

West Los Angeles College. Fall 2015

Spanish 001, Elementary Spanish I Online Class, Section # 8174

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## Syllabus

### CATALOG DESCRIPTION: Elementary Spanish I, 5 Units (UC: CSU)

This is the first term of a two term-sequence in first-year Spanish. Communicative proficiency is the main objective. The four skills of listening, speaking, reading and writing are developed with emphasis on the active use of these skills. Culture is incorporated into the course in textual and visual materials to stimulate interest and reinforce understanding and appreciation of the Spanish-speaking world.

**TEXTBOOK:** *Vistas, Introducción a la lengua española*, 4th Ed., José A. Blanco, Philip Redwine Donley, Vista Higher Learning, Boston, Massachusetts, 2012.

Please be aware, used textbooks do not include access codes for you to do homework and lab work online!

**VIRTUAL OFFICE HOURS:** I will answer any questions or provide feedback through PRIVATE MESSAGES (on ETUDES left list of options). This private channel of communication allows students to bring questions or concerns to the professor in the same way office hours do. Please use PRIVATE MESSAGES to communicate with me privately.

### COURSE SLOs.

What are SLO's?

SLO's — student learning outcomes — represent the broad skills and knowledge that students are expected to attain as a result of engaging in specific educational experiences.

Read about Course SLO assessment under *ASSIGNMENTS AND EXAMS POLICY*.

*Spanish 1 SLO:*

1. To demonstrate understanding of cultural nuances of everyday life in the Hispanic world;
2. To communicate orally and in writing in a variety of meaningful real life activities at the novice high level of proficiency on the national ACTFL scale (American Council on the Teaching of Foreign Languages).

### COURSE OBJECTIVES.

After satisfactory completion of this course:

- A. Discuss and demonstrate reasonable comprehension of the following topics in Spanish: greetings; describing yourself, friends, family, classrooms and household items, weather conditions; your likes and dislikes, favorite sports, occupations, classes, and food.
- B. Illustrate your ability to write and speak in simple Spanish with a variety of regular, irregular, stem-changing, and reflexive verbs. Use appropriate basic vocabulary, which includes clothing, color, food, physical and emotional states or conditions, expressions of time (days, months, and seasons) and daily grooming routines.
- C. Exhibit cultural awareness by the following:
- a) Demonstrate proper use of formal and in formal address, when given a specific social situation.
  - b) Demonstrate knowledge of the geography and cultures of the Hispanic world: Chile, Cuba, Ecuador, España, Guatemala, México, Perú, and Puerto Rico; and non-Hispanic countries where there is a strong Hispanic influence, like United States and Canada.

### **YOUR VIRTUAL CLASSROOM AND YOUR E-TEXTBOOK.**

→ **Your Virtual Classroom. ETUDES.** A virtual classroom is an online learning environment.

Follow the steps below to familiarize yourself with the system. It is your responsibility to do so on the first day of classes.

1. Everything you need to know for a successful online class it is available to you at: <http://www.wlac.edu/online/login.asp>
2. Class lectures are delivered by using ETUDES, your online classroom. You can access your online class by logging in at this URL [www.myetudes.org](http://www.myetudes.org)

Everything you need to know on to use ETUDES and navigate our classroom is in this video: <https://www.youtube.com/watch?v=Va9fcU8FDPA>

In our ETUDES classroom you should:

- Read Announcement. You should do this EVERYDAY
- Read the Syllabus and Calendar. This item is 0,5% of your Participation grade. The deadline for doing so is **Sep. 4**. By opening the Syllabus on ETUDES you acknowledge that you have send and received a copy of Professor Redoles' Syllabus, Calendar, and Important Dates.
- Read and study the Modules. In here you will find my lectures.
- Answer assignments in Assignments. Here you will write Compositions and take the SLO Exam

- Participate in Discussions, and contact the teacher and classmates via Private Message. Here you will Introduce Yourself and read about your teacher. Introducing yourself is 1% of your Participation grade. Due date is **Sep. 4**.

- Chat Room. Here you can "chat" and study with your classmates.

- Gradebook. Here you can monitor your grades.

→ **Your E- Textbook**. An eBook is an electronic version of a traditional print book that can be read by using a personal computer.

To access to your e book go to <https://www.vhlcentral.com/>

In your SUPERSITE you will do your Homework, Reading Comprehension assignments and take quizzes and exams.

## **INSTRUCTIONAL METHODS.**

You will be given a variety of educational tools to make your learning experience rewarding and challenging. In this communicative approach class, you will be interacting with classmates using multimedia. Interesting Hispanic "*Fotonovela*" videos and colorful pictures will enhance your interest and participation; and most importantly, empowering you to succeed.

## **CLASS POLICIES and ATTENDANCE:**

You have the great opportunity to take this Spanish class, learn things, expand your mind, and get my feedback to help you learn Spanish. You have to participate in class activities and conversations in Spanish, be empowered and receive credit too!

1. Attend online classes 10:25 hours weekly and complete Lessons 1-9 in the Modules by reading and studying class lectures. Classes are conducted Monday through Friday (ETUDES) although you are encouraged to log in every day.
2. Participate in class by answering your instructor/classmates' questions and posting your comments in the **Forums** ("Discussions and Private Messages" link, left.)
3. Answer on time to all assignments and test -homework, weekly quizzes, compositions, reading comprehension tests, midterm exam and a final exam- Pay attention to due dates (Tentative Class Schedule in the Modules); they will not be reopened. Please don't ask for make ups.
4. Follow "**Course Map**" link, left frame. If you miss one step: class lecture, assignment, quiz or exam.
5. Avoid exclusion from class. You will be dropped from the class after three consecutive absences or if you are not participating in class Monday -Thursday.
6. C our class contract and expectations.

Failure to withdraw officially will result in an "**F**" grade. See the College Calendar for Withdrawing dates. Remember it is **your** responsibility to be informed and to withdraw!

## **STUDENT RESPONSIBILITIES:**

- Log in in ETUDES once a day, and check new announcements. It is your responsibility to be well informed of assignments, homework, and lab work. Please refrain from asking the teacher what is scheduled in class.
- Know your responsibilities and be committed to perform well.
- Be actively involved, participate, and succeed; you deserve it.
- Buy your required Vistas 4e package with **SUPERSITE** online **access code** not later than the **August 4, 2005**.
- Read your assigned lesson and due dates on your SUPERSITE. Please refrain from asking the teacher what is scheduled in class.
- Log in and attend 10:25 hrs. /wk. on ETUDES.
- Study and complete class lectures on Lessons 1-9 in the Modules.
- Do your own work (refer to **Copyright Statement** below).
- Participate in Spanish in oral assignments and activities.
- Do your assigned (**dated**) homework and quizzes on **SUPERSITE, (Lessons 1-9)**.
- Manage your time and plan ahead in order to succeed!
- Make an appointment to see a tutor if your "extenuating circumstances" become too overwhelming.
- Consider taking this class at a later time if you are not able to fulfill your responsibilities!
- Withdraw officially in the Admissions Office or online and take the course at a more convenient time (withdrawals from classes can affect your eligibility for federal financial aid.)

## **COPYRIGHT STATEMENT:**

If you plagiarize (submit work that is not your own, either entirely or in part) you will get a failing grade "**F**" on assignments, quizzes, and exams. Cheating and disruptive behavior are not tolerated and you will be reported to the Vice-President of Student Services for disciplinary action. For more information, refer to Los Angeles Community College District, Standards of Student Conduct.

## **E-CLASSROOM PROCEDURES, ATTENDANCE POLICIES and CLASS PARTICIPATION**

You have the great opportunity to take this Spanish class, learn things, expand your mind, and get my feedback to help you learn Spanish. Don't waste it! If you disturb the class by using offensive language or behave in an improper manner, you may receive a disciplinary sanction for violating the WLAC Standards of Student Conduct, please refer to Fall 2015 Class Schedule.

Assignments and exams will not be reopened after due dates. Make a Tentative Class Schedule copy for daily class lectures and due dates assignments, homework, midterm, and final exams. Be actively involved, participate, and succeed; you deserve it!

Make an effort to participate in class activities and forums in Spanish. Attend class, read and study class lectures in ETUDES, and participate by answering your classmates' questions in class. Be empowered and receive credit too!

### **IMPORTANT INFORMATION.**

If you have any learning or physical disability, please contact the Disabled Student Programs and Services Office (DSP&S) in the Student Services Bldg. (SSB 320) at (310) 287-4450. The DSP&S will then contact your instructors to notify them of needed accommodations, such as additional testing time, note taker, etc. Do not be embarrassed to seek help. Disabilities are not a reflection of who you are, but of how your brain works. Understanding how you learn is the first step to success.

### **ATTENDANCE POLICIES.**

*Meetings Days and Time:* You may log on whenever you can, although daily login is recommended. Regular class attendance is expected from all students. Students are required to log in weekly, at least 10:25 hrs. per week in ETUDES and VISTAS to receive class attendance credit. In case of an absence, you will be responsible for all announcements, assignments, and material covered in class. If you have to miss one day, please ask one of your classmates to update you. Being absent is not an excuse for not being informed or not deliver your homework in a timely manner. It is your responsibility submitting your homework and lab work before due dates and keeping abreast of lecture topics, announcements, and assignments even though you were absent.

If you are unable to attend regularly, regardless of the reason or circumstance, or if your "extenuating circumstances" become too overwhelming, please contact me, as soon as possible. Manage your time and plan ahead in order to succeed. No make ups, please do not ask.

Withdraw officially in the Admissions Office or online and take the course at a more convenient time. Failure to withdraw officially will result in an "F" grade. It is your responsibility to withdraw!

### **CLASS PARTICIPATION.**

*Total class participation (Forums on ETUDES).* You are expected to make an effort to participate in class activities and conversations, and attempt to respond to questions in Spanish. In general, you are asked to abstain from using English in class.

Please log on in the ETUDES FORUMS and become a member, register as soon as possible to participate in class discussions, post topics of interest, ask questions, and respond other student's questions. Do not forget to introduce yourself to the class! Please remember that your participation in the forums will be graded. Participation includes attendance, progress of your ability to understand and communicate in Spanish, and class participation. Participation should be done in Spanish.

Sending Private Messages or e mails to the teacher does not count as participation in class.

Class attendance and participation is highly recommended, and it is a very important part of your final grade.

Forum Participation. You must participate at least 3 times, in each of the 9 Lesson/ Forums (one for each lesson)

Forums Participation 4.5 %

Introduces yourself 1% (due date Sep.4)

Read the syllabus and calendar 0.5 % (due date Sep.4)

Attendance and class participation represents 6% of your final grade.

TUTORING is free in the FOREIGN LANGUAGE LAB (FL) in the HLRC Bldg., First Floor (Library). For more information, please contact the FL Lab Assistants.

#### **ASSIGNMENTS AND EXAMS POLICY:**

**Vistas 4th edition SUPERSITE** is the online site **where you will complete Lessons 1-9 in Practice and take quizzes and exams in Assessments.**

See homework due dates on Supersite. **Incomplete or late assignments** will not be accepted. It is not appropriate to e-mail me asking what assignment you need to complete, refer to Tentative Class Schedule for due dates and study plan.

**SUPERSITE Practice** is your homework online site where you will be listening, repeating, and practicing vocabulary and oral activities until you can record Lessons 1-9 with ease (activate your SUPERSITE **Vistas 4th ed.** code).

**SUPERSITE Assessments** is your online site where you will be taking quizzes and exams.

#### **In this class, you will have to do the following:**

1. Weekly homework. Vocabulary and grammar and oral and/or written group and individual assignments to demonstrate your comprehension and the ability to express yourself in simple Spanish structures. To be answered in VISTAS
2. Weekly quizzes. To be answered in VISTAS
3. A Mid-term exam (Lessons1-5) and a Final exam (Lesson 1-9) that test your comprehension of oral and written Spanish, and your ability to express yourself in written Spanish. To be answered in VISTAS
4. Written compositions. To be answered in VISTAS
5. Reading Comprehension assignments. To be answered in VISTAS
6. SLO Exam. To be answered in ETUDES

7. Activities or exercises that your instructor may assign as needed!

Assigned exercises from Lessons 1-9 should be completed in VISTAS e-book to receive proper credit, please see Schedule on SUPERSITE or ETUDES for due dates.

→ **Homework.**

Assigned exercises from Lessons 1-9 should be completed in VISTAS e-book to receive proper credit. Homework is obligatory and due as assigned, remember there are not make-ups for missing assignments. No exceptions. I will be checking homework on a regular basis to give you credit. This score include all assigned activities on each lesson. Vocabulary and audio exercises should be listened more than one time in your VISTAS e-book, until you are able to complete the assignments with ease. Practice enough before you record them for credit. Make flashcards to review vocabulary and grammar structures.

Outside the e-classroom you should dedicate a reasonable amount of time every day to do the assigned homework, study vocabulary and notes, and to look at what will be covered the following class. Be sure to practice dialogues out-loud and work on your pronunciation. It is recommended to read **Spanish** literature, newspapers and magazines, watch Spanish TV-programs, and listen to Spanish radio stations outside of class.

ASSIGNMENT	HOMEWORK
WHERE TO FIND IT?	VISTAS
WHERE TO BE SUBMITTED?	VISTAS
HOW MANY?	9 IN TOTAL. ONE FOR EACH LESSON
WORTH?	18%

→ **Quizzes.**

Nine quizzes will be given during the semester, one per lesson. Please see ETUDES Calendar for due dates, because your instructor will not be reminding you. Please do not wait until the last day and/or the last minute to do your assignments, quizzes, or exams; there will be not be reopening for you. Sorry, but no exceptions.

Quizzes will be open for 24 hours only. You may choose the time that is more convenient for you to do your HW. But, you must complete and submit your answers at the end of the time allowed on the same day. You cannot save your work, and finish it later. These assignments will NOT be extended or reopened. No tests will be reset for any reason. Please do not ask your instructor.

ASSIGNMENT	QUIZZES
WHERE TO FIND IT?	VISTAS

WHERE TO BE SUBMITTED?	VISTAS
TIME FOR COMPLETING?	24 hrs.
HOW MANY?	9 IN TOTAL. ONE FOR EACH LESSON
WORTH?	18%

→ **Compositions.**

There will be nine compositions throughout the semester, one for each chapter. Compositions must be written in SPANISH. Type at least 10 sentences in each question. See the Calendar on ETUDES for topics and due dates. These written exercises should be completed and submitted for correction and evaluation. Please turn in your work on time. No make-ups for missing compositions.

ASSIGNMENT	COMPOSITION
WHERE TO FIND IT?	VISTAS.
WHERE TO BE SUBMITTED?	VISTAS
HOW MANY?	9 IN TOTAL. ONE FOR EACH LESSON
WORTH?	9%

→ **Readings.**

There will be nine reading comprehension test, one for each chapter. Please see the ETUDES Schedule for due dates.

ASSIGNMENT	READINGS
WHERE TO FIND IT?	VISTAS. Panorama
WHERE TO BE SUBMITTED?	VISTAS
HOW MANY?	9 IN TOTAL. ONE FOR EACH LESSON
WORTH?	9%

→ **COURSE SLO ASSESSMENT:**

**COURSE SLO ASSESSMENT – COMPOSITION:**

After taking this Spanish class you have decided to travel to a Spanish speaking country to practice everything you have learned in this semester. The best thing is that will be there for Christmas and New Year!

With the expected competency of an Elementary Spanish 001 level student write a composition describing your trip from the very beginning. What do you have to do before traveling? Visa, passport, travel agency, shopping, etc. Once in the destination country, write about how they celebrate Christmas. What customs do they have? And in New Year? What uses and customs did you observed? Compare that festivities with customs that you have in your own country of

origin or residence. Complement your composition with a gallery of photos, which illustrate your travel, this gallery of photographs must be given a Power Point of 8-10 slides with a title introducing the photograph.

### **COURSE SLO ASSESSMENT: COMPOSITION (Instructions)**

- Compose one-page composition **in Spanish**, typed (Times New Roman 12, Microsoft word) and double-spaced. Include your name, date, class, title, etc. **in Spanish**.
- Compose a Power Point to illustrate the different cultures and ethnicities.
- Describe in a one-page paper, clearly stating the topic introduction, body and conclusion:

**TOPIC:** Ordering at a Restaurant in a Spanish speaking country.

You and your new friends have decided to have dinner at a restaurant in New Year's Eve. You're very well prepared to order your food.

With the expected competency of an Elementary Spanish 001 level student write a composition on the restaurant experience. Make sure to include the following information:

1. In what country are you?
  2. What are your expectations, what are you going to order?
  3. How you'll interact with the waiter. How will you call a waiter over to your table? How to ask for something? And how you'll interact with your friends? How are you are going to pay the bill and the tip?
  4. What did you ordered for appetizer, main course, dessert, and drinks?
  5. Ask for the bill.
  6. If any, what cultural-restaurant uses and customs did you observe?
  7. Write a title. Attract the reader. Do not use straight-forward or boring composition title.
- **PUNCTUATION** is very important in Spanish and one point will be deducted if three stress marks (los acentos), exclamation (¡...! = signos de exclamación) or question marks (¿...? signos de interrogación), spelling (ortografía) and/or letter ñ are missing in exams, quizzes, and assignments.
  - Post/Attach it in "Assignments, Test and Surveys" on ETUDES
  - Contact me as soon as possible if you have questions. This is your course SLO assessment and it represents 10 points. Follow instructions and RUBRIC carefully

**Avoid translation** or a translator. Use vocabulary and grammar you have learned in class. Failure to do this will result in an "F" grade. Do not copy. Refer to **COPYRIGHT STATEMENT**.

- Follow instructions carefully to receive full credit! **Due Date:** See Calendar in ETUDES.

ASSIGNMENT	COURSE SLO ASSESSMENT
WHERE TO FIND IT?	ETUDES
WHERE TO BE SUBMITTED?	ETUDES
TIME FOR COMPLETING?	10 DAYS.
HOW MANY?	1
WORTH?	10%

→ **Midterm Exam.**

Mid-term exam (Lessons 1-6), will consist of: Oral, listening comprehension, reading comprehension, grammar, vocabulary, culture, "Fotonovela" and/or a written essay in Spanish. No student is exempt from Midterm examination. Please see Schedule for due date.

ASSIGNMENT	Mid Term
WHERE TO FIND IT?	VISTAS
WHERE TO BE SUBMITTED?	VISTAS
TIME FOR COMPLETING?	2 DAYS
HOW MANY?	1
WORTH?	10%

→ **Final Exam.**

Lessons (1-9), will consist of: Oral, listening comprehension, reading comprehension, grammar, vocabulary, culture, "Fotonovela" and/or a written essay in Spanish. No student is exempt from final examination.

ASSIGNMENT	Final Exam
WHERE TO FIND IT?	VISTAS
WHERE TO BE SUBMITTED?	VISTAS
TIME FOR COMPLETING?	2 DAYS.
HOW MANY?	1
WORTH?	20%

**GRADE DISTRIBUTION:**

Class Participation in Spanish	6%
Homework: Lessons 1-9	18%
Quizzes: Lessons 1-9	18%
Compositions: Lessons 1-9	9 %

Reading Comprehension: Lessons 1-9	9 %
Mid-Term Exam: Lessons 1-5.	10 %
COURSE SLO ASSESSMENT	10 %
Required Final Exam: Lessons 1-9	20%

TOTAL = 100 %

**GRADE SYSTEM:**

90-100	A
80-89	B
70-79	C
60-69	D
1-59	F

**Have a successful and rewarding Fall 2015 semester!**