SPA 112 - Elementary Spanish II (32090)   **Fall 2019**

Instructor: CELESTE ARRIETA
Course schedule: ONLINE
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Office: C112

Office Hours:
  Tuesday 2.30-3.30pm
  Thursday 2.30-4.30pm
  Online - by appointment

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Course description

Prerequisite: SPA K111.* This course is a continuation of Elementary Spanish I. More advanced grammatical structures are introduced to continue developing the skills of language learning, to prepare students to begin expressing more complex thoughts in Spanish. Cultural topics and literary readings offer a wide range of historical, social, political and artistic information to increase the student's knowledge and understanding of the Spanish speaking world. *This course fulfills the Foreign language requirement and the Intercultural/International requirement.*

Course Materials

☑ Textbook: *Vistas*. Introducción a la lengua Española, 5th edition. Blanco & Donley, Vista Higher Learning, 2016.

- SPA111: Lección 1 to 5 - SPA112: 6-10 - SPA211:11-14 - SPA212:15-18
- This textbook introduces the basic grammatical structures of the language. Each chapter provides a large number of activities to help you practice the structures introduced. The chapters provide practice in pronunciation, listening, writing, reading and speaking the language. The readings offer a wide range of historical, social, political and artistic information to increase the student's knowledge and understanding of the Spanish & Latino world.
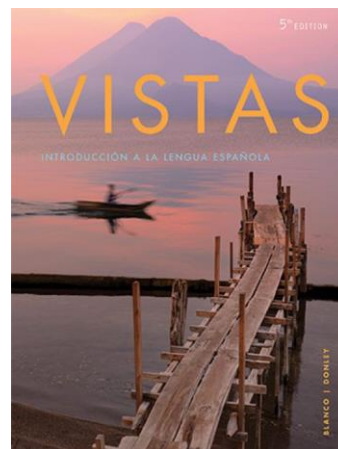
☑ *Vistas Supersite Plus (WebSAM:* Online Workbook/Lab Manual/Video Manual + *vText*)

- Lab: This is a four-credit course since a minimum of one hour of laboratory/computer practice beyond the class meetings is required per week. The amount of time you will spend doing these activities will depend on your level of skills. You can use the New Language Lab (D117), the Tutoring Center (C117), the computers at the library or the labs at TRCC, or your own computer for that. You can access the Supersite from any computer connected to the internet.

☑ *Dictionary*. It's strongly recommended that you have your own dictionary. There are no specific requirements for dictionaries, any dictionary will work. Making your own vocabulary & grammar cards is greatly recommended since they prove to be very useful for foreign language learners. Several of these resources are available at the Language Lab, you can check them and see if any of those will fit your needs. Although you can't take them home, you are more than welcome to use them while in the Language Lab. You can also use online dictionaries and online pronunciation dictionaries. Weblinks for those are provided in Blackboard.

** Remember to keep your textbook and Supersite account for the future (your Supersite code is valid for **3 years**). The same textbook is used in **four Spanish courses** at TRCC, you won't need to buy any new material for future courses. Both courses (SPA 111 and SPA112) are required to fulfill the foreign language requirement, they are available every semester and also during the summer. After you complete both Elementary courses you can enroll in Intermediate Spanish courses SPA211 and SPA212, which are also available at TRCC. If you are planning on transferring to another institution check their foreign language requirement since it might be 2, 3 or 4 courses.

Learning Outcomes
Upon completion of this course the student will be able to:

A) Linguistics
a) Demonstrate listening, speaking, reading, and writing proficiency in Spanish at a basic level
b) Demonstrate knowledge of the Spanish speaking world's linguistic diversity through the comprehension of Spanish in a variety of situations, discursive modes and historical, regional or social variations
c) Demonstrate ability to use the language to investigate, explain, and reflect on the nature of language through comparisons of the language studied and their native language, which may develop into further proficiencies in their native language

B) Communication
a) Demonstrate ability to perform: Interpersonal communication (interact and negotiate meaning in spoken, non-verbal, or written conversations to share information, reactions, feelings, and opinions), Interpretive communication (understand, interpret, and analyze what is heard, read, or viewed on a variety of topics and situations), and Presentational communication (present information, concepts, and ideas to inform, explain, persuade, and narrate on a variety of topics using appropriate media and adapting to various audiences of listeners, readers, or viewers)
b) Demonstrate knowledge of communication patterns and cultural behaviors in Spanish and an understanding of the historical development and linguistic characteristics of Spanish
c) Demonstrate analytic, interpretative, and critical thinking skills in regards to language, culture and the communication process in order to apply them in a variety of real-life situations

C) Culture & Literature

a) Demonstrate ability to identify, describe and illustrate aspects of the cultures and ethnic groups in the Hispanic world by analyzing their cultural beliefs, values, behaviors, norms, identity, and worldviews on the socio-cultural topics in a global context
b) Demonstrate ability to identify, connect, analyze and reflect on features of culture within their context, making connections with disciplines such as geography, history, sociology, and arts in the Spanish speaking world
c) Demonstrate analytic, interpretative and critical thinking skills with respect to literary texts from Latin America, Spain, the United States and other countries in which Hispanic literature is produced

Grading

Numerical Grading Scale

A	94-100	B	83-86	C	73-76	D	65-66
A-	90-93	B-	80-82	C-	70-72	D-	60-64
B+	87-89	C+	77-79	D+	67-69	F	0-59

Evaluation Criteria

An individual's performance will be evaluated according to the following criteria and percentages.

Supersite (Lab online)	25%
Chapter Tests (Cultura + Gramática y Vocab) (*Pruebas*)	18%
Class participation - Discussions	15%
Quizzes	2%
Writing assignments	10%
Videos	10%
Culture & Language group presentations (Movies)	10%
Final examination (Oral, written & culture)	10%
	100%

Cultural Assessment

Please remember that Culture is an essential part of learning a foreign language. Global awareness, cross-cultural and multi-cultural perspectives are strong components of your general education. Students' cultural competences will be assessed in all of the criteria mentioned above. At the end of this course students will be familiar with cultural concepts and will demonstrate knowledge of the Hispanic culture and how it relates to language and communication. Since all Spanish courses at TRCC fulfill the International/Intercultural requirement your instructor will assess this content in different ways like tests, projects, discussions, Supersite, etc.

Grade distribution
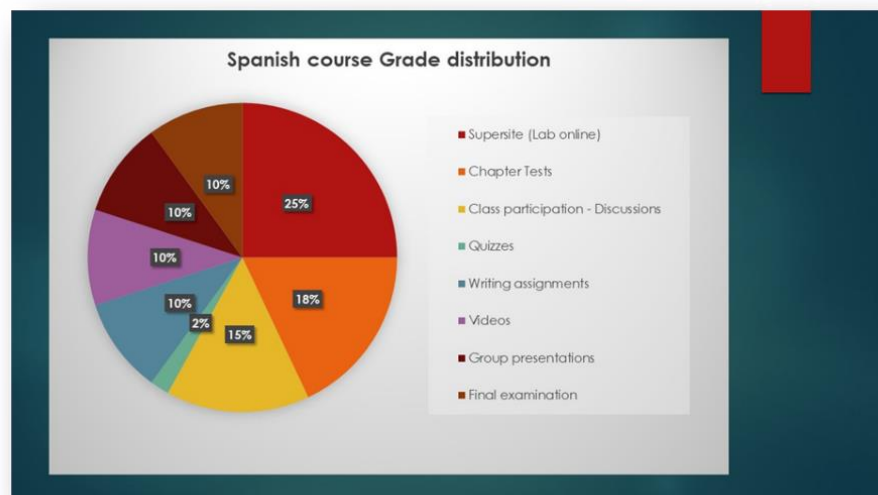
Class communication

Class announcements

Remember that it's <u>your responsibility to be updated</u> on the class announcements, assignments and due dates. You need to take responsibility for keeping up with the assignments. Always check with your instructor for any changes or additions to the classes' schedule. All information regarding the course is posted in the course **Announcements** tab in Blackboard. You need to check these announcements frequently. Blackboard is set to send you a copy of announcements to your college email address, but do not rely on this since some features might be missing, such as pictures, course links, weblinks, etc.

Class cancellations

MyCommNet Alert is a system that sends text messages and emails to anyone signed up in the event of a campus emergency. Additionally, TRCC sends messages when the college is delayed or closed due to weather. All students are encouraged to sign up for myCommNet Alert. Students need to access MyCommnet and then click in MyCommNet Alert to be able to sign up for the free service, then follow the instructions. A tutorial is available on the Educational Technology and Distance Learning Students page of the web site.

Email

<u>All communications sent by the instructor will be sent to your TRCC email address</u> so you need to check it regularly as well as Blackboard Announcements to find information about the course or instructions for assignments. All TRCC students are assigned a **TRCC email address** and this is the official way of communication for ALL College related communications, whether it be with TRCC instructors or TRCC administrative offices. The consistent use of the college email enables you to more easily navigate communicating with instructors, and future instructors. You need to use this email account so you don't miss important academic information. Instructions for your TRCC mail may be found on this link: https://www.trcc.commnet.edu/wp-content/uploads/2017/07/how-to-find-your-email.mp4

You can also choose to have all your emails **forward** to your **PERSONAL EMAIL ACCOUNT**: https://www.trcc.commnet.edu/wp-content/uploads/2017/07/forwardingemail.mp4
You can contact your instructor via Blackboard **email** or via email directly to TRCC email account marrieta@threerivers.edu . If you would like to have a meeting with your instructor or discuss any academic related matter via chat please request an appointment via email and <u>follow the format provided in Blackboard</u>. You should include your <u>complete name, information on the course you are currently enrolled and the reason for the meeting</u>.

Class dynamic

Class participation, Attendance and Discussion Boards

Because of the cumulative nature of language learning, participation is very important. Frequent exposure to the material and keeping up with the assignments is essential. Students should participate in all **discussion boards,** review the material assigned to study and complete all the assignments. You will receive a grade for each assignment and a grade for overall participation in the course.

What does it mean to participate in class?
- *Actively* **participating in class activities and discussions by making comments, asking questions, showing enthusiasm in activities, respecting others participation and conducting yourself appropriately for a class.**

- Doing the homework and assignments, paying attention to listening comprehension activities and instructions, grammar exercises, performing oral activities, studying and focusing on the readings and correcting the exercises indicated in the textbook.
- Your **self-motivation**, **interest, attitude** towards the class and, **collaboration** with the class dynamic, are very important in foreign language classes (you could earn an overall performance extra-point at the end of the course based on that criteria).
- Students in traditional format courses will have an additional grade in Blackboard called **Attendance** which will be counted in this grade section.

Class methodology
Some aspects of the class methodology include: communication, student-centered, classes are taught in Spanish (see handout provided), group work, participation, vocabulary, grammar, culture, music, videos, games, movies, online practice, Lab, presentations, homework, etc.
These are some key words in Spanish that also are key for the dynamic of the class and for your own success, so please remember them at all times:

RESPETO – MOTIVACION – INTERES – ACTITUD – COLABORACION – TAREA(HW)

Organization and Time-management
A **key** to your success in this course is how **organized** you are with your **schedule**, your assignments and your awareness of due dates. You **lose points** every time you miss a due date and some assignments like chapter tests can NOT be re-scheduled, so you will keep a zero that will really affect your final grade.
- A very efficient tool are **REMINDERS**: you may use a planner, a desk/wall calendar or an app in your phone.

The grade is widely distributed in this course, so it gives students the opportunity to **improve their grade** with time, but since there are **many short assignments** (instead of a few long ones as in other classes) you need to be very organized with all of them so you **complete them on time**.
- Organize your schedule so you **work a little every day**. Don't leave all the assignments to complete last minute. You learn better if you do a little every day or at least every other day. Never work when you are **tired** since you won't be able to absorb the content and you will end up feeling frustrated. Remember that the **dynamics of learning a language are very particular** and these **emotional components** are critical for the learning process
- The reason why there are many assignments in foreign language courses is that **5 different skills** need to be assessed (reading, writing, speaking, listening and culture) so, again, your **own organization** is **key** to your **success**.
- There is no specific time in which you will have to be online, as soon as you complete the assignments **before the due date** you will be fine.

It is recommended that you **keep track** of all the material you cover. A **CHECKLIST** with all assignments in this course is provided at the start of the course, print it and use it at all times to **track your submitted work**. Use the **Schedule of classes** provided to organize your deadlines. The use of a **calendar/planner** is strongly recommended. You may also use the calendar in Blackboard and create your own notifications. Take the time to create your own **reminders** at the start of the course so you don't miss any deadlines.

List of assignments - SPA111

Getting Started
- Quiz Course Policy Information
- Quiz Getting Started
- Discussion board post 1 (*Why?*)

Lección 1 - Saludos
- Discussion board post 2 (*Los países*)
- Writing assignment 1 (*Los cognados*)
- Video 1 (*Mi Presentación*)
- Supersite Leccion 1 - (*vocab, grammar, reading, writing, listening, speaking, interpreting, reviewing, communicating & Culture*)
- Chapter tests (Prueba 1 - Comunicacion: Grammar & Vocabulary + Prueba 2 - Cultura)

Lección 2 - En la universidad
- Discussion board post 3 (*Diversity in Language*)
- Writing assignment 2 (*10 oraciones*)
- Video 2 (*Lectura de oraciones*)

Schedule of classes & assignments - Spanish 112
Fall 2018 - 32090 - online

2018

September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Aug/28	Aug/29	Aug/30	Aug/31	1
		-Welcome -Resources Tab -Getting Started			- Quiz Course Policy Info due - Quiz Getting Started due	
2	3	4	5	6	7	8
	Lesson 6 begins		- Discussion 1 due			
9	10	11	12	13	14	15

Save your work

When you are working on a discussion board post or a writing assignment, make sure you always type your assignments on a **word document** first and **save them to your computer**. Then you can transfer your work by using copy and paste to Blackboard or simply **upload** your document to Blackboard. If you paste your work make sure you make the necessary changes to the **format** such as numbering sentences, fixing headings, Spanish accents, etc.

It's important that you **have all your documents saved on a folder in your computer** and/or a flash drive in case you are working in Blackboard and something happens with your computer or internet connection.

- **Do not write directly** on the discussion board or the textbox since you might lose all your work once you click on submit because of a connection issue. The process of copy and paste is easier and it avoids frustration or wasting more time on re-doing a whole assignment.
- You should include your **pictures** in your document as well and also save them in your folder as separate images in case pictures are required for an assignment. You can always include pictures and weblinks in your discussion board posts even if they are not required but to enrich your work. This may award you extra credit at the end of the course.

Notebook / "Cuaderno"

In order to gauge the progress students have done throughout the course, students are recommended to compile all the homework and written assignments done during the course; including activities from the textbook, practice sheets, study packs, projects, handouts and packages.

Disruptive behavior

Will not be tolerated. Class interruptions, disrespectful comments or negative behavior affect the dynamic of the class. Your disruptive behavior will be noted by the instructor and your participation grade will be seriously affected. Students will be removed from the class if the problem is not corrected and the Dean of Students will be notified for a follow up with you on your behavior. Please see **Student's responsibilities** for more information on behavior during classes.

Previous knowledge of the Language

If you believe that your previous knowledge of Spanish could allow you to move forward to the next level course of Spanish, you can discuss your situation with your instructor since it might be possible to receive an override to enroll in a different class. Decisions are made on an individual basis taking into account several factors. Please talk to your instructor to discuss this possibility since in case of transferring some institutions might not grant credits for same level classes already taken at a high-school level. Since college level Spanish and high-school Spanish don't follow the same content distribution and sometimes

they have different methodologies, equivalencies are made based on the student's knowledge and amount of years since the class was taken, you need to talk to your instructor to find out the appropriate placement. In general, <u>two years of high-school Spanish are equivalent to one semester of college level Spanish</u>, but this is not always the case, so you need to contact your instructor to find out the best course for you. For questions in regards to this matter, you can also contact Prof. Arrieta at marrieta@threerivers.edu.

Course outline

- For each lesson in this course you will need to:

  - ✓ Study the **textbook**, the **handout** and the **presentations** in Blackboard
  - ✓ Complete the assigned activities in the **Supersite**
  - ✓ Complete the **assignments** in **Blackboard**
  - ✓ Finally, complete the **tests** online in Blackboard

- **Preparation** is essential for language learning. Study each lesson's vocabulary and grammar topics before you start your work on activities and assignments. The **tutorials** in the Supersite are an excellent tool for students to get introduced to the content.
- Remember that language learning is a **progressive and integral process** that requires **continuous revision and recycling** of old material.

Spanish course work distribution chart
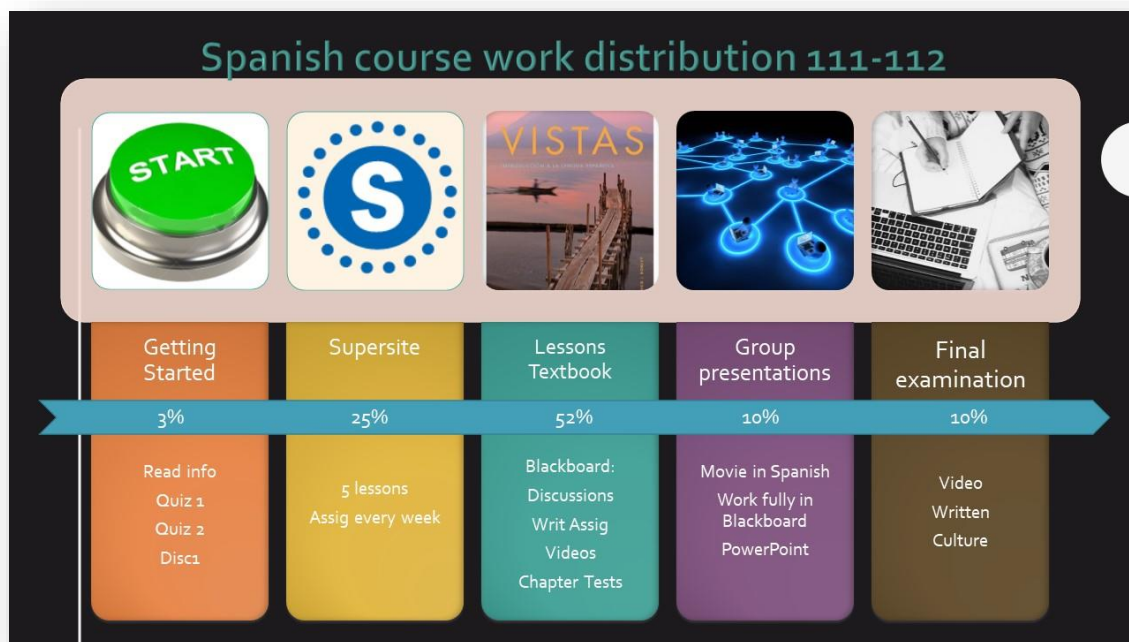
Deadlines

- All deadlines for this course are included in the **Schedule of classes**. This 2-page document is included in the Syllabus folder. You should **download** it to your computer and **print** it.
- All assignments are available in **Blackboard**. Each assignment will show a **due date**. You need to submit your assignments before the deadline.
- There is a separate calendar in the **Supersite** with its own deadlines. Follow them to submit activities before the due date to avoid the penalty.

> **The Supersite provides its own calendar for activities deadlines and it may vary from the Blackboard calendar. Check each calendar, Blackboard calendar or Supersite calendar, for each type of assignment.**

- All assignments for this course are due at **11:58pm** on the due date for both Blackboard and the Supersite.

Academic calendar
Students can access the academic calendar at TRCC website: http://www.trcc.commnet.edu/

Course Revisions
> This syllabus has been prepared as accurately as possible, but it could be modified and revised at the discretion of the instructor. Any changes to the course will be announced in Blackboard.

Assignments

Requirements
The **completion of the material** assigned from the **Supersite** and **Blackboard,** such as **Video** assignments, **discussion boards**, homework, **tests**, **presentations**, **projects** or **writing assignments** is **required**. You will be provided with instructions and **due dates** for submitting each assignment. Failure to fulfill any of the categories mentioned above can have a negative impact on your grade.
Students are required to take all scheduled exams and tests, both oral and written, in order to pass the course. If a student does not complete the **oral exams and the final examination**, the student will receive a grade of "F" in the course. The Final Examination is required to demonstrate proficiency in the language.

Feedback
Students will receive feedback for all assignments in this course. Access this feedback in Blackboard and the Supersite. Use this feedback to improve your Spanish.

> Some quizzes or tests scores may show the wrong/correct answers to each question and some may not, **in order to prevent academic dishonesty**. Students are welcome to contact the instructor to discuss and review their tests with the instructor and receive more feedback.

Supersite
This is the website where you will work on your Lab assignments. Access this weblink and complete all **activities** before the due dates listed on the **calendar**. The Supersite provides its own calendar for activities deadlines and it may differ from the Blackboard calendar.
https://www.vhlcentral.com/
  ✓ **How-to** Videos for Students
https://www.vhlcentral.com/screencasts/student?source=m3

Writing assignments
The main purpose of this activity is developing your writing skills in Spanish and reading comprehension by regularly practicing the skill and getting feedback by the Supersite and by your instructor. All writing assignments need to be submitted **in Spanish**. Students will receive very specific instructions on the **topic** and **format** of these assignments. The assignment will be related to topics discussed in class and students will practice the **grammar** learned in each lesson. The level and length at a basic level for writing assignments in Spanish will vary from short and simple sentences (5 to 10) with simple vocabulary at the beginning to longer and more advance vocabulary in higher level courses and paragraph/composition/essay format.

Accents

Accents are VERY IMPORTANT and **points are deducted for missing accent marks**, both in Blackboard and the Supersite. Why? Because accent marks in Spanish change the meaning of the word. The same word with an accent mark will have a different meaning than the same word without it. You need to learn this new concept that is part of the Spanish language. Never forget accents in your written work!

Use of Software for writing assignments

It is strongly recommended that you review your written assignments using the Microsoft Office Word grammar and spelling corrector or similar, before you submit your work. Please **DO NOT use online translators** since translations are usually not accurate and it is evident for instructors when a software-based translator has been used on an assignment. You could do so much better than online translators, they usually do not make any sense when the grammar is complex or the vocabulary has more than one possible definition.

> **THE USE OF TRANSLATION SOFTWARE CONSTITUTES ACADEMIC DISHONESTY IN THIS COURSE AND WILL IMPLY A GRADE OF ZERO IN YOUR ASSIGNMENT.**

Academic honesty and plagiarism

- Please note that **ALL** written work is expected to be **your own work**, without the help of others. Keep in mind that turning in another's work as your own is considered plagiarism and constitutes academic dishonesty. This inappropriate behavior will be considered especially in relation to texts copied from Internet or done by people other than you.
- You can consult dictionaries and grammar reference sources and use a Spanish spell checker (*e.g.* with a program such as *Microsoft Office Word*).
- You can NOT turn in a composition that translates your writing from English to Spanish or use *automatic translation devices* from Internet or other sources (machine translation is easily identifiable and usually a bad quality one).
- False representation of a student's academic performance constitutes academic dishonesty. Knowingly or intentionally assisting another student to do so in any way (during a quiz, exam or written assignment) will have serious consequences. The instructor reserves the right to award an "F" for the course to the individuals involved.
- Any student found copying during an exam or any other individual piece of work that is to receive a grade will receive a grade of "F" in the assignment.
- If other case of plagiarism occurs, the student will be reported to the appropriate university authorities for whatever action is deemed necessary.

Video assignments

Students will need to submit **3-4 videos** for this course to demonstrate **speaking proficiency**.

- A handout with instructions on **how to create** videos is provided in Blackboard. There are four different options to create your video files. It is a very simple process. You may use the **camera on your computer, your cell phone** or **a webcam**. Make sure you do not delete files until the course is over.
- Videos are not accepted via email. You need to submit them in Blackboard in order to receive a grade.
- Try different options to find out what works best for you. You can always try the YouTube option (Unlisted videos) if all other methods fail for you. Check the handout provided in Blackboard.
- May students submit an **audio** file? No. Make sure you submit a video file. Audio or voice files are not accepted. During this course, you will learn that the communication process not only includes

words but also other elements such as **body language, expression, gestures**, etc. Also, make sure the video is of yourself speaking naturally. Not pictures, cartoons or other edited material.

- Should the file be in any specific **format**? Make sure you attach the correct file and that it is in any of the most common formats (*.mov, *.avi, *.wma, *.**mp4**). You need to make sure that the video works well and is recorded at a good volume, so I'm able to evaluate your pronunciation and fluency.
- Is your file too **heavy** to upload? Make sure your file is of a **reasonable size**. If your files are too heavy/big then you won't be able to upload them to Blackboard or it will take too long to upload. You may lose connection if this is the case. If your file is too big, check the format or the resolution to find the problem. You may use a **video converter** to re-size your file. If you have issues with the video upload, contact Blackboard support.

Missed assignments

Since all your assignments and tests will be submitted in Blackboard and in the Supersite. It's relevant to know about late submissions.

** Late submission dates and periods are adjusted for Summer and Winter given that they are shorter academic sessions. Please contact your instructor directly to learn about these exceptions.

- If assignments are not completed or are completed late the student's grade will be affected. <u>It is at the **INSTRUCTOR'S DISCRETION** TO RECEIVE OR ACCEPT ASSIGNMENTS AFTER THE DUE DATE.</u>
- Students will receive a grade of 0 (zero) for any assignment missed or not completed.
- If the submission is late. Students will see a 0 (zero) in their assignment until it is graded. Given this would be a late submission, it may take more time to grade. Priority for grading is given to assignments submitted on time. In order to be fair to other students in the class, <u>points</u> will be deducted from the student's grade for <u>late assignments</u> if the late submission is accepted by the instructor. The instructor's decision will be made on an individual basis, and could be based on the student's <u>overall performance</u> in the class and the given circumstances and situations for the late submission for each individual student.
- It is the student's responsibility to make the necessary arrangements to complete the missed assignments.
- Late submissions will only be accepted <u>within **A WEEK** of the deadline</u> of each assignment. After that week, late submissions won't be accepted with no exceptions and students will receive <u>no credit</u> for the late submission.
- The instructor must be notified in advance by e-mail if the student is under extenuating circumstances and is not able to complete an assignment.

Late submission penalties

Supersite - Penalty

The penalty for late submissions on the Supersite is **15%** of the grade and it's individually deducted only for the specific activities that are submitted late. Late submissions will only be accepted within **ONE WEEK** of the missed due date. Students may continue to work during this extra week without any request to the instructor. In order to receive credit, students <u>need to request a grade update</u> via email to the instructor after late activities have been submitted. After that week, late submissions won't be accepted, no exceptions.

Blackboard - Partial credit

Students may submit assignments late in Blackboard for partial credit. The penalty for late submissions of assignments in Blackboard (such as discussion posts, writing assignments, videos, etc) is **15 points** of the grade. Late submissions will only be accepted within **ONE WEEK** of the missed due date. Students may

continue to work during this extra week without any request to the instructor. After that week, late submissions won't be accepted, no exceptions.

Missed Tests
Pruebas (Chapter tests) in Blackboard **can't be accessed, completed or re-scheduled after the deadline** so the student will receive a grade of 0 (zero) in all cases. Make sure you plan accordingly to complete your work on time to avoid these situations. There are **NO MAKE-UP options** for Blackboard tests since students will be given <u>enough time</u> to complete them. **All assignments are available since the start of the course**. You won't be able to access your chapter tests after the due date so make sure you <u>don't wait last minute to complete them</u>. **These tests can NOT be re-scheduled**.
**Please make sure that your computer is working properly before you take each test and that it won't restart, install updates or run out of battery in the middle of the testing process. You need to complete the tests <u>in one sitting</u> so if your computer shuts off, your test may auto-submit. Contact your instructor if you have any technical issues and you can't access your test. Keep in mind that it is the student's own responsibility to use a <u>working computer and good internet connection</u> during testing, so it is at the instructor's discretion to make any exceptions.

Technical difficulties
In the event that a student experiences technical difficulties while completing an assignment, quiz or test. The student needs to contact the instructor via email immediately to send evidence that the assignment was attempted before the deadline. Also, the student needs to explain the situation in detail and demonstrate that all possibilities to complete the work were covered. Many technical difficulties could happen such as loading issues, internet connection, Blackboard issues, browser not updated, plug-ins not updated, Blackboard not saving answers, screen froze during the test, accidentally exited out of the test window, etc. Regardless of the technical issue it's the student responsibility to have all the material for the course working well such as a computer, browser or internet connection.

End of the semester exception to Make up work
The instructor may consider an exception at the end of the semester during the designated "**Make up Assignments week**". This exception allows students to submit **one or two missed assignments** in Blackboard, but only for students that have an average of **B or better** in the course **two weeks prior to the end of the semester**. In order to be considered for an **exception**, students need to **request** this via email two weeks before the last day of classes (not earlier, neither later than that date). Check the academic calendar at TRCC's website to find out the last day of the semester.
The student will be notified by the instructor as to whether the exception to complete a missed assignment, re-open or re-take a specific test or quiz will be made. Tests or quizzes won't be automatically re-opened, students need to request the exception. If students miss to request this exception on the date mentioned, then they won't be able to complete the missed work.

Extra-credit
Might be allowed at the instructor's discretion and will be announced, this opportunity will be based on the student's individual performance.

Technical aspects of the course

Learning how to use Blackboard
Make sure you become familiar with the use of Backboard. You will need to have your **MyCommnet username and password** with you at all times.
Log in and follow the learning modules in the order presented. Explore all the folders in the

Course content tab, they contain useful information and resources for the course that will facilitate your learning experience. Most of your assignments, chapter tests, quizzes and the final examination are done in Blackboard so it is very important that you know how to use the software in advance. For more information on Blackboard and for help with computer issues you can access this link:

- http://www.trcc.commnet.edu/Div_IT/EducationalTechnology/Student.shtml

Navigating Your Course in Blackboard Learn Video:

- http://www.youtube.com/watch?v=GvZt-6bGCIc&list=PL4504EA049C1DFFAD

Please make sure that you watch this 2-minute tutorial before you take a test in Blackboard:

- http://ondemand.blackboard.com/r91/movies/bb91_student_taking_test_online.htm

Instructions on how to submit an assignment in Blackboard:

- http://ondemand.blackboard.com/r91/movies/bb91_student_submit_assignment.htm

There are lots of information and support links in Blackboard as well.

What to do if you have technical issues?

1) Contact Blackboard or Supersite Tech support to receive help. Info below.
2) Contact your instructor to let her know & keep her updated. Explain in detail.

Blackboard Technical Support

a. Contact Blackboard support for students, they have a phone line where you can call them. This is the phone number for students: **860-493-0111**

b. Check the Student support website: https://supportcenter.ct.edu/

c. Check the Help & Tech support tab in Blackboard.

d. If you have questions you may contact the **IT Department** at TRCC.

e. Connecticut Community Colleges Online Help Desk:
https://cscu.edusupportcenter.com/sims/helpcenter/common/layout/SelfHelpHome.seam?inst_name=cscu

f. TRCC Support for Distance Learning:
http://www.trcc.commnet.edu/Div_IT/EducationalTechnology/Student.shtml

Supersite Technical Support

a) **Student Tech Support: (800)-248-2813**
    Live support hours: Monday–Thursday: 8:00 a.m.–3:00 a.m. Friday: 8:00 a.m.–11:00 p.m.
    Saturday: 11:30 a.m.–8:00 p.m. Sunday: 11:30 a.m.–2:00 a.m.
    *All listed times are in the Eastern time zone

b) **Technical Support Home:** http://support.vhlcentral.com

c) **Technical Support Email:** techsupport@vistahigherlearning.com

Digication

As a student you will maintain an online learning portfolio using a college-designed template in Digication. Through this electronic tool you will have the opportunity to monitor your own growth in college-wide learning. It may even help you determine a major that is best suited to you. You will be able to keep and maintain your learning portfolio after graduation. A Three Rivers General Education Assessment Team will select and review random works to improve the college experience for all. If your work is selected and reviewed for assessment purposes, it will remain anonymous and private. Digication provides a "place" where you will connect your learning from the classroom, college, and life in general. Sometimes when you review all of the work you have done and think about it, you end up learning something different and perhaps unexpected. Please review your course outlines to determine what assignments to upload into the TRCC Digication template and please post your own choices, as well. Have fun in learning!

General information for students

Student's rights
All students in the College have specific rights and responsibilities. You have the right to expect a classroom environment that enables you to learn, including modifications if you have a disability.

Student's responsibilities
Your **responsibilities** to this class --and to your education as a whole-- include participation. You are also expected to be honest and honorable in your fulfillment of assignments and in test-taking situations. You have a responsibility to the rest of the class and to the instructor to help create a classroom environment where all may learn. At the most basic level, this means that you will **respect the other members of the class and the instructor**, and treat them with the courtesy you hope to receive in turn.

Sexual Misconduct Resources and Education
https://www.trcc.commnet.edu/student-services/sexual-misconduct-resources-and-education/

Disabilities Statement
If you have a disability that may affect your progress in this course, please meet with a college Disability Service Provider (DSP) as soon as possible. You can make an appointment with a DSP by calling 860.215.9017. Please note: 1.) For academic adjustments, you will have to provide documentation of your disability to the DSP. 2.) Instructors cannot provide adjustments until you have delivered written authorization (from a DSP) to the instructor. 3.) Adjustments take effect when you deliver your written authorization to the instructor in person (provided there is adequate time for the instructor to make necessary arrangements). 4.) Adjustments do not apply to tests/assignments that were due prior to your delivering written authorization to your instructor in person.

College Withdrawal Policy / Failing the course
A student who finds it necessary to discontinue the course must complete a withdrawal form in the Registrar's office. Withdrawals are recorded with a "W". Students who stop attending but fail to formally withdraw are assigned "**F**" for a grade at the end of the course. This would apply to students who never came to class as well as to those who didn't attend or participate long enough to pass the course and/or didn't submit a sufficient amount of assignments in order to receive a passing grade. If you decide to withdraw, please make sure to make the withdrawal process in a timely matter so you don't receive an F in the class. Make sure that you are aware of the withdrawal due date at the Registrar's office each semester, it is your responsibility to withdraw before the due date.

Resources
These resources available at TRCC that can help enhance your learning experience: **Language Lab** (D117), **OLE** (Organization for the Latino-American Experience), Movies, short stories and dictionaries at the **Library**, **Internet** at TRCC Labs, **Community** (Hispanic and non-Hispanic who speak Spanish at TRCC and outside), etc

Language Lab
- You will also find several useful study materials at the **Language Lab in D117**.
- The Language Lab provides a space for tutoring along with 28 computer work stations.
- Sign in every time you use the Language Lab, write your name in the binder on top of the shelf.
- Remember to bring your own headphones or headphone/microphone sets.
- The Language Lab may be used during **Open Lab** times (Spring and Fall semesters). Check the schedule outside the door for available tutoring & support times.

Tutoring
- **Languages tutors** are available at the **Tutoring and Academic Success Center** (TASC) located in C117. Tutoring service is free to students. Check their schedule for each academic session.
- **Teaching Assistants** are also available for tutoring and support during the Fall and Spring, Blackboard and the Supersite. Check their contact information and tutoring hours in Blackboard and also check **Open Lab** times at the Language Lab in D117.

Organization of the Latino-American Experience - OLE
- Participate in the **cultural activities and events** offered by **OLE** at the college. You can come to their meetings and become an active member. You can be part of cultural and academic events: music, art, language, books, games, job, fashion, travel, movies and food. You can get in touch with a new culture and have some fun by sharing "fiestas" together.
- Think also it will look good in a resume to be a member of an organization. This participation can help you develop leadership and teamwork skills to get the job you want for your future. OLE wants to hear your suggestions on activities that interest you like study/travel courses, cultural videos, dinner/dance parties, community help, etc. Look for notices and announcements.
- Contact them via email at: ole.trcc@gmail.com
- Make sure you mention that you are a member of OLE to your instructor; you may get extra points in your Spanish course.

Suggestions on how to study and learn a foreign language

Learning to speak
1. **Practice** the language as much as you can.
2. **Imitate** as exactly as you can. Say everything **out loud**. If you read silently you are only using your visual memory if you study out loud, you triple your efficiency by adding auditory memory and motor memory.
3. Learn **one concept** at a time. Break up a lesson into small units.
4. **Study for short periods of time.** Start off with twenty minutes to a half an hour at the most; then turn to some other work; then come back for another twenty minutes; and so on. Four half hour periods of study will produce far better results than two uninterrupted hours.
5. **Make full use of class time.** Don't close your mind off when somebody else is responding in class. Recite mentally with him or her and get half the learning job done that way.
6. **Keep up with the assignments** and don't fall behind. Language learning is cumulative. You build on what you learned previously. You must know the concepts on chapter 1 because you need them for chapter 2.
7. **Come to class prepared.** Don't stay away from class if you are unprepared. You'll fall still farther behind. Tell your instructor and learn from the classroom work.
8. **Learn to apply the grammatical rules you are learning** rather than learn the rule. If you can't apply them, they are of no use to you.

Learning to read
1. **Read** the assignment twice once for pronunciation and the second time for content. Don't look up every word you don't know. Verbs are the most important words in a sentence, if you know the meaning of the verbs, you can guess the rest.
2. **Read** the whole sentence before you look up a word that you don't know in a paragraph.

3. **Literal translation** from one language to another is not possible in many cases. Learn to read for meaning rather than just translating.
4. **Don't try** to cover the whole assignment in one sitting. Break up the chapter into structures, reread each part and then reread the whole, after that, close the book and recall what you just read.
5. **Don't agonize** over passages you just can't understand. Ask your instructor.
6. **Make a list** or flash cards of your own particular nuisance words; words you have to look up again and again spend special time on them. Except for such nuisance words, don't write out list of words you had to look up- unless you think you have time to waste.

Other suggestions
• Listen to the Spanish **radio** stations or watch the news on the Spanish **TV** channels.
• Listen to **music** in Spanish and try to recognize some words.
• Use the language as often as possible with a classmate, Spanish-Speaking people or by yourself.
• Prepare your own vocabulary **cards** to help you remember, get them at a bookstore or download a free **App** on your phone.
• On TV, select the **audio** in Spanish and/or the subtitles in Spanish to practice listening and reading coordination.
• Enjoy **films** in Spanish with the English subtitles on, you will recognize some vocabulary.

Getting started

Preparation for the course content
In order to have a successful experience in this course you need to follow these steps in this order.
1. Read all Announcements posted in the **Announcements** tab in Blackboard.
2. Read all the information in the **Getting Started** folder.
3. Set up the **email** account you will use for this course and **forward** your TRCC emails to your personal email account.
4. Learn about the **technology** you will use for the course and have all the resources ready and working well.
5. Explore **Blackboard**.
6. Get familiar with the textbook **VISTAS 6**th Edition.
7. Complete the two **Quizzes & the Discussion 1**.
8. Register for the **Supersite**.

Roadmap to Success

Course content

🕮 Lecturas culturales - 🌐 Cultura hispana en el mundo - 🎬 Videos - 📚 Literatura - ♫ Música

Lecciones	Temas y Actividades *(Las páginas corresponden al Libro de Texto)*
Getting Started	<u>Introducción al curso</u>: What are you learning? – Where is Spanish spoken? – Why are you learning Spanish? – How should you learn Spanish? Presentación de la clase - Syllabus - Materiales - Metodología - Criterios de Evaluación - Asignaciones - Blackboard • ***Supersite registration (https://www.vhlcentral.com/)***

Lección 6 "¡De compras!"	*A. Comunicación*
	     Contexto: ¡De compras!
	     Vocabulario: Los colores pp. 192
	     Pronunciación: D y T p.197
	     Gramática: Saber y conocer pp. 200 -201, Objeto indirecto y sus pronombres pp 202-205, Pretérito de verbos regulares pp206-209
	     Gramática: Pronombres y adjetivos demostrativos pp. 210-213
	     Escritura: Reporte entrevista p. 218
	     Escuchar: Claves lingüísticas p. 219
	
	 B. Cultura
	     🎬 Fotonovela: *En el mercado* pp. 194-195
	     🌐 Cultura: *Los mercados al aire libre* p.198, *Diseñadores de moda* pp. 199, *Carolina Herrera* pp. 199
	     🕮 Lectura cultural: *Corona* pp. 216-217 (Skimming)
	     🎬 Video TV Clip: *Anuncio de Comercial mexicana* p. 220
	     🎬 Flash Cultura: *Comprar en los mercados* pp. 221
	     🌐 Panorama cultural: *Cuba* pp. 222-223

Lección 7 "La rutina diaria"	*A. Comunicación* Contexto: La rutina diaria pp. 226-227 Gramática: Verbos reflexivos pp. 236-237, Pretérito Ser e Ir pp. 241 Escritura: Sequencing events p. 254 Escuchar: Using background information p. 255 Pronunciación: The consonant R p. 233 Gramática: Verbos como Gustar pp. 246- 247, Palabras indefinidas y negativas pp. 240-241 Repaso Vocabulario p. 260
	B. Cultura 🎬 Fotonovela: *¡Necesito arreglarme!* pp.230 📖 Lectura cultural: *La siesta* p. 234 🌐 *El mate* p. 235 🌐 Lectura: Predicting content from the title (Correo electrónico/*E-mail*) pp. 252-253 🌐 En Pantalla: *Anuncio de champú Sedal* p. 256 🌐 Flash cultura: *Tapas para todos los días* p. 257 📖 Panorama: *Perú* pp. 258- 259
Lección 8 "La Comida"	*A. Comunicación* Contexto: La comida pp. 262-264 Gramática: Preterite of stem changing verbs pp. 274-276 Pronunciación: ll, n, c and z p. 271 Gramática: Double object pronouns pp. 277-279 Lectura: Reading for the main idea pp. 290 Gramática: Comparaciones pp. 281-285, Superlativos pp. 286-287 Escritura: Expressing and supporting opinions (Crítica) p.292 Escuchar: Jotting down notes as you listen p. 293 Repaso vocabulario p. 298
	B. Cultura 🎬 Fotonovela: *Una cena… romántica* pp. 268-269 🌐 Salud - Nutrición: La Pirámide alimenticia p.265 📖 Lectura: *Frutas y verduras de América* p. 272, *Ferrán Adrià: arte de la cocina* p. 273 🌐 Gastronomía: *La feria del maíz* pp. 290-291 🎬 Video TV Clip: *Anuncio de El Comercio* p. 294 🎬 Flash Cultura: *La comida latina* p. 295 📖 Panorama Cultural: *Guatemala* p. 296-297
Lección 9 "Las fiestas"	*A. Comunicación* Contextos: Las fiestas pp. 300-301 Vocabulario: Las etapas de la vida p. 302 Gramática: Verbos irregulares pp. 310-311 Gramática: Verbs that change meaning in preterite p. 314 Lectura: Recognizing word families pp. 322-323 Escritura: Planning and writing a comparative analysis (Diferencias y similitudes) p. 324 Pronunciación: h, j and g p. 307 Gramática: ¿Que? y ¿Cual? p. 316, Preposiciones y pronombres p. 318 Escuchar: Guessing the meaning of words through context (Una invitación) p. 325 Repasar Vocabulario p.330

	B. Cultura 🎬 Fotonovela: *El Día de los muertos* pp.304-305 🌎 Cultura: *Semana santa: vacaciones y tradición* p. 308, *Festival de Viña del Mar* p. 309 🌎 Las telenovelas p. 315 📖 Lectura cultural: *Vida social* p.322-323 🎬 Video TV Clip: *Fiestas patrias: Chilevisión* p. 326 🎬 Flash Cultura: *Las fiestas* p. 327 📖 Panorama Cultural: *Chile* pp.328-329
Lección 10 "En el consultorio"	*A. Comunicación* Contextos: En el consultorio p. 331-332 Ortografía: el acento y las sílabas p. 339 Gramática: El imperfecto pp.242-343 Gramática: El imperfecto y el pretérito pp. 346-347, Constructions with **se** pp. 350-351, Adverbios p. 354 Lectura: Activating background knowledge p. 358 Escritura: Mastering the simple past tense (*Una historia*) p. 360 Escuchar: Listening for specific information (Enfermedades) p. 361 Repaso Vocabulario p. 366
	B. Cultura 🎬 Fotonovela: *¡Qué dolor!* pp. 336-337 📖 Cultura: *Servicios de salud* p. 340, 🌎 *Curanderos y chamanes* p. 341 🌎 La sala de emergencia p. 349 🎬 Video TV Clip: *Anuncio de Anaflex* p. 362 📖 Literatura: *Libro de la semana, Entrevista a Carla Baron*, p. 359 🎬 Flash Cultura: *La salud* p. 363 📖 Panorama Cultural: *Costa Rica* pp.364-365
Presentations - Final examination	• **Culture group presentations** 1-2 (Instructions are provided in Blackboard - All Online)
	• **Final examination**: Video or Oral Exam - Written portion - Integrated Culture test

Schedule of classes

Please see the schedule of classes in the next pages for all deadlines in this course. It is strongly recommended that you download and print this calendar to keep with your course papers.

Schedule of classes & assignments - Spanish 112
Fall 2019 - 32090 - online

2019

September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Aug/27	Aug/28	Aug/29	Aug/30	Aug/31
		-*Welcome* -*Resources Tab* -*Getting Started*	- Quiz Course Policy Info due - Quiz Getting Started due	- Discussion 1 due (*Why?*)		
1	2	3	4	5	6	7
			Supersite Lec6 due			
8	9	10	11	12	13	14
			Supersite Lec6 due	Lesson 6 Assignments due: -Discussion 2 (*Cuba*) -Writing Assign 1 (*Ropa 20*) -Video 1 (*Presentación II*)		
15	16	17	18	19	20	21
			Supersite Lec7 due	Lesson 6 Tests due: - Prueba 1 - Prueba 2		
22	23	24	25	26	27	28
			Supersite Lec7 due	Lesson 7 Assignments due: -Discussion 3 (*Cine*) -Writing Assig 2 (*Ayer*) -Video 2 (*Lectura El Mate*)		

October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sept/29	Sept/30	1	2	3	4	5
			Supersite Lec8 due	Lesson 7 Tests due: - Prueba 3 - Prueba 4		
6	7	8	9	10	11	12
			Supersite Lec8 due	Lesson 8 Assignments due: -Discussion 4 (*Crítica Culinaria*) -Video 3 (*Comida favorita*)		
13	14	15	16	17	18	19
				Lesson 8 Tests due: - Prueba 5 - Prueba 6		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
20	21	22	23	24	25	26
			Supersite Lec9 due	Lesson 9 Assignments due: -Discussion 5 (*Celebraciones*) -Writing Assig 3 (*Asociac*) -Video 4 (*Listening*)		
27	28	29	30			
	Presentation 1 Work Starts		Supersite Lec9 due			

November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Oct/31	1	2
				Lesson 9 Test due: - Prueba 7		
3	4	5	6	7	8	9
				Presentation 1 due		
10	11	12	13	14	15	16
			Supersite Lec10 due	Lesson 10 Assignments due: -Discussion 6 (*Anécdota*) -Writing Assign 4 *(Consultorio)*		
17	18	19	20	21	22	23
			Supersite Lec10 due	Lesson 10 Test due: - Prueba 8		
24	25	26	27	28	29	
	Presentation 2 Work Starts			Final Examination due: - Final Exam Video - Written portion of Final Exam Video - Integrated Culture Test		

December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
				Presentation 2 due		
8	9	10	11	12	13	14
	- *Make up Assig week (Rules on syllabus)*			*Final Grades*		