



GLB/SPA131.02E_ 20695
"ELEMENTARY SPANISH I"
SPRING 2018

Instructor: Juan Pablo Orejudo González

Class meetings: MWF 9:00am - 9:50am at HL325

Office hours: MWF 10:00am – 11:40am at HL131

University email: juan.orejudo@tamuc.edu (Important note: *I will respond to emails within 24 hours during the work week and by the next business day on weekends and holidays.*)

Materials – Textbooks, Readings, Supplementary Readings:

De La Fuente, Martín & Sans. 2015. *Gente Nivel Básico* (3rd edition). Pearson. ISBN 9780134072944. Includes code access to MySpanish Lab. (NOTE: if you buy a used book, please acquire the MySpanishLab access code separately).

A good Spanish-English Dictionary, such as Harper Collins Spanish Concise Dictionary. New York: Harper Collins, 2000 (or later edition).

COURSE INFORMATION

Course description

Spanish 131 is an introduction to the Spanish language and to the cultures of the Spanish speaking world. Linguistically, this course focuses on developing the four abilities necessary to learn a foreign language: listening, speaking, reading and writing. We understand that the cultural component is just as important as the linguistic one for learning to communicate effectively; therefore, students will also be introduced to the diverse cultures of the Hispanic

world. Spanish will be used in class for practical purposes; however, English will also be employed to explain complex concepts.

Student Learning Outcomes:

Students who successfully complete the course will:

1. Can communicate in spoken and written Spanish on everyday topics, using practiced and memorized words, phrases and simple expressions. Level target is Mid-Novice (ACTFL Proficiency Guidelines).
2. Can understand simple spoken and written Spanish discourse related to personal description, daily routines and general daily life topics. Level target is Mid-to-High Novice (AFTL Proficiency Guidelines).
3. Can present basic information on everyday topics and cultural content, using practiced and memorized words, phrases and simple expressions. Level target is Mid-Novice (AFTL Proficiency Guidelines).
4. Can demonstrate growing cultural awareness by identifying products and practices related to daily life, from diverse Spanish-speaking communities around the world. By completing this objective, students will demonstrate knowledge of the interconnectedness of global dynamics (issues, processes, trends and systems) (QEP SLO #1)

Collection of Data for Measuring Institutional Effectiveness:

In order to measure the level of compliance with the university's Institutional Effectiveness guidelines, I will collect some of the ungraded materials you will produce for the class. These materials will be part of a portfolio created on your behalf and will be measured to ensure that our program "promotes practices that result in higher student academic achievement; an enhanced student experience; aligned and transparent decisions; and readily available information for improvement, accountability, and accreditation" (see "Department of Institutional Effectiveness,"

<http://www.tamuc.edu/aboutus/institutionalEffectiveness/default.aspx>). This is solely an assessment of program effectiveness and in no way affects students' course grades or GPAs.

COURSE REQUIREMENTS

1. Projects (30% of the final grade)

You will complete two individual projects that include writing and oral content utilizing all language topics practiced during the semester. The projects are creative tasks that allow you to become more comfortable using Spanish in different communicative settings. Please see instructions and rubrics in e-College for more information.

2. Quizzes (30% of the final grade)

There will be a quiz at the end of each chapter (six quizzes total); the quizzes will focus on understanding of spoken and written Spanish. The quizzes are good tools for you to verify your understanding of the chapter content, and to increase your Spanish comprehension.

3. Oral examinations (22% of the final grade)

Two oral proficiency evaluations will be conducted at the middle and at the end of the semester to measure students' speaking level. The oral evaluation will consist of an interview on topics presented in class, including cultural information. Students will prepare by actively participating in all class sessions, completing the listening and speaking HW, and attending the conversation meetings with the instructor. See the Schedule for details.

4. Online homework (18% of the final grade)

Homework is assigned every session to provide students with additional practice and review of the material presented in class. The online "Gente" LabManual will help practice the four language skills and expand understanding of the language. The online activities need to be completed using the "Gente"- MySpanishLab system. Students are responsible for completing the assignments by the due dates. The system will not accept late work for credit; a student still may do it for extra practice, however. See the 'Registration in MySpanishLab' for more information.

GRADING

6 Quizzes (5% each one)			30%
Online Homework			18%
2 Projects			30%
<i>Project I</i>	<u>Part A</u> <i>Draft [2%]</i> <i>Composition [5.5%]</i>	<u>Part B</u> <i>Script [2%]</i> <i>Class presentation [5.5%]</i>	[15%]
<i>Project II</i>	<u>Part A</u> <i>Draft [2%]</i> <i>Composition [5.5%]</i>	<u>Part B</u> <i>Script [2%]</i> <i>Class presentation [5.5%]</i>	[15%]
Midterm oral exam			10%
Final oral exam			12%

What you will learn	How you will learn	How you will demonstrate you have learned it
SLO 1	<i>Speaking and writing activities, and presentations.</i>	Project I & II, oral exam, and online homework.
SLO 2	<i>Reading and listening activities.</i>	Project I & II, online homework, and quizzes.
SLO 3	<i>Speaking and writing activities, and presentations.</i>	Project I & II, oral exam, and online homework.
SLO 4	<i>Reading and listening activities, researches, reports and discussions.</i>	Project I & II, and quizzes.

Total = 100%

Grade Scale: A=100-90 B=89-80 C=79-70 D=69-60 F= 59>

The syllabus/schedule are subject to change

COURSE & UNIVERSITY SPECIFIC PROCEDURES/POLICES

COURSE SPECIFIC PROCEDURES

1. Attendance & Participation

- Participation and attendance are fundamental to succeed in this course. **Attendance is mandatory.** After five absences, you may be dropped from the course, depending on circumstances. Absences due to illness or unexpected situations count as absences. The only justified absences are those resulting from mandatory participation in university events, hospitalization, or family emergencies of which the instructor has been notified. Please note that there is no participation grade given in this course; however, **after three unexcused absences, your final grade will be reduced by 2 points per absence, until 10 points.** Late work is not accepted. Exams and quizzes cannot be made up without written justification of absence.
- You should arrive on time. **Two late arrivals or early departures by more than 10 minutes equal one absence.** If a student arrives late, she/he needs to talk to the professor at the end of class to make sure that a tardy mark was registered in the class book instead of an absence. If a student misses 3 consecutive sessions and does not contact the instructor, she/he may be dropped from class. **You should not make travel/family /employment plans** that interfere with classes or exams since make up exams cannot be made in order to accommodate such plans.
- Student athletes, band members and members of other university sanctions should bring a letter from their supervisor or specific department **during the first week of class** indicating the dates they will miss class.
- Students who require special accommodations for religious holidays should make arrangements with their instructor **during the first week of class.**

2. Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

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3. Withdraws & Incomplete grade.

A student may drop a course by logging into his/her myLeo account and clicking on the hyperlink labeled “Drop a class” from among the choices found under the myLeo section of the web page.

I reserve the right to drop a student from the course administratively for excessive absences or violations of the Code of Student Conduct. Incomplete grades (grade of “X”) are granted only under rare and extraordinary circumstances which are fully documented; students requesting an incomplete grade should contact the instructor as soon as possible, provide all pertinent documentation, and sign the ‘X’ grade contract which details the coursework they need to complete to pass the class.

4. Grievance procedures.

Students who have concerns regarding their courses should first address those concerns with the assigned instructor in order to reach a resolution. Students who are unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor, whether in-person, by email, by telephone, or by another communication medium, should then schedule an appointment with the Director of the Spanish Program, Dr. Flavia Belpoliti (flavia.belpoliti@tamuc.edu). If there are still unresolved issues, students need to schedule an appointment with the Department Head, Dr. Hunter Hayes, by completing a Student Grievance Form (available in the Main Office, HL 141). In the event that the instructor is the Department Head, the student should schedule a meeting with the Dean of the College of Arts, Sciences, and Humanities after following the steps outlined above; if the instructor is the Assistant Department Head, students should schedule a meeting with the Department Head. Where applicable, students should also consult University Procedure 13.99.99.R0.05 (“Student Appeal of Instructor Evaluation”).

5. Extra-credit

The Spanish Program at TAMUC presents a variety of events each spring, and invites you to actively participate. 3 extra-points will be granted after attending the event/s and completing the assigned activities.

UNIVERSITY SPECIFIC PROCEDURES

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Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](#)

<http://www.albion.com/netiquette/corerules.html>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

ADA Statement - Students 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 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: Rebecca.Tuerk@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

TENTATIVE COURSE SCHEDULE

This course schedule is subject to revisions and changes as the instructor deems necessary for the course. Any changes to the course schedule will be announced in class and on the course website in advance.

Date	Topics & Activities	Assignments
WEEK 1		
01/17	Course introduction. Language Learning Strategies. Cognates	Register in MySpanishLab. Complete Student Survey (e-College)
01/19	CAPÍTULO 1: GENTE QUE HABLA ESPAÑOL Ch. 1: Vocabulario	Read <i>Vocabulario y Consultorio gramatical</i> for Capítulo 1
WEEK 2		
01/22	Ch. 1: Estructuras	
01/24	Ch. 1: Interacciones	
01/26	Ch. 1: Tarea grupal	Online HW
WEEK 3		
01/29	Ch. 1: Lectura	
01/31	Ch. 1: Comparaciones. Cultura: Puerto Rico Quiz 1	
02/02	CAPÍTULO 2: GENTE CON GENTE Ch. 2: Vocabulario	Read <i>Vocabulario y Consultorio gramatical</i> for Capítulo 2
WEEK 4		
02/05	Ch. 2: Estructuras	
02/07	Ch. 2: Interacciones	
02/09	Ch. 2: Tarea grupal	Online HW
WEEK 5		
02/12	Ch. 2: Lectura	
02/14	Ch. 2: Comparaciones. Cultura: México Quiz 2	
02/16	CAPÍTULO 3: GENTE DE VACACIONES Ch. 3: Vocabulario	Read <i>Vocabulario y Consultorio gramatical</i> for Capítulo 3
WEEK 6		
02/19	Ch. 3: Estructuras	
02/21	Ch. 3: Interacciones	
02/23	Ch. 3: Tarea grupal	Online HW

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WEEK 7		
02/26	Ch. 3: Lectura	Draft del Proyecto 1
02/28	Ch. 3: Comparaciones. Cultura: Venezuela Quiz 3	
03/02	Composición del Proyecto 1	Midterm Oral Exam is Due
WEEK 8		
03/05	Presentaciones del Proyecto 1	
03/07	Presentaciones del Proyecto 1	
03/09	CAPÍTULO 4: GENTE DE COMPRAS Ch. 4: Vocabulario	Read <i>Vocabulario y Consultorio gramatical</i> for Capítulo 4
WEEK 9		
03/12	SPRING BREAK	
03/14		
03/16		
WEEK 10		
03/19	Ch. 4: Estructuras	
03/21	Ch. 4: Interacciones	
03/23	Ch. 4: Tarea grupal	Online HW
WEEK 11		
03/26	Ch. 4: Lectura	
03/28	Ch. 4: Comparaciones. Cultura: Argentina Quiz 4	
03/30	CAPÍTULO 5: GENTE EN FORMA Ch. 5: Vocabulario	Read <i>Vocabulario y Consultorio gramatical</i> for Capítulo 5
WEEK 12		
04/02	Ch. 5: Estructuras	
04/04	Ch. 5: Interacciones	
04/06	Ch. 5: Tarea grupal	Online HW
WEEK 13		
04/09	Ch. 5: Lectura	
04/11	Ch. 5: Comparaciones. Cultura: Colombia Quiz 5	
04/13	CAPÍTULO 6: GENTE EN LA CASA Y EN EL TRABAJO Ch. 6: Vocabulario	Read <i>Vocabulario y Consultorio gramatical</i> for Capítulo 6
WEEK 14		
04/16	Ch. 6: Estructuras	

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04/18	Ch. 6: Interacciones	
04/20	Ch. 6: Tarea grupal	Online HW
WEEK 15		
04/23	Ch. 6: Lectura	Draft del Proyecto 2
04/25	Ch. 6: Comparaciones. Cultura: El Salvador Quiz 6	
04/27	Composición del Proyecto 2	Proyecto 2 is due
WEEK 16		
04/30	Práctica Final Oral Exam	
05/02	Final Oral Exam	
05/04	Final Oral Exam	
WEEK 17		
05/07	FINALS WEEK – NO HAY CLASE	
05/09		
05/11		

TECHNOLOGY REQUIREMENTS

- To fully participate in online courses you will need to use a current Flash enabled internet browser. For PC and Mac users the suggested browser is Mozilla Firefox.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.
 - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site](http://www.java.com/en/download/manual.jsp)

The syllabus/schedule are subject to change

- Current anti-virus software must be installed and kept up to date.
- Run a browser check through the Pearson LearningStudio Technical Requirements website. [Browser Check](http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browser) http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browser

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
 - [Adobe Flash Player](https://get.adobe.com/flashplayer/) (*version 17 or later*) <https://get.adobe.com/flashplayer/>
 - [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
 - [Apple Quick Time](http://www.apple.com/quicktime/download/) <http://www.apple.com/quicktime/download/>
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.
- For additional information about system requirements, please see: [System Requirements for LearningStudio](https://secure.ecollege.com/tamuc/index.learn?action=technical) <https://secure.ecollege.com/tamuc/index.learn?action=technical>

ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson Learning Studio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to [myLeo](#) and from the top menu ribbon select eCollege. Then on the upper left side of the screen click on the My Courses tab. <http://www.tamuc.edu/myleo.aspx>

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: It is strongly recommended you perform a “Browser Test” prior to the start of your course. To launch a browser test login to Pearson LearningStudio, click on the My Courses tab, and then select the Browser Test link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support for the use of Pearson LearningStudio.

Technical assistance is available 24/7 (24 hours, 7 days a week).

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit [Pearson 24/7 Customer Support Site](http://247support.custhelp.com/) <http://247support.custhelp.com/>

The student help desk may be reached in the following ways:

- **Chat Support:** Click on '*Live Support*' on the tool bar within your course to chat with a Pearson LearningStudio Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the '*Tech Support*' icon on the upper left side of the screen inside the course. Then you will be able to get assistance via online chat or by phone.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure must be followed:

- Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
- Students must file their problem with the helpdesk and obtain a helpdesk ticket number
- Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and provide me with the helpdesk ticket number.
- I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer and internet access problems are not a legitimate excuses for filing a ticket with the Pearson LearningStudio Help Desk. Only Pearson LearningStudio based problems are legitimate reasons to contact the Help Desk.

You strongly are encouraged to check for your internet browser compatibility **BEFORE** the course begins and take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform.

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myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at [myLeo](https://leo.tamuc.edu). <https://leo.tamuc.edu>

Learner Support

The [One Stop Shop](http://www.tamuc.edu/admissions/onestopshop/) was created to serve you by providing as many resources as possible in one location. <http://www.tamuc.edu/admissions/onestopshop/>

The [Academic Success Center](http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/) provides academic resources to help you achieve academic success. <http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>

FREE Mobile APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

	App Title:	iPhone – Pearson LearningStudio Courses for iPhone Android – LearningStudio Courses - Phone
	Operating System:	iPhone - OS 6 and above Android – Jelly Bean, Kitkat, and Lollipop OS
	iPhone App URL:	https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8
	Android App URL:	https://play.google.com/store/apps/details?id=com.pearson.lsphone

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses
- View Graded items, Grades and comments in individual Courses
- Grade to Date
- View Events (assignments) and Calendar in individual Courses
- View Activity Feed for all courses
- View course filters on activities
- View link to Privacy Policy
- Ability to Sign out
- Send Feedback

LearningStudio Notifications

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student's university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

The instructor's communication response time and feedback on assessments are stated clearly.