COURSE DESCRIPTION: Spanish 231 continues the introduction to Spanish language begun in Spa131 and Spa 132 focusing on the four language skills necessary for the effective communication: listening, reading, writing and speaking. Spa231 completes the introduction to Spanish grammatical structures while expanding communicative skills and cultural knowledge obtained in previous courses. This course is conducted in Spanish.

COURSE OBJECTIVES: At the end of this course students should be have the tools to perform the following language tasks:

1. Communicate in Spanish at the intermediate-low level utilizing a variety of language constructions from simple to advanced grammar structures.
2. Follow essential points of written discourse at an intermediate level with the ability to discuss main ideas of written texts.
3. Write social correspondence, take notes, and write cohesive summaries, narratives and descriptions of factual nature.
4. Handle common social situations in Spanish.
5. Students are expected to recognize grammatical terms in English and Spanish as provided in Appendix I of Puntos de Partida.

REQUIRED TEXTS:

- Quia Electronic Workbook to accompany Puntos de Partida. 8th ed.
- Quia Electronic Laboratory Manual to accompany Puntos de Partida. 8th ed.


COURSE REQUIREMENTS: Students enrolled in this class have had to pass Spa131 and Spa 132, or taken the placement exam. During the course, students are expected to do the following: prepare the assignments for the date indicated prior to coming to class that day; do the
assignments and online work to turn them in as assigned; use the language skills inside to complete activities, and outside the classroom (i.e. speaking to native speakers, watching Spanish lang. TV or movies, reading Spanish lang. magazines or newspapers) in order to successfully pass the course. **Students are to bring their textbook to class every day.**

**GRADING:** Students earn their grade on an objective grading scale based upon 100 points.

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
<th>Grade Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Exams</td>
<td>40%</td>
<td>A = 100-90</td>
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<tr>
<td>Oral exams</td>
<td>20%</td>
<td>B = 89-80</td>
</tr>
<tr>
<td>In-class compositions</td>
<td>10%</td>
<td>C = 79-70</td>
</tr>
<tr>
<td>Workbook + Lab Manual</td>
<td>10%</td>
<td>D = 69-60</td>
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<tr>
<td>Tutor interviews</td>
<td>10%</td>
<td>F = 59-</td>
</tr>
<tr>
<td>Quizzes</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Cultural presentation</td>
<td>5%</td>
<td></td>
</tr>
</tbody>
</table>

**ATTENDANCE:** Your presence in class is imperative. In order to be able to participate in class, you must be present. Roll will be taken every day, and attendance is mandatory. If you are absent more than three times, **for each absence beyond the three allowed your final grade will be lowered by 1% up to a maximum of 10%.** After the sixth absence, you may be dropped from the course. Absences due to illness or unexpected situation count as absences. The only absences that do not count beyond the three allowed are those resulting from required participation in university events, hospitalization, or family emergencies of which instructor has been notified by university officials. A tardy or leaving class early equals 1/3 of an absence. Late work is not accepted. **Make-up exams must be arranged before the date of the absence.**

**QUIIA WORKBOOK AND LAB MANUAL:** Homework is assigned to provide students with additional practice and review of material. The Workbook exercises are essential to understanding the material presented in the textbook and in the class. The Lab Manual will help practicing listening, speaking, reading and writing, so improving the four language skills. Both Workbook and Lab Manual are to be completed following the electronic versions provided by Quia. Students are responsible for completing assignments listed in the syllabus by the dates indicated. The system will not accept late work for credit; a student still may do it for the practice, however.

- Read attached sheet to follow Quia registration instructions.

**QUIZZES:** Vocabulary and reading comprehension quizzes are given for each chapter. You can expect twelve quizzes throughout the semester. The two lowest quiz grades are dropped. No makeup quizzes are given due to routine absences.

**CULTURAL PRESENTATION:** The cultural presentation is an oral report based on cultural topics found at the end of each chapter. Students are required to build up a presentation using pictures, presentation boards, or computer Power Point presentations. They should accompany the graphic material with an oral explanation on the topic that student chooses based on the represented chapter’s country. The oral explanation is not to be written, except for brief notes not to be read aloud. Presentation is in front of the class. Grading is based upon material quality, oral ability, grammar accuracy, and depth of contents. Topics are assigned to students on the first day of class.

**COMPOSITIONS:** There will be three assignments requiring you to write an in-class composition. They will be due at the end of chapters 13, 15, and 17. The instructor will announce ahead of time the possible topics to write about. You will be provided a writing sheet to complete
the task. You can use the book and dictionary. Compositions will be graded on accuracy of grammatical forms, use of diverse vocabulary, and quality of content.

**TUTOR INTERVIEWS:** A series of four interviews (last two are evaluated) are to be held with any of the two departmental tutors. Students must visit the tutors once a month at their offices and maintain a conversation of no less than 20 minutes. Topics depend on the material covered in class, focusing in the chapters studied previously to each interview. Any other topics that students may want to bring in are more than welcome. Students will have to carry the weight of the conversation. Tutors will have signup sheets for students to set up an appointment for each one of the four interviews. Tutors’ office and schedule: HL 119; 9:00am-5:00pm.

**ORAL PROFICIENCY EXAM:** Two oral proficiency exams are conducted in my office and consist of a conversation/interview about topics covered in class. Sign up for the oral exam is available a week prior to the exam.

**EXAMS:** Each written exam consists of listening, reading, grammar, and vocabulary sections. Make up exams are not given unless arrangements have been made in advance of the absence from a scheduled exam.

- Exam 1 – Chapters 13 and 14
- Exam 2 – Chapters 15 and 16
- Exam 3 – Chapters 17 and 18

Students may not take the final exam early. If you are not present for the Final Exam 3, you will receive a zero. No makeup exams are allowed for the final exam.

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**Tutoring and Advising**

- **Your Instructor:** I am your first resource and want to make your experience as positive as possible. Please talk to me if you are having any problems in the course and I will do my best to assist you.

- **Tutorials:** Tutoring is available in HL 119. Tutorials are free of charge and are offered daily. Sign up is on the door.

- **Mach III:** If you are a 1st generation college student; or if you are in the federal category qualified as low-income; or if you have any type of disability, you may qualify for free tutoring at Mach III. Visit the Student Services Building, 3rd floor (303A), or call (903) 886-5150.

- **Advising:** To declare a major, second major, or minor in Spanish, or to get further information on our program, please make an appointment with Dr. Inma Lyons, 903-468-8774, <Inma_Lyons@tamu-commerce.edu>, HL 311.

- **Notice to those seeking Teacher Certification:** Students who plan to teach English, Spanish, or English as a Second Language in Texas public schools must pass the appropriate state certification tests. The Department of Literature and Languages grants approval to take the content-area tests, subject to the policies described at this URL: <http://faculty.tamu-commerce.edu/bolin/texes.html>. Additional information about the examinations and the internship is available at the Educator Certification office in Ed North 204 (ext. 5182).
• **Placement Exam:** If you have taken *any* Spanish in the past, or if you speak Spanish, you should take the Spanish placement exam. It is offered every day in McDowell Administration Building, 315A. You may possibly place out of lower-division classes and receive up to 6 hours of credit! This exam is to help you finish your language requirement sooner, or get you into upper-level classes without repeating work you have already done in the past.

• **Study Abroad:** We encourage students to pursue an immersion experience in Spanish by participating in our study abroad programs. Anytime you receive credit for courses taken abroad, you must have them approved by the Spanish faculty and advisor **BEFORE** you leave. Please speak to your professor if you are interested in taking Spanish in Spain or Mexico. As a bilingual student, you can benefit enormously from a study-abroad experience. Financial aid will apply to most destinations and the Office of International Studies offers travel stipends for almost all interested students to travel to a variety of countries. For more information contact Dr. Kenneth Clinton in Ferguson Social Sciences 220, (903) 468-6034.

• **E-Culture Policy:** When dealing with faculty over e-mail, it is important that students keep the following in mind:
  - Always use the Tamu-c e-mail account to communicate with your instructor. Messages from any other e-mail accounts will not be considered.
  - Always use salutations and signatures. Be courteous. Add a recognizable subject.
  - For serious matters use e-mails to facilitate a mutually agreeable time to meet. E-mail should not be used to avoid personal interaction.
  - Never use e-mail to vent or to respond immediately to an emotional situation.

**Statements to students required by the University and the Department of Literature and Languages**

• **Retention statement for 1st Year Students:** Grades for students in freshmen level classes will be reported to the Registrar’s Office at the end of the fifth week of class during the fall and spring semesters. The Registrar’s Office will report grades to students, Advising Services, Academic Departments (faculty advisors) and mentors. This procedure will allow students to be knowledgeable about their academic progress early in the semester. The university, through Advising Services, faculty advisors and mentors, will take steps to assist students who may be experiencing difficulty to focus on improvement and course completion. Early intervention for freshman students is designed to communicate to students the University's interest in their success and willingness to participate fully to help students accomplish their objectives.

• **Behavior:** All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Student’s Guide Handbook, Policies and Procedures, Conduct).

• **Americans with Disabilities:** The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

  **Office of Student Disability Resources and Services**
  **Texas A&M University-Commerce**
  **Gee Library**
  **Room 132**
  **Phone (903) 886-5150 or (903) 886-5835**
  **Fax (903) 468-8148**
  **e-mail:** <StudentDisabilityServices@tamu-commerce.edu>
• **Academic Honesty:** *Plagiarism* is borrowing the work of others and not giving credit where credit is due. It is unethical and reflects very poorly on a person’s character. Copying someone else’s work, or asking a friend or tutor to write your compositions constitutes a violation of academic honesty policy. Likewise, the use of electronic media to translate your work to Spanish is also unacceptable. Instructors in the Department of Literature and Languages do not tolerate plagiarism and other forms of academic dishonesty. Instructors uphold and support the highest academic standards, and students are expected to do likewise. Penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. (Texas A&M University-Commerce Code of Student Conduct 5.b[1,2,3]) Students who engage in plagiarism and copying acts that deserve official disciplinary actions are subject to academic sanctions.

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**Finally, a piece of advice:** College success is a matter of time…

“Research indicates that successful college students spend an average of 2 hours outside of class studying, reviewing, and preparing for class for every 1 hour that they spend in the classroom. This means that if you are enrolled in 15 hours, you should be spending approximately 30 hours per week studying and preparing for class. That’s a full time job! About two-thirds of all college students say you don’t need to spend that much time studying and preparing for class. Coincidentally, only about one-third of all entering college students actually graduates from college – or, is it just coincidence?”

(Reprinted from Mayo College newsletter, August 2005)

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**CALENDARIO DE CLASES**

<table>
<thead>
<tr>
<th>FECHA</th>
<th>ACTIVIDADES DE CLASE Y TAREAS</th>
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<tbody>
<tr>
<td>agosto</td>
<td></td>
</tr>
<tr>
<td>martes 28</td>
<td>Primer día de clase: Introducción y presentación del curso</td>
</tr>
<tr>
<td></td>
<td>Repaso del semestre anterior: el subjuntivo: capítulo 12</td>
</tr>
<tr>
<td>jueves 30</td>
<td><strong>Capítulo 13: <em>El arte y la cultura</em></strong></td>
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<tr>
<td></td>
<td>414-420: Vocabulario: lectura y práctica</td>
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<tr>
<td>septiembre</td>
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<tr>
<td>martes 4</td>
<td>421-424: Gramática: el subjuntivo de emoción; ojalá</td>
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<tr>
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<td>426-428: Subjuntivo de duda y negación.</td>
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<tr>
<td></td>
<td>Prueba/quiz de vocabulario (1)</td>
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<td>Información sobre la Composición 1.</td>
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<td>Fecha</td>
<td>Asignación</td>
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| **jueves 6** | 430-433: Repaso de casos de subjuntivo.  
440-441: Lectura y Redacción: Quiz-Comprensión/Redacción (2)  
Presentaciones culturales: el profesor hace la primera presentación como modelo para los estudiantes. |
| **martes 11** | **Composición 1** en clase. El profesor provee el tema y el material.  
**Capítulo 14: La naturaleza y el medio ambiente**  
444-452: Vocabulario: lectura y práctica |
| **jueves 13** | 453-455: Gramática: Participio pasado como adjetivo  
Prueba/quiz de vocabulario (3)  
457-459: Presente perfecto de indicativo y de subjuntivo |
| **martes 18** | 468-469: Lectura y Redacción: Quiz-Comprensión/Redacción (4)  
Práctica de comprensión auditiva en vídeo: Minidramas.  
Presentaciones culturales |
| **jueves 20** | **Examen 1 – Capítulos 13 y 14**  
Workbook and Lab Manual due  
**Capítulo 15: La vida social y la vida afectiva**  
472-477: Vocabulario: lectura y práctica |
| **martes 25** | 478-481: Subjuntivo en cláusulas adjetivales  
Prueba/quiz de vocabulario (5)  
**Último día para tener la 1ª conversación con el tutor.** |
| **jueves 27** | 482-485: Subjuntivo con cláusulas de contingencia y de propósito  
Información sobre el Examen Oral.  
Información sobre la Composición 2. |
| **octubre** |  |
| **martes 2** | 491-493: Lectura y Redacción: Quiz-Comprensión/Redacción (6)  
Práctica de comprensión auditiva en vídeo: Minidramas.  
Presentaciones culturales  
**Composición 2** en clase. El profesor provee el tema y el material.  
Preparación en clase para el Examen Oral |
| **jueves 4** | **Oral Exam** (Conducted in pairs in office - ¡No hay clase!) |
| **martes 9** | **Capítulo 16: ¿Trabajar para vivir o vivir para trabajar?**  
494-501: Vocabulario: lectura y práctica |
| **jueves 11** | Prueba/quiz de vocabulario (7)  
502-505: Gramática: el futuro y las conjeturas |
| **martes 16** | 508-512: El subjuntivo expresando acciones pendientes o habituales |
| **jueves 18** | 518-520: Lectura y Redacción: Quiz-Comprensión/Redacción (8)  
Práctica de comprensión auditiva en vídeo: Minidramas. |
| **martes 23** | Presentaciones culturales  
Repaso de contenidos gramaticales para el Examen 2  
**Último día para tener la 2ª conversación con el tutor.** |
| **jueves 25** | **Examen 2 – Capítulos 15 y 16**  
Workbook and Lab Manual due |
| **martes 30** | **Capítulo 17: En la actualidad**  
522-528: Vocabulario: lectura y práctica |
<p>| <strong>noviembre</strong> |  |
| <strong>jueves 1</strong> | 529-534: El pasado del subjuntivo |</p>
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<tr>
<th>Día</th>
<th>Actividad</th>
</tr>
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<tbody>
<tr>
<td>martes 6</td>
<td>Prueba/quiz de vocabulario (9)</td>
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<td>536-538: Adjetivos posesivos. Información sobre la Composición 3.</td>
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<td>jueves 8</td>
<td>Práctica de comprensión auditiva en vídeo: Minidramas.</td>
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<td>Presentaciones culturales</td>
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<td>martes 13</td>
<td>544-545: Lectura y Redacción: Quiz-Comprensión/Redacción (10)</td>
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<td><strong>Composición 3</strong> en clase. El profesor provee el tema y el material.</td>
</tr>
<tr>
<td>jueves 15</td>
<td><strong>Capítulo 18: En el extranjero</strong></td>
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<td>546-552: Vocabulario: lectura y práctica</td>
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<td>553-556: Gramática: el condicional</td>
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<tr>
<td>martes 20</td>
<td>Prueba/quiz de vocabulario (11)</td>
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<td>558-560: Gramática: las cláusulas condicionales con <em>si</em></td>
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<tr>
<td>jueves 22</td>
<td>Día de Acción de Gracias. ¡No hay clase!</td>
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<tr>
<td>martes 27</td>
<td>Práctica de comprensión auditiva en vídeo: Minidramas.</td>
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<td>Presentaciones culturales</td>
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<td>jueves 29</td>
<td>568-569: Lectura y Redacción: Quiz-Comprensión/Redacción (12)</td>
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<td>Preparación en clase para el Examen Oral</td>
</tr>
<tr>
<td><strong>diciembre</strong></td>
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<tr>
<td>martes 4</td>
<td><strong>Oral exam</strong>: individualmente conducted in office. ¡No hay clase!</td>
</tr>
<tr>
<td>jueves 6</td>
<td>Último día de clase: Repaso para el Examen Final 3</td>
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<td><strong>Último día para tener la 4ª conversación con el tutor.</strong></td>
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<td>martes, 11 de</td>
<td><strong>Examen 3 – Capítulos 17 y 18</strong></td>
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<td>diciembre</td>
<td>10:30a-12:30p</td>
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<td></td>
<td>Workbook and Lab Manual due</td>
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</table>

Nota: Este syllabus puede ser modificado para adaptarse a circunstancias imprevistas.
REGISTRATION INSTRUCTIONS

Your instructor, Mr. David Estévez, invites you to enroll in the following course.

Course: SPA 231.001
Code: KCFR889
Books: Puntos de partida: Online Workbook, 8th Edition
       Puntos de partida: Online Laboratory Manual, 8th Edition

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 need to purchase a book key, you may already have a book key that you purchased separately, or you may already have activated the book for a previous course. Depending on your situation, use one of the procedures below. The course code is listed at the top of this page.

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 book key field and click Go.

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

I need to purchase a book key

2. Click Bookstore at the top of the Student Workstation window.
3. Enter search criteria for the book and click Search.
4. Locate the book in the search results and click Buy.
5. Enter the course code, KCFR889, and click Next.
6. Proceed through the purchase process.

I already have a book key

2. Enter the book key in the Enter book key field at the top of the Student Workstation window and click Go.
3. Click Confirm to confirm your registration information. The system displays the Student Workstation and lists the book under the My books heading.
4. Beside the book listing, enter the course code, KCFR889, in the Enter course code field and click Go.
5. If necessary, select a class (section) and click Submit.

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.html