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Office: 525-07
Please note that I will be moving to 524-05 some time after the first few weeks of the semester.

Telephone: 714-992-7347
Office Hours: Monday 12:45-2:15 & Tuesday 1:00-2:00

Inst. Website: http://staffwww.fullcoll.edu/ccollopyodonnell/  
! Bookmark this site. Be sure to “allow blocked content” for the site.

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COURSE DESCRIPTION

Prerequisites: SPAN 101 F with a grade of “C” or better or one year of High School Spanish with a grade of “C” or better.

This course continues to emphasize communicative competences across the basic skills in pronunciation, listening comprehension, speaking, reading and writing. Students are introduced further to the culture of Spain and Latin America. Students who receive credit in this course may not receive credit in SPAN 102HF.

There is a one hour per week lab requirement in this course. The lab requirement is completed online.
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REQUIRED MATERIALS

Students in this class purchase paper Textbook and electronic versions only of the Workbook and Laboratory Manual as follows:


The electronic workbook and lab manual can be purchased from the Fullerton College bookstore or online at [www.books.quia.com](http://www.books.quia.com). For information on how to purchase online, refer to the Centro Registration Instructions distributed in class and/or posted to Dr. O’Donnell’s website.

! All students must also have access to a computer with sound card and have a microphone connected to the computer. Be sure that you have installed Adobe Acrobat Reader on your local computer and that it is available on any computer you might use for this course.

CENTRO – PUBLISHER ONLINE CONTENT

The course site where you will complete listening laboratory activities and workbook exercises is called Centro: [http://www.mhcentro.com](http://www.mhcentro.com)

! See the handout, “Centro Registration Instructions,” for information on how to create your Centro Account. The document contains the Course Code that you will need to create a Centro Account and complete the enrollment process.

! All students must complete the enrollment process by the end of the first week of the semester.

STUDENT LEARNING OUTCOMES

A. Students completing courses or programs in the *Humanities Division* will be able to:

1. Use language skills effectively in reading, writing, listening, or speaking to achieve personal, academic, or vocational goals.
2. Use critical thinking skills to examine information, events, and ideas from a broader perspective.
3. Recognize the significance of language and culture in human experience.
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4. Apply principles of academic honesty and integrity.
5. Work cooperatively and collaboratively with others.
6. Use campus and/or community resources to participate actively in their own education.

B. Upon completion of Elementary Spanish II, students in the Department of Foreign Languages will be able to:

1. Manipulate target language orally and in writing in response to discourse related to self, family, social situations, school and work.
2. Respond physically, orally and in writing to written materials in the target language.
3. Explain similarities and differences between the cultural practices of the target language and those of other cultures.

IMPORTANT THINGS TO KNOW

1. You may take Elementary Spanish II on a Pass/No Pass (Credit/No Credit) or Audit basis. Students must complete the appropriate form, follow posted deadlines, and obtain all required signatures.

2. Your instructor cannot submit P/np or Audit forms on your behalf. Forms may be obtained from the Admissions and Records Office. The last day to file forms is January 30.

3. If you decide to withdraw from the class, you must make that decision by January 24 to qualify for a refund and January 31 to drop without receiving a “W” on your transcript. The very last day to drop with a “W” on your transcript is April 25.

4. Be advised that according to the College Catalog it is your responsibility to officially drop classes you have stopped attending. Failure to withdraw in this instance will result in a failing grade. Withdrawal is completed through myGateway.

5. The Fullerton College Catalog and the Class Schedule contain a number of policies relating to students that are important to you. Please be sure that you have read these publications thoroughly. You may purchase copies of these publications at the campus bookstore, or you may read them online at the Fullerton College website, www.fullcoll.edu.

6. The College recognizes the legal right of faculty to set standards of performance and to apply them to individual students. Therefore, the instructor is the final authority in determining grades that are assigned to students and that appear in their permanent academic records. Students have a right to inquire how their grade was determined.
Students have a right to have someone accompany them throughout the process. Please refer to the FC College Catalog for additional information.

**GRADING CRITERIA**

<table>
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<tr>
<th>Component</th>
<th>Percentage</th>
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<tr>
<td>Preparation and Participation</td>
<td>10%</td>
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<tr>
<td>Centro Activities</td>
<td>15%</td>
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<tr>
<td>Voice Threads</td>
<td>15%</td>
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<tr>
<td>Writing Assignments</td>
<td>15%</td>
</tr>
<tr>
<td>Exams</td>
<td>30%</td>
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<tr>
<td>Final Oral Skit or Voice Thread</td>
<td>15%</td>
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</table>

**Final Grade:**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 – 100%</td>
<td>A</td>
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<tr>
<td>80 – 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 – 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 – 69%</td>
<td>D</td>
</tr>
<tr>
<td>59 % and below</td>
<td>F</td>
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</table>

**GRADING CRITERIA DESCRIPTIONS**

According to college guidelines, a student should expect to spend 2 to 3 hours per week for each unit of credit taken during a sixteen 16 week course in order to keep up with the material presented in this course and prepare adequately for classroom activities. Make sure you understand what is expected of you in this course and the requirements for all class activities and assignments described in this section.

1. **Preparation and Participation:** Regular and *active* participation is a very important aspect of any second language course. To derive the utmost benefit from instruction and develop your language skills, attendance is essential. No matter what the reason for the absence, failure to attend class always results in missed opportunities to hear and speak Spanish.

   **Attendance:** According to the Fullerton College Catalog, attendance shall be taken at all class sessions. Please take note of the instructor’s policies regarding absences:

   - Students must contact the instructor by phone or email when ill or need to be absent from class in order to avoid misunderstandings and situations that will adversely affect their grade.
   - In this class, students can expect the instructor to file an Instructor Drop Form that officially withdraws from the class those who accumulate 3 or more consecutive unexcused absences.
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- Students who accumulate an excessive number of absences due to illness and/or authorized absences may be dropped from the class if the instructor feels that they can no longer profitably continue in the course.

- There will be no make-up exams or quizzes given in this class without verifiable proof of an illness or an emergency situation. Even then, the instructor reserves the right to give or not give students a make-up.

**Participation:** Class participation is graded in this course, and the grade is based on completion of preparatory assignments, attendance, and efforts made to stay on task and use only Spanish during classroom activities. See the Participation Rubric handed out in class.

Material assigned to prepare you to actively participate in class includes textbook readings and short summaries of the readings, vocabulary and grammar review, and internet research (limited, not extensive).

Be aware that students who have not done the readings prior to classroom discussion and/or completed the internet research and grammar exercises typically do poorly on quizzes and exams.

Make the most of class time by participating actively in Spanish despite making mistakes. It is normal to make errors in grammar usage at this level of learning and you probably won’t know “enough” vocabulary to always express your ideas the way you can in your own language. What’s important and what counts is that you try! Remember, it takes time to perfect your listening and speaking abilities in a foreign language. I try hard to make the class atmosphere fun and non-intimidating, so enjoy it!

2. **Centro:** In this class, you will complete selected assignments from the online lab manual and workbook. The exercises from the lab manual represent assignments that meet the one hour per week lab requirement. The workbook exercises constitute homework. You will also be assigned some of the videos from the Video Program and various activities from the Activity Pack. For information on how these exercises are completed and graded, please see the separate handout, Centro FAQ’s.

3. **Voice Threads:** This is a tool for having conversations around media, and they can hold an entire group discussion on a single web page. You will be learning about voice threads during the third week of the semester and use them to practice listening to and speaking Spanish. A limited number of voice thread topics will be required of all students.

Additional voice thread topics will be afforded to all students for extra credit on chapter exams.
4. Writing Assignments: There will be numerous short writing assignments (one to two paragraphs) corresponding to the vocabulary and grammar topics presented each week in class. Students will use a BLUE BOOK for these assignments. Blue books are collected and graded every two weeks. Your instructor may ask you to rewrite assignments deemed substandard.

5. Final Oral Project: Students (in pairs and/or small groups) will prepare and deliver an oral presentation at the end of the semester either in class or in the form of a voice thread. The presentation may consist of an interview, story, sketch or role-play on a topic selected by the student (with the agreement of the instructor) or one assigned by the professor. Details and written guidelines will be provided during the course of the semester.

6. Exams: Exams in Spanish 102 test your ability to comprehend simple listening and reading passages and use the targeted vocabulary and grammar structures in personalized, communicative contexts. All exams with the exception of the final are tentatively scheduled as follows:

Exam 1: Review Material ~ Week 4
Exam 2: Chapter 8 ~ Week 6
Exam 3: Chapter 9 ~ Week 9
Exam 4: Chapter 20 ~ Week 11
Final Exam: Final Material ~ May 25, 9:00-10:50

CLASSROOM PROCEDURES

The goal in this course is communicative competence, not grammatical perfection. Classroom time will be devoted almost solely to activities that will allow you to practice your skills of understanding and interacting with others in Spanish. Classroom time will not be spent doing grammar drills or translating. If you feel you need to be drilled in grammar, please arrange for free grammar help at the Tutoring Center on campus and/or see me during my office hours for assistance.

Code of Conduct: All members of this class have the responsibility to join together to create an effective academic community. This includes treating each other courteously; exhibiting a positive attitude; demonstrating standards of ethical behavior and academic integrity in class and on homework and on tests; respecting the health and safety of others; refraining from the use of offensive language; and refraining from any conduct that
may interfere with the functioning of the class. In short, class members are expected to demonstrate a spirit of cooperation and mutual respect at all times.

Note: Set all cell phones and beepers to OFF before coming to class and keep them in your backpack or purse. You may not keep these devices on your desk at any time. Your cooperation is truly appreciated!

FULLERTON COLLEGE ACADEMIC HONESTY POLICY

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to, the following areas:

1. Students shall not plagiarize, which is defined as stealing or passing off as one’s own the ideas or words of another, or using a creative production without crediting the source. The following cases constitute plagiarism:

   - paraphrasing published material without acknowledging the source,
   - making significant use of an idea or a particular arrangement of ideas, e.g., outlines,
   - writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgment, or
   - submitting under one’s own name term papers or other reports which have been prepared by others.

2. Students shall not cheat, which is defined as using notes, aids, or the help of other students on tests or exams OR HAVE SOMEONE ELSE TAKE THE TEST FOR THEM in ways other than those expressly permitted by the instructor, or misreporting or altering the data in laboratory or research projects involving the collection of data.

3. Students shall not furnish materials or information in order to enable another student to plagiarize or cheat.
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Instructors may deal with academic dishonesty in one or more of the following ways:

1. Assign an appropriate academic penalty such as an oral reprimand or point reduction.
2. Assign an “F” on all or part of a particular paper, project, or exam.
3. Report to the appropriate administrators, with notification of same to the student(s), for disciplinary action by the College. Such a report will be accompanied by supporting evidence and documentation.

AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT

Fullerton College is committed to providing educational accommodations for students with disabilities upon the timely request by the student to the instructor. Verification of the disability must also be provided. The Disability Support Services office functions as a resource for students and faculty in the determination and provision of educational accommodations.

CAMPUS RESOURCES

Counseling: http://counseling.fullcoll.edu/
Disability Support Services: http://dsp.fullcoll.edu/
Foreign Language Department: http://foreign.fullcoll.edu/
Health Services: http://healthservices.fullcoll.edu/
Humanities Division: http://humanities.fullcoll.edu/
Tutoring Center: http://tutoringcenter.fullcoll.edu/
WEEKLY DISTRIBUTION OF MATERIAL COVERED IN CLASS

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<tr>
<th>Week</th>
<th>Textbook Chapters</th>
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<tr>
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<td>Orientación</td>
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<td>2-3</td>
<td>Repaso</td>
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<td>4-6</td>
<td>Capítulo 8</td>
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<td>Capítulo 9</td>
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<tr>
<td>10-12</td>
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<tr>
<td>13-16</td>
<td>Topics selected from Capítulos 11, 12 and 14</td>
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</tbody>
</table>

The communicative topics which will be covered this semester include, and are not necessarily limited, to the following.

1. **Review Materials.** Basic Spanish 101 vocabulary and structures used to describe personal data such as age, personality, physical traits, nationality, and marital status; express likes and dislikes; and talk about one’s family, daily routines and future plans.

2. **Chapter 8.** Vocabulary and structures used to name and talk about how you celebrate holidays, express emotional states, talk about the past, and indicate who and what are the objects of an action.

3. **Chapter 9.** Vocabulary and structures used to talk about your own pastimes and household routines, express obligation, make comparisons and describe what one used to do and the way things used to be in the past.

4. **Chapter 10.** Vocabulary and structures used to talk about health and illness, narrate in the past, and describe reciprocal actions.

5. **Chapters 11, 12 and 14.** Vocabulary and structures used to describe the environment, talk about unexpected events; express desires, hopes and requests; and say what you have done or not done in the past.