= 70—79
Oral Exams (Midterm & Final)	30%	D= 60—69
		F= 59 and below

Note: a "C" or better is required to continue to the next Spanish course (SPAN1412) at SPC.

Homework Assignments: (20%) MSL (<https://www.pearsonmylabandmastering.com/northamerica/mylanguage labs/>)

In order to master this online course, students are required to learn materials on their own by viewing chapter tutorials, studying the eText, and consistently complete homework assignments via MSL. Additional lectures and class notes can be found on BB. 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 on BB for registration instruction and additional detail and information.

- Assigned MSL homework is a combination of auto-graded and instructor graded material. They are designed to help you practice speaking, writing, listening and reading skills in Spanish. Click on MSL's assignment tab or click on the **blue clocks**  seen on your MSL "Today's view" Calendar. Once the **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 attempted score. 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.
- Remember: You may work on these ahead of time; however, no late assignments will be accepted since your entire semester's MSL Homework will be posted on the first day of class.

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.

Culture (Discussion Boards): (20%) There are several discussion board assignments (on Hispanic culture) throughout the semester. The first post will be an introduction of yourself. We believe Discussion Forum is a great place to learn from each other and to network. You will be graded based on the completion of the assignment. See Discussion Boards and Course Calendar tabs on BB for details and due dates.



Oral Exams (30%) There will be 2 oral exams (one midterm and one final). These are asynchronous video recordings. You must save your recordings as a video file (.mov and or .mp4 files). **Please do NOT use .mkv (Chrome books)**. Specific instructions will be provided on BB. The topics will be based on the content covered in your textbook. Written scripts (also graded) are required and must be typed with proper marks (accents, question and exclamation points) and formatted and cited according to MLA style. Your video will be graded on grammatical competence and accuracy, content and vocabulary, fluency and pronunciation, effort to communicate in Spanish and having turned in your typewritten script by the due date. A rubric will be provided and available before the oral presentations (exams) in “My Grade” tab in Blackboard. See Course Calendar on BB for exam dates and details. See make-up policy.

Written Exams (30%) There will be 4 Written (Chapter) Exams. The exams will focus primarily on the content of the chapter; however, since language learning is cumulative (similar to math classes), they are comprehensive (including materials 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). The lowest exam grade will be dropped. See Course Calendar for exam dates. A review/study guide will be provided before each exam on BB. See make-up policy.

WARNING: You are NOT allowed to use any notes, any Spanish textbook, dictionary, or any other materials or resources while taking the written exams. If any evidence is found to the contrary, you will receive a zero for the exam. You also risk being dropped from the course, and may face further disciplinary action.

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 notify your professor as soon as possible so that arrangements may be made for the make-up exam; however, the make-up exam may be in a different format than previously announced, and must be taken at the discretion of the professor. You must contact Dr. Knotts as soon as possible or 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.

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.

GRADING TURN AROUND

Your professor has an average of 90 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.

COURSE CALENDAR & COVERAGE OF TOPICS

Please see the **Course Calendar** on the BB. Remember that MSL also contains a calendar; however, it only pertains to weekly MSL homework assignments and Written exams.

IMPORTANT TECHNICAL INFORMATION AND ONLINE LEARNING SKILLS

Technical Requirements	Technical & Other Skill Requirements
Desktop or laptop computer with High Speed Internet Access	Must have the ability and be comfortable with:
SPC email	Microsoft Word or word processor that can save Word compatible files into .pdf
Microsoft Office	Using SPC email for communication
Adobe Reader (download from Adobe.com)	Attaching, retrieving, and saving files
Flash Player (download from Adobe flash player & Real player)	Internet search engines and browsers
Audio & Video capabilities (for viewing course content)	Recording and uploading video files
Web camera & microphone (for recordings & video conference)	Download video files or to stream files
Blackboard Collaborate system requirements	Self-disciplined, self-motivated, independent learning
MySpanishLab	Possess good writing and reading skills
Digital video recording equipment capable of recording up to 3 minutes of video footage	Possess time management skills

Technical Support (See page 2 of this syllabus or BB.)

COMMUNICATION PLAN

- Course related announcements are posted on Blackboard. Please check them often.
- You must use your assigned SPC email to communicate in this class. It is your responsibility to check email messages regularly.
- Do not use your personal email or the email system in (MySpanishLab) MSL.
- When sending an email or leaving a voice mail, always include your full name and the course and section number.
- 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.
- When requesting an appointment for office hours (other than the days/ times listed), please send an email. I will reply to your request within 48 hours via email.

ATTENDANCE POLICY (Log ins): In this online class, students are expected to log on to Blackboard (BB) and MySpanishLab (MSL) daily in order to be successful in this four-credit hour course. Failure to log into BB and MSL for one week (without prior notification to the professor) will result in being withdrawn administratively from this course with “X”. NOTE: All log ins are recorded to the minute on BB and MSL.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others’ behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class. (See Student Guide)

Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;

2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

Diversity Statement: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be. (See Student Guide)

Disability 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 Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611. (See Student Guide)

Nondiscrimination Policy: 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. Phone number 806-716-2360. (See Student Guide)

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 the

Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance. (See Student Guide)

It is crucial that students are familiar with the SPC Student Guide in its entirety. See link: <http://catalog.southplainscollege.edu/mime/media/view/53/1585/2020-21StudentGuide.pdf>

COURSE SUMMARY

We will cover chapters 1 through 4 in *Arriba*, 7th ed. Here is a summary of the activities we will be completing in the course: Follow the Course Calendar and Modules for details (see BB).

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 via MSL and Blackboard.
- 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. via MSL.
- Discussion Forum to be completed throughout the semester via BB and must be typed with proper marks and (see “Useful Resources” on BB) formatted and cited according to the MLA style.

Four written chapter exams:

- One at the end of each chapter.
- Note: all written works require to be typed with proper marks (accents, questions and exclamation points-see BB “Useful Resources”).

Oral Exams: (Midterm and Final)

- Presentations/recordings of (50-60 seconds each) to be completed as assigned.
- Recorded and uploaded to Blackboard.
- Typewritten scripts uploaded to Blackboard.
- 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.

HOW TO REGISTER WITH MYSPANISHLAB (MSL) Course ID CRSKLHI-786195 You must purchase the access code. Please go to BB and click on the “MSL-MySpanishLab” widget for instructions.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.