ELEMENTARY SPANISH II (SPAN 102)
COURSE SYLLABUS ~ CRN 24016
Spring 2009

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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
Online office hours are posted on the class course site at https://virtual102.pbwiki.com
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.

Be advised that enrollment in a Spanish course at an appropriate level is key to your successful completion of this class. To help the instructor ensure that you have enrolled in the correct course, all students must:

1) Attend one of the campus orientations listed in the class schedule as well as on the instructor website or
2) Meet the instructor during the first week of classes. Dr. O’Donnell’s available hours for the first week of classes have been posted to the instructor website. The office hours given on the first page of this syllabus will not take place the first week of classes.
3) Bring a photo ID and a completed Student Profile to the campus orientation or office visit. The Student Profile form can be downloaded from the instructor website.

Failure to complete Centro registration and log on to the course WIKI by THURSDAY, January 15, may result in you being dropped from the class. Any student unable to meet the above mentioned requirements must contact the instructor immediately by phone or email to make other arrangements.
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! Online Section Description: Be aware that this course is not designed to be self-paced. The
text presented and practiced in this online course are organized in much the same way as
those of a campus class. Although we will not all typically meet online at the same time, students
will “attend” class on a bi-weekly basis, complete 50 minutes each week of lab work and submit
weekly homework assignments.

Be advised that just as in a typical face-to-face class, students will work not only individually, but
also in pairs and in small groups.

Students should expect to spend at least five hours each week completing reading, listening,
speaking and writing activities online (the equivalent of two campus classroom sessions and one
week of outside lab work). Additionally, homework is assigned for each virtual class session.
Please see the section on Assignments on page 8 of this syllabus for more detailed information.

☐ REQUIRED MATERIALS

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


The electronic textbook, workbook and lab manual can be purchased from the Fullerton
College bookstore or online at www.books.quia.com. For information on how to purchase
online, refer to the Centro Registration Instructions 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.
COURSE SITES

You will be using two different online learning sites to access lessons and complete activities and assignments in this course.

1. Virtual 102, Course WIKI https://virtual102.pbwiki.com

! Course WIKI: Just prior to the start of the semester, you will receive an invitation from PBWiki with instructions on how to access and enroll in the WIKI. A wiki is simply a collection of web pages that allow the instructor to deliver the course materials and provide a means to communicate with you on a consistent basis. You will also use the wiki to complete audio recordings and submit individual and collaborative written assignments.

You must log on to the WIKI first to start your course work. The Calendar of activities and assignments is located at this site. Be sure to check your email for the invitation (the email address you used when you enrolled at Fullerton College).

If you do not receive an invitation by the first day of classes, then you must immediately contact me by email and provide me with your correct email address.

! Centro: You will need to download the file titled “Centro Registration Instructions” from the Virtual 102 Wiki or my instructor website 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. This document will also be given out at the two available campus orientations in the 611 Computer Lab:

Monday, January 12: 12:30 - 2:00
Tuesday, January 13: 12:30 - 2:00
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☐ COURSE CALENDAR / ONLINE PROCEDURES

Course Calendars listing weekly activities and assignments are provided in the Virtual 102 Wiki.

It can be difficult to keep up with the material presented in an online course. To minimize any problems caused by unexpected technical glitches and/or personal emergencies or family and work-related obligations, students must commit to the procedures outlined below:

****Start on Monday, or Tuesday at the latest, and plan your schedule accordingly so that you can finish by Sunday. This means that you do NOT wait until the end of the week to try to complete the lesson activities. Log on to the course sites any time or day you wish, but be sure to log on at least 4 times each week.

****Begin each week by logging into the Virtual 102 Wiki. Print out or download each week’s Assignments’ Calendar to your local computer and use it as a checklist to help keep you on task.

****Follow the proper sequence for accomplishing weekly assignments and activities:

1. First, read the list of objectives at the top of the Weekly Assignments Calendar. It is very important that you understand what the lesson will be about and what you can expect to learn by completing the activities for that week.
2. Next, read through the list of assignments. You are expected to contact me early in the week to ask for clarification when you don’t understand instructions or the requirements of the assignment. Post your message on the Front Page of the WIKI where it says “Add a comment.” I will respond within 24 hours.
3. Do the assignments and complete the activities in the order they are listed. Be sure to click on all links (underlined words and phrases) on the page.
4. Do the online workbook exercises only after you have completed assignments from the digital textbook and the online lab manual.
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☐ 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.
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.
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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.

☐ GRADING CRITERIA

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centro Assignments (Listening, speaking, reading, grammar practice and skills reinforcement)</td>
<td>30%</td>
</tr>
<tr>
<td>Audio Recordings (Speaking )</td>
<td>15%</td>
</tr>
<tr>
<td>Voice Threads (Speaking and Listening)</td>
<td>15%</td>
</tr>
<tr>
<td>Writing Assignments</td>
<td>15%</td>
</tr>
<tr>
<td>Written Exams (Mid-Term and Final)</td>
<td>15%</td>
</tr>
<tr>
<td>Final Oral Exam</td>
<td>10%</td>
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Final Grade:
90 – 100% = A  
60 – 69% = D  
80 – 89% = B  
59 % and below = F  
70 – 79% = C
ASSIGNMENTS

Assignments model common types of classroom activities. In addition, homework is assigned for each class session. According to college guidelines, a student should spend 2 to 3 hours per week completing assignments and preparing for virtual classroom activities for each unit of credit taken during a sixteen 16 week course. Make sure that you have available to you the time required to complete assignments and activities in this course. If you are unsure, please call or email me, and I will help you make the correct determination.

Online course activities and assignments may include:

- readings in the digital textbook (Centro)
- short written assignments (Centro) and paragraph-length writing exercises (Wiki)
- vocabulary, grammar, listening and culture-based activities (Centro, Instructor Website)
- preparation for exams and grammar review (Centro, Wiki, Instructor Website)
- voice-recordings and partner activities using a voice-board (Wiki, Centro)
- recorded and written voice threads¹ (Wiki, www.voicethread.com)

Inability to log into the course sites due to a verifiable family emergency, job-related necessity or prolonged illness may be excused at the instructor’s discretion. In these instances, you must contact Dr. O’Donnell by phone only to discuss your situation. If permitted, you will be given a specific deadline for submission of missing assignments.

EXAMS

There will be both a mid-term and a final written exam this semester, each testing your ability to use the targeted vocabulary and grammar structures in personalized, communicative contexts.

¹ You will be learning about voice threads during the first week of the semester. It is a tool for having conversations around media and can hold an entire group discussion on a single web page.
Each exam will contain short listening, reading and writing components and are completed in a secure online testing environment.²

Students will also complete a Final Oral Exam, using a phone / computer Conferencing System and/or the course WIKI. The oral exam is comprised of personalized questions and answers to basic questions about the cultural topics presented in the course during the semester.

☐ TIPS FOR SUCCESS

What we know from experience is that there is usually an adjustment period for most students as they learn the patterns of online communication. Here are some tips for getting comfortable:

- Know your “course geography.” Know where everything (tools, lessons, files) is located.
- Get to know your browser and ensure that all settings are the correct ones.
- Make sure you have regular access to the Internet. Plan your schedule accordingly.
- Budget time daily for assignment preparation and online participation.
- Check the WIKI at least 2 times a week, or more, if possible, to see what is new and to keep up with course activities.
- Be organized. Print out the Weekly Assignments Calendar in the WIKI and check off assignments as you complete them.
- Avoid procrastination (waiting to the last minute to complete lesson assignments). If you manage your time wisely and follow procedures you will not have this problem.
- Be proactive in communicating with your instructor and fellow students. Most problems are easily solved, but we have to hear from you before we can help.
- Remain flexible and communicate with the professor if life events intervene and interfere with participation.

² More information about the testing environment will be sent to each student at an appropriate time and in advance of the mid-term exam.
Be persistent. Don’t quit. If you feel like dropping out, email me or another student first for some words of encouragement and suggestions.

Share information, tips and questions with other students and with me. You may have the answer someone needs. We really are in this all together.

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.
PLAGIARISM IN THIS CLASS ALSO INCLUDES HAVING SOMEONE ELSE RECORD FOR YOU AND PASSING THAT RECORDING OFF AS YOUR OWN WORK.

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

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<th>Textbook Chapters</th>
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<td>Orientación</td>
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<tr>
<td>2-3</td>
<td>Repaso</td>
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<tr>
<td>4-6</td>
<td>Capítulo 8</td>
</tr>
<tr>
<td>7-9</td>
<td>Capítulo 9</td>
</tr>
<tr>
<td>10-12</td>
<td>Capítulo 10</td>
</tr>
<tr>
<td>13-16</td>
<td>Topics selected from Capítulos 11, 12 and 14</td>
</tr>
</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.