CASPER COLLEGE COURSE SYLLABUS

Course Number and Title: SPAN 1005-01, Novice Low Spanish I

Semester/Year: Fall, 2006

Lecture Hours: 2 Lab Hours: approx. 1/class period Credit Hours: 2

Class Time: Days: Room:

Instructor Contact Information: Kathy Coe @ 307-268-2533 or 1-800-442-2963 x2533 or kcoe@caspercollege.edu

Instructor’s Name: Instructor’s Office: Phone #:
Office Hours:

Course Description: This course is for the student who is weak in English grammar. While grammar is presented, the course emphasizes conversational Spanish using the natural approach. Listening, reading, writing, and speaking skills are developed. The student is introduced to Hispanic culture, the purposes and values of studying Spanish, and the Spanish language’s influence on modern civilization. A student who needs four credits of Spanish for his/her degree must take one semester of SPAN 1005 followed by one semester of SPAN 1015.

Statement of Prerequisites: This course is designed for those students who have never studied Spanish and have an English ACT score <18 or a COMPASS Writing Score <75.

Goals: To enable the student to understand, speak, read, and write simple Spanish and to give students an appreciation of the Spanish-speaking world and its culture by (1) acquainting the student with the basics of the Spanish language—basic pronunciation; basic vocabulary dealing with numbers, colors, clothing, greetings, descriptions, nationalities, etc.; (2) learning simple question skills; (3) learning basic grammar concepts such as articles, present verb tenses, genders, plurals, etc.; (4) practicing basic comprehension and reading skills; and (5) becoming aware of diverse cultural perspectives

Outcomes: ACTFL Novice Low. Students will be able to recognize and understand the most commonly used words and phrases on introductory topics such as nationalities, calendar/time, basic descriptions, leisure activities, finances/money, counting, possession, clothing, colors, family/friends, and self. Students will be able to use visual and contextual clues to assist in comprehension and to use such simple texts as signs (traffic, commercial), lists of words and phrases, schedules, maps, and charts/tables. During the interactive course, the instructor will evaluate the students daily.

Methodology: lecture; communicative individual, pair, and group work

Evaluation Criteria: The grading scale is 90-100=A, 80-89=B, 70-79=C, 60-69=D; 59 and below=F. The semester average will be calculated to tenths of a percent; 0.5 – 0.9% will be rounded up to the next whole number while 0.1 - 0.4% will be rounded down. Tests comprise 80% of the grade and cover reading, vocabulary, aural comprehension, and grammar; tests receive a percent score. The lab manual and homework form 20% of the grade and also receive a percent score.

Students are expected to arrive on-time, be prepared for each daily lesson, participate in class, and attend class regularly. Each unexcused absence will result in a 0.5% deduction from the total grade. Students who habitually arrive late will be counted as receiving an unexcused absence.
An unexcused absence is defined as not notifying the instructor in advance or not having written documentation of an absence due to an emergency. If the absence is unexcused no make-up is offered, and a grade of 0 is given for classroom participation, homework, assignments, and tests. Late homework and assignments are accepted only for excused absences. To avoid receiving an unexcused absence, please call my office BEFORE the start of class and leave a message. Calling after the start of class will result in an unexcused absence. If you are absent on consecutive days, you must call each day BEFORE the start of class. If you want the assignment(s) for the class(es) you are missing, leave a phone number where I can either reach you or leave a message. You may not email or text message me to inform me of an absence; you must phone me.

Any student who misses a test will not be allowed to make up that test unless one of the following situations applies. Be aware that a proctor rather than the instructor may administer the make-up test.

1. **Medical emergency:** The student must bring a written release (from a doctor, Casper College nurse, emergency room, Instacare, etc) to the instructor on the same day the student returns to class. The student must take the missed test(s) within two days of returning to class at a time that is convenient to the instructor. Failure to comply will result in a grade of 0 for each test missed.

2. **Jury duty:** The student must bring a copy of the summons to the instructor on the same day the student returns to class. The student must take the missed test(s) within two days of returning to class at a time that is convenient to the instructor. Failure to comply will result in a grade of 0 for each test missed.

3. **Funeral leave:** The student must bring some written evidence (the memorial card from the service, a copy of the obituary, a letter from the funeral home director, etc) to the instructor on the same day the student returns to class. The student must take the missed test(s) within two days of returning to class at a time that is convenient to the instructor. Failure to comply will result in a grade of 0 for each test missed.

4. **Military duty:** The student must bring a copy of the written orders to the instructor on the same day the student returns to class. The student must take the missed test(s) within two days of returning to class at a time that is convenient to the instructor. Failure to comply will result in a grade of 0 for each test missed.

5. **Religious holidays & school functions:** Please make arrangements in advance with the instructor.

**Required text, readings, materials:** *Dos mundos en breve*, 3rd Ed; on-line version of the *Cuaderno de trabajo* that accompanies *Dos mundos en breve* by Terrell, Andrade, Egasse, and Muñoz. **Optional:** a Spanish-English/English-Spanish dictionary.

**Class Policies:** Last date to Change to Audit Status or to Withdraw with a W Grade: Please refer to the latest Casper College catalog. Any student who audits will abide by the agreement made between her/him and the instructor. If the student does not follow the terms of the agreement, the instructor will initiate the student’s withdrawal from the course. Any student who audits is expected to attend every class, complete all assignments, participate in class, and take the tests.

**Student Rights and Responsibilities:** Please refer to the latest Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College student.

**Chain of Command:** If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the division chair, and lastly the vice president for academic affairs.

**Academic Dishonesty – Cheating & Plagiarism:** Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which
the offense was committed or expulsion. Any student caught cheating will receive a grade of 0 on that particular work. See the Casper College Student Code of Conduct.

ADA Accommodations: It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment to see me at your earliest convenience.

Classroom policies: Cell phones must be kept in backpacks, purses, pockets, etc., at all times. If you are expecting a call dealing only with an emergency situation that has arisen, you must inform the instructor before class begins.

Assignments are subject to revision and/or deletion based upon the instructor’s assessment of needs and progress of the class working from this syllabus.

Please retain this syllabus at least until you have graduated. It is your copy of the course requirements and material that you may need to document when transferring to other schools or applying for graduate school or employment.

Calendar or schedule indicating course content: See attached. Also, the language lab (AD 291) is open M – F. The hours are posted on the language lab door. Be aware that the language lab is often closed for tests; it is your responsibility to check the language lab door for notices, because you will not be allowed to enter to complete your homework during tests.