Course Syllabus

Beginning Spanish I
SPAN 111/D07

Truckee Meadows Community College
Reno, Nevada
Fall, 2003
Instructor Information

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Course Information

Course Description

Introduction to the language through the development of language skills and through structural analysis. Includes an introduction to Spanish and Latin American cultures. This course transfers to UNR. It is a four-credit course.

- Student Activities Manual (SAM)
- Audio CD to accompany text
- MP3 Audio Files CD to accompany SAM
- Interactive CD-ROM and video CD
- Pocket Dictionary

Learning Outcomes

Successful students will demonstrate the ability:

- to understand Spanish spoken at a beginning conversational level;
- to articulate well using correct pronunciation and intonation in order to be understood by native interlocutors of the language;
- to ask and answer routine questions in social situations;
- to read and understand basic non-literary prose commensurate with a beginning level;
- to write structurally correct sentences and paragraphs;
- to engage in light conversation;
- to comprehend linguistic functions;
- to understand and use various idiomatic expressions in conversation;
- to recognize the richness in diversity among the Hispanic cultures.

Letter to the Student

I believe that learning is an exciting journey and should be a challenging, joyful and rewarding experience. Realize though that it requires dedication, time, persistence, patience and practice. Compare it to learning to play an instrument, a sport, or learning an art form. Practice is the key.

Visualize this. Putting a jigsaw puzzle together without seeing the picture of the puzzle you're trying to assemble or having all the pieces. Every semester you will be given more pieces of the “language puzzle”. Soon an image of the design and structure of the language will begin to evolve and make sense. Eventually all the “pieces” will fit together. You'll feel the thrill and exhilaration of “getting it”. Along the way you’ll be something of a language sleuth, gathering vocabulary and discovering the underlying structure of the language. Intriguing?
Learning a language should give you insight to the cultures of the various people who speak the language.

What to expect in my language classes.
Students in my classes need to be active participants in the learning process. My classrooms are student-centered. You will be asked to speak Spanish at all times in the classroom. Class activities will usually require students to work in pairs or small clusters, writing or conversing quietly in Spanish. Sometimes, song, poetry, games, short stories, music or videos in Spanish will be part of the class session.

We will also explore various Hispanic cultures in a continuing quest to better understand our world and its' inhabitants, realizing that we are more alike than dissimilar in our cores.

Behavior

TMCC is committed to providing a safe learning environment for students, faculty and staff. There is a zero tolerance policy for any type of obscene or abusive language or behavior which disturbs the learning process. Disruptive student behavior is subject to strict disciplinary action. You are expected to arrive on time and stay for the entire class, as late arrivals and early departures are disruptive to the group.

Any behavior that impedes the teaching/learning process, including private conversations between students, is not acceptable. The consequences for violation of the behavior policy is: If a student chooses to violate the behavior policy the instructor will file a formal complaint and the student will be removed from the class.

The use of violence, force, obscene or abusive language, belligerence, angry or degrading remarks, coercion, threats, intimidation, disorderly, lewd or indecent conduct, harassment, or any conduct that comprises the quality of the learning environment will result in immediate removal from the class and administrative withdrawal. Serious offenses can incur possible criminal arrest.

Please follow the TMCC policy of no eating or drinking in class (water is permitted). Cell phones should be turned off and headphones are not to be worn in class.

What is Good Participation?
Criteria:

- Completion of assignments.
- Demonstrated willingness to express oneself in Spanish.
- Active contribution in group/paired activities.
- Regularity in attendance.
- Demonstrated ability to understand others’ comments, especially the ability to remember what has already been said.
- Sharing materials relevant to the course.
- Cooperation in creating a supportive learning atmosphere.
- Demonstrated skill in constructive disagreement.
**Ethical Obligations of Students**
As a student in this course, your ethical obligations are to:

1) Engage in the free pursuit of learning by:
   • Seeking help and clarification when needed.
   • Respecting fellow students’, the professor’s, and guests’ opinions.
   • Seeing beyond “personality issues” with others to appreciate their contributions to the learning environment.

2) Model ethical scholarly standards by:
   • Avoiding plagiarism and all other breaches of academic dishonesty.
   • Avoiding any seeming approval, acceptance, or encouragement of fellow students’ academic dishonesty.

3) Acknowledge, accept, and expect just assessment of your learning by:
   • Understanding the professor’s methods and rationale for your assessment and asking for clarification if you don’t understand.
   • Engaging in accurate, just, and objective self-assessments of your own work.

4) Avoid harassment, discrimination, and exploitation by:
   • Getting to know classmates and the professor as individuals rather than applying prejudices and stereotypes.
   • Contributing your full effort in team and collaborative projects.
   • Respectfully voicing your expectations of full participation in team and collaborative projects to fellow students.
   • Not discouraging, in any way, a member’s full participation in a collaborative project.
   • Respecting fellow students’ individuality so as not to diminish classmates’ self-esteem.
   • Being careful not to make racist, sexist, and other types of discriminatory remarks during class.
   • Being careful not to monopolize class discussion time so that others do not have a chance to participate or are intimidated about participating.

**Successful Students: Guidelines and Thoughts for Academic Success**
Successful students exhibit a combination of successful attitudes and behaviors as well as intellectual capacity. Successful students...

1. …are responsible and active. Successful students get involved in their studies, accept responsibility for their own education, and are active participants in it!

2. …have educational goals. Successful students know where they’re going.

3. …ask questions, the quickest route between ignorance and knowledge.
4. ...learn that a student and a professor make a team. Instructors want their students to learn the material and earn a good grade.

5. ...minimize classroom distractions that interfere with learning.

6. ...take good notes. They take notes that are understandable and organized, and review them often.

7. ...understand that actions affect learning. They know their personal behavior affects their feelings and emotions which in turn can affect learning. Act as if you're interested and you'll become interested: “Act as if”.

8. ...talk about what they're learning. They get to know something well enough that they can put it into words.

9. ...don’t cram for exams. Divided periods of study are more effective than cram sessions.

10. ...are good time managers. Successful students don’t procrastinate. They have learned that time control is life control and have consciously chosen to be in control of their life as much as possible.

Course Organization

Participation. Attendance and participation in class on a continuous basis are critical in helping you to master the language. Be prepared to make a serious commitment to attend all classes. Your attendance and participation will earn points. One point will be accrued for each class day of active participation totaling 30 points.

Absences: After three absences, the instructor may withdraw the student. Do not explain the reason for your absence, should there be one, to the professor.

Exams. NO make-ups. Please check the course calendar for the dates of the exams. Any exam missed will be calculated in as F or zero points.

Assignments: Most assignments in the text and workbook will not be turned in or accrue points toward the final grade. Those to be turned in will be announced and should be typed double-spaced, standard 1” margins, 1-1/2” top margin, easily readable font and type size 12, black ink. Assignments are to be prepared on white 8-1/2X11” paper. All written work is expected to be college level and presented in a professional manner. Do not present any work on torn or shabby notebook paper. In case of absence, have assignment hand-delivered or fax instructor by the due date. Do not e-mail assignments. Always include your name, date and identify the assignment in the top right-hand margin. Late assignments will not be accepted.

Presentations: Students will give two brief talks in Spanish. Topics to be discussed. See Presentation Guidelines, Rating Scale, Evaluation, pp. 8-10.

Oral Tests: Students will read selections from the text. See Calendar.
Cell phones: Please be considerate and turn off all cell phones.

Academic Integrity Policy: The use of another’s ideas or words without proper credit (whether intentional or accidental) is grounds for removal from the course. Plagiarism or cheating is considered by TMCC to be a serious act of academic dishonesty. Minimally, a zero for papers or tests will be assessed.

Learning Center
If you have difficulty studying, taking exams or using the CDs which accompany the Text, there is help available in the Learning Center, Vista B107 as well as a Language Laboratory. Bring your own headphones.

Hint
Learning a language is challenging, takes dedication, effort and diligence. Generally at the university level one must spend a minimum of three hours of study for each hour spent in class. This corresponds to twelve hours per week for this course depending on your previous experience with the language and general aptitude. You can additionally help yourself by the following: watch Spanish language cable channels 23, 24, 25 and 26; listen to Spanish on the radio; rent videos in Spanish; journal in Spanish; make Spanish-speaking friends; make vocabulary flash cards.

Evaluation
Oral and written work is evaluated by the following criteria:

- Comprehension – based on the appropriateness of the student’s response to the questions or statement posed.
- Pronunciation – based on the correct production of individual sounds, intonation and stress.
- Fluency – based upon the flow of spoken utterances and cohesiveness of written language.
- Structure – based on control and command of basic structure and form.

<table>
<thead>
<tr>
<th>Grading Key</th>
<th>Percentile Conversion</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100%</td>
<td>(850 – 765 pts.) = A</td>
<td>Four exams 400 points</td>
</tr>
<tr>
<td>80 – 89.9</td>
<td>(764 – 680 pts.) = B</td>
<td>Final exam 150</td>
</tr>
<tr>
<td>70 – 79.9</td>
<td>(679 – 595 pts.) = C</td>
<td>Two oral presentations 100</td>
</tr>
<tr>
<td>60 – 69.9</td>
<td>(594 – 510 pts.) = D</td>
<td>Writing assessments 100</td>
</tr>
<tr>
<td>&gt;510 pts.</td>
<td>F</td>
<td>Oral tests 70</td>
</tr>
</tbody>
</table>

Class participation @1 pt./class session 30
Total 850 pts.
Americans With Disabilities Act

“Qualified students with physical or documented learning disabilities have the right to free accommodations to ensure equal access to educational opportunities at Truckee Meadows Community College. For assistance, contact the Disabled Student Services Office at 674.7285 or contact Susan Poole in the Affirmative Action Office at 674.7678.

Presentation Guidelines

For the first presentation students will choose either an interesting family member/s to describe. Length: 100-150 words typed, double-spaced, size 12 easily readable font, black ink, white paper. For those not wishing to discuss their families, any well-known individual can be described. Pictures are welcome. Make two copies so the professor can write comments as you speak. Include a title page with your name, class and date. Remember your main goal is to communicate in an interesting manner information to the class. You should begin writing immediately in Spanish using the present tense and vocabulary already in your domain. You may use a dictionary but do a cross-check to verify the accuracy. Realize that you will not be able to include all the information you would like in such a short assignment, therefore, be selective with the information you wish to share with the class. Further details will also be discussed in class. See Rating Scale, Pronunciation Guide, and Evaluation, this syllabus, pages 8-10.

Topics for the second and final presentation will be discussed in class.

Answers to FAQs
1. NO make-up exams. Exams missed will be calculated in as “0” points.
2. There is no extra credit to enhance your grade.
3. I do not grade on a curve.
4. Exams and assignments will be returned in class. If you’re absent, they may be claimed during my office hours. The same holds true for handouts passed out in class.

Pet Peeves
1. Students coming in late or leaving early.
2. Asking me, especially one minute before class is to begin, if you “missed anything” after being absent. It is your responsibility to first check the syllabus and secondly ask a classmate. You can then always check with me via e-mail or telephone.
3. Eating and drinking in class. (Yes, water is OK.)
5. Asking for special consideration regarding your final grade. Using excuses like “having a grant” or “needing to maintain a certain grade point average” do not influence me to alter your grade.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August  26</td>
<td>General orientation to the course; introductions.</td>
</tr>
<tr>
<td>August  28</td>
<td>Begin Lesson One, Contextos</td>
</tr>
<tr>
<td>September 2</td>
<td>Fotonovela, Pronunciation; 1.1</td>
</tr>
<tr>
<td>September 4</td>
<td>1.2; 1.3</td>
</tr>
<tr>
<td>September 9</td>
<td>1.4; Adelante</td>
</tr>
<tr>
<td>September 11</td>
<td>Panorama “Estados Unidos”</td>
</tr>
<tr>
<td>September 16</td>
<td>Examen, Lección 1 – Oral Test 1</td>
</tr>
<tr>
<td>September 18</td>
<td>Begin Lección 2 – Contextos, Fotonovela, Pronunciation</td>
</tr>
<tr>
<td>September 23</td>
<td>2.1; 2.2</td>
</tr>
<tr>
<td>September 25</td>
<td>2.3; 2.4</td>
</tr>
<tr>
<td>September 30</td>
<td>Adelante; Panorama “España”</td>
</tr>
<tr>
<td>October  2</td>
<td>Examen, Lección 2</td>
</tr>
<tr>
<td>October  7</td>
<td>Begin lección 3 – Contextos, Fotonovela, Pronunciación</td>
</tr>
<tr>
<td>October  9</td>
<td>3.1; 3.2</td>
</tr>
<tr>
<td>October 14</td>
<td>3.3; 3.4</td>
</tr>
<tr>
<td>October 16</td>
<td>Adelante – Lectura, Escritura, Escuchar; Oral Test 2</td>
</tr>
<tr>
<td>October 21</td>
<td>Examen, Lección 3</td>
</tr>
<tr>
<td>October 23</td>
<td>Begin– Contextos; Fotonovela; Pronunciación</td>
</tr>
<tr>
<td>October 28</td>
<td>Presentación oral 1; 4.1</td>
</tr>
<tr>
<td>October 30</td>
<td>Presentación oral 1; 4.2</td>
</tr>
<tr>
<td>November 4</td>
<td>4.3; 4.4</td>
</tr>
<tr>
<td>November 6</td>
<td>Adelante; Panorama “México”; Oral Test 3</td>
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<tr>
<td>November 11</td>
<td>Día feriado – Día de los veteranos - No hay clases.</td>
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<tr>
<td>November 13</td>
<td>Examen, Lección 4</td>
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<tr>
<td>November 18</td>
<td>Begin Lección 5 – Contextos, Fotonovela; Pronunciación</td>
</tr>
<tr>
<td>November 20</td>
<td>5.1; 5.2</td>
</tr>
<tr>
<td>November 25</td>
<td>5.3; 5.4</td>
</tr>
<tr>
<td>November 27</td>
<td>Día de Dar gracias – Thanksgiving Day - No hay clases.</td>
</tr>
<tr>
<td>December 2</td>
<td>5.5; Adelante; Panorama “Puerto Rico”; Presentaciones finales</td>
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<tr>
<td>December 4</td>
<td>Presentaciones finales; Final review</td>
</tr>
<tr>
<td>December 9</td>
<td>Examen final (lecciones 1-5)</td>
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<tr>
<td>December 11</td>
<td>Película; Final grade review</td>
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</tbody>
</table>

Caveat: The professor retains the right to alter this calendar as necessary.