CASPER COLLEGE COURSE SYLLABUS
SPAN 1020-01- First Year Spanish II

Semester/Year: Spring, 2016
Lecture Hours: 4  Lab Hours:  
Class Time: 9:00-10:40 a.m  Days: M and W  Credit Hours: 4
Room: LH 286

Instructor's Name: Nohora Groce
Instructor's Contact Information: Phone: (307)277 7227  Email: ngroce@caspercollege.edu

Office Hours: Briefly before or after class.

Course Description: This course is a continuation of the objectives in SPAN 1010. Students will become more proficient in listening, speaking, reading, and writing Spanish and will further their grammatical study of the Spanish language at the ACTFL (American Council on the Teaching of Foreign Languages) Novice Mid Level. The course will continue to introduce students to the culture of various Spanish-speaking countries. Language laboratory times are required as needed.

Statement of Prerequisites: A grade of “C” or better in SPAN 1010, CLEP test result, equivalent of 6-8 semesters of high school Spanish with a cumulative “B” average of better in those classes, or instructor’s permission.

Goal: 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 clothing, food, health, holidays, travel, etc.; (2) learning more complex question skills; (3) learning grammar concepts such as past tense verbs, comparatives, pronouns, etc.; (4) expanding upon basic comprehension and reading skills; and (5) becoming further aware of diverse cultural perspectives.

General Education Outcomes*:
1.) Demonstrate effective oral and written communication.
2.) Demonstrate knowledge of diverse cultures and historical perspectives.

Course Outcomes: Students will:
• Hear, speak, read and write basic Spanish.
• Converse and write on topics related to clothing and shopping, food and restaurant, body parts and health, personal preferences as well as holidays and special events.
• Comprehend simple written and aural texts on familiar topics.
• Attain an ACTFL oral proficiency level of Novice-high
• Use essential grammar concepts such as simple past verb conjugations, object pronouns, demonstrative pronouns, verb conjugation and placement, etc.
• Compare target-language cultures with his/her own

Course Objectives:
• Describe desires and more complex needs in Spanish.
• Properly form more probing questions to ascertain knowledge
• Discuss routines, health, and shopping and dining preferences.
• Describe a variety of real-world situations (esp. in the past tenses).
• Discuss more nuanced preferences, wishes and desires.
• Identify travel and logistical needs for a trip.
• Effectively use both past tense verbs and other parts of speech to convey meaning.

Methodology: lecture; communicative individual, pair, and group work; occasional video
Your feedback is valuable as the instructor uses course evaluations in determining course methodology.
**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.

**Your final grade includes:** Written tests: **1000 points** (~48%) we will have 5 tests (one per chapter, each test is 200 points); homework: **500 points** (~24%) 5 chapters (100 points per chapter); oral tests: **400 points** (~19%) 2 oral tests (200 points each), and one Project: **200 points** (~10%). Extra points are available for different activities during the class. **TOTAL NUMBER OF POINTS: 2100**

**TESTS:** We will have five (5) tests, one at the end of each chapter; refer to the schedule on page 5 for the exact dates. The exams will consist of vocabulary usage, verb conjugations, reading comprehension, paragraph writing and listening activities. Students will have 50 minutes to take the test and may leave upon completion.

**HOMEWORK:** Homework is through Quia, that is an online workbook/lab program. Students must purchase the online access (often bundled with the text) to be able to complete homework assignments. Homework is assigned at the beginning of the semester, is your responsibility to check the due dates to complete the homework on time. The instructor will provide basic information about the program at the beginning of the semester. Online assignments will be due at 11:59PM on the posted due date. **No late work will be accepted.**

**ORAL EXAMS:** Students will be assessed orally at midterm and again before finals week. The exams will consist of a question-and-answer session between the student(s) and the instructor, skits or oral presentations. The exams will last between 3 to 5 minutes.

**PROJECT:** At the end of the semester the students will present a project about one of the subjects learned during the semester. The project will incorporate cultural aspects of the Hispanic world and it will be 100% in Spanish.

* Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.


**Class Policies:**
1. **Last Date to Change to Audit Status:** April 14
   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.

2. **Last Date to Withdraw with a W Grade:** April 14

3. **Attendance policy:** Students are expected to arrive on-time, be prepared for each daily lesson and exam, participate in class, and attend class regularly. Only 1 unexcused absence is accepted, after that each unexcused absence will result in a 0.5% deduction from the total grade.
An unexcused absence is defined as not notifying the instructor in advance or not having written documentation of an absence due to an emergency. Emergencies are listed and defined under the section on “Exam make-up policy.

**If you should miss a class, it is your responsibility to find out about any assignments and other relevant information. Obtain telephone numbers and/or email addresses from two other students to contact in the event of an absence.**

4. **Homework and assignment make-up policy:** 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 and are due the day the student returns from the excused absence. If you have any problems with technology (Quia-online homework) you should let the teacher know by sending an e-mail and explaining the issue before the due date for the homework.

5. **Exam make-up policy:** Any student who misses a test will not be allowed to make up that test unless one of the following situations applies (not having child care or having to work are not accepted excuses). Be aware that a proctor rather than the instructor may administer the make-up test.

   a. **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 convenient to the instructor. Failure to comply will result in a grade of 0 for each missed test.

   b. **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 missed test.

   c. **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 missed test.

   d. **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 missed test.

   e. **Religious holidays & school functions:** Please make arrangements in advance with the instructor as you will know in advance when these events are scheduled.

6. **Particularities to this class:**

   a) Cell phones must be turned off and in your backpack, pocket, purse, etc at all times. If you are expecting a cell phone call dealing with an emergency that has arisen, you must inform the instructor of the emergency prior to the start of the class period. Absolutely no texting, gaming, or emailing will happen during class time.

   b) For the consideration of fellow students, children or pets are not allowed in class. If something happens with your regular babysitter, please make other arrangements.

   c) It is forbidden to copy files or any material by any means (electronic or otherwise) in the language lab
and from the language lab computers as this is illegal according to the copyright agreement Casper College has with the textbook publisher. Students caught copying files or performing other illegal tasks will be withdrawn from the class by the instructor.

d) This syllabus is not negotiable. However, 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.

e) The use of on-line translation services is expressly prohibited for any assignment including on-line homework. Any assignments are expected to be created by the student, without help from others and without the use of a computer translator or any other form of computer translator software. Any suspicion of plagiarism or unauthorized aid will be investigated. Refer to Academic Dishonesty for more information about this matter.

f) 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.

7. The Casper College Policy regarding harassment states: “The college affirms that its students, faculty, and staff have a right to be free from sexual discrimination and sexual harassment by any member of the college community. For purposes of this policy, sexual harassment is defined, but not limited to, unwelcomed sexual advances, requests or pressure for sexual favors, and other verbal or physical conduct of a sexual nature.” Please contact your instructor if you have questions or concerns regarding this policy or any matter related to harassment in the classroom.

Student Rights and Responsibilities: Please refer to the 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 to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Academic Dean, and lastly the Vice President for Academic Affairs.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College e-mail account as a primary method of communication. Students are responsible to check their account regularly.

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 from school. See the Casper College Student Code of Conduct.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.
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QUIA -INSTRUCTIONS FOR REGISTRATION (ONLINE HOMEWORK)

Your instructor, Nohora Groce, invites you to enroll in the following course.

Course: SPAN1020 TEACHER GROCE
Code: KAPMCJ373
Book: Plazas: Lugar de encuentros, 4th Edition eStudent Activities Manual (eSAM)

Creating a QuiA Account

If you do not have an account, you need to create one. To do so, follow these steps:

1. Go to http://books.quia.com and click Students, then click Create a new account.
2. Select a username and password and enter your information, then click Submit.

Note: Remember to write down your username and password and be sure to select the correct time zone. Also, please enter a valid e-mail address so we can send you your password if you forget it.

Entering the Book Key and Course Code

Enter the book key and course code to complete the enrollment process. You may already have a book key, or you may need to purchase a book key. Depending on your situation, use one of the procedures below. If you activated the book for a previous course, you can start at step 4 of I already have a book key below.

Once you have completed this step, the system lists the course and book on the Student Workstation home page. To enter additional books, enter a book key in the Enter field and click Go.

Note: Book keys can only be used once. Your book key will become invalid after you use it.

I already have a book key

2. At the top of the page, enter your book key and click Go.
3. Click Confirm to confirm your registration information. Your book will appear under the My books heading.
4. Beside the book listing, enter the course code KAPMCJ373 in the Enter course code field and click Go.
5. If necessary, select a class or section and click Submit.

I need to purchase a book key

2. At the top of the page, enter the course code KAPMCJ373 and click Go.
3. If necessary, select a class or section and click Submit. The course and books will appear under the My classes heading.
4. Locate the book and click buy.
5. Proceed through the purchase process.

Note: If the buy link does not appear in Step 4, contact your instructor for information about obtaining a book key.

Using QuiA

To access your Student Workstation in the future, go to http://books.quia.com and log in. Here, you can open your book, submit activities, view your results, and view your instructor’s feedback. If you have any questions, contact QuiA Support at http://books.quia.com/support.
Technology support for the class

1. Online homework for the class (QUIA account):

Follow the instructions on page 5 to create a Quia account (http://books.quia.com)

ABOUT THE ONLINE HOMEWORK
You have to start doing homework the first week of classes that is why is so important to go to Quia and access the course ASAP.
Homework is divided in two groups, be sure to do both:
1. Workbook
2. Lab Manual

You will have to find the corresponding chapter and do the homework on each group. For this class we will work on chapters 5 to 9.
You can find the deadline for each homework in your Dashboard. Remember that after the deadline you will not get credit for your homework, so it is your responsibility to keep track of those dates.

2. Teacher’s blog (help with grammar, vocabulary, games to practice, cultural information, dictionaries, food, how to, specific information for the class, etc): spanishhelp4u.wordpress.com

3. We are going to use Moodle4me for certain things for the class. You will find there important information such as the syllabus, copy of this page, lectures power points, etc. Also the audio for the listening part of the tests will be loaded on Moodle, so is very important to access Moodle ASAP. If you do not have a password set you need to contact the IT department to get one and be able to access Moodle.

Link to access Moodle4me: https://moodle4me.caspercollege.edu/login/index.php