

ELEMENTARY SPANISH II (SPAN 102)
COURSE SYLLABUS ~ CRN 13508
Fall 2009



NOTE TO ALL STUDENTS

I want all of you to be sure that you have allotted the necessary time for this course and are certain that you have enrolled in a class that is right for you, according to your individual time availability and motivation for enrolling.

Most often, students have preconceived notions about the nature of an online foreign language course and do not anticipate the amount of time required to complete class activities and homework assignments. Some of you may think that this will be an “easy” way to complete your language requirement. You may also believe that an online course does not require the same amount of time to complete as would be the case in a traditional class environment.

This online course is designed to *replicate* what students would do in a face-to-face class. This means that in the online environment you will (1) speak with me and your classmates in Spanish, (2) complete laboratory listening activities, (3) read and respond to short written narratives, (4) complete grammar-based exercises, (4) write short compositions and (5) make oral presentations in the target language.

Again, understand that the requirements in this course are no different than those in an equivalent face-to-face class. We will begin on the first day of class (Monday, August 17) with a lesson. Students who attend the Saturday orientation will be set to go on Monday, and those who attend the Monday orientation will also begin the lesson on Monday. Students who do not attend the mandatory orientation will be dropped from the course so that I can immediately accommodate students from the wait list. Wait-listed students must also attend one of the two mandatory orientations. No exceptions can be allowed.

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Office Hours: Monday & Wednesday 12:45-1:45 and by appointment
 Online office hours chat is posted on the class course site at
 <https://virtual102.pbworks.com>
Inst. Website: <http://staffwww.fullcoll.edu/ccollopyodonnell/>

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. Contact them for the appropriate deadline.
3. If you decide to **withdraw** from the class, you must make that decision by Aug. 29 to qualify for a refund and Sept. 5 to drop without receiving a "W" on your transcript. The very last day to drop with a "W" on your transcript is Nov 20.
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.

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STUDENT LEARNING OUTCOMES FOR SPAN 102

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.

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* weekly lab requirement in this course. The lab requirement is completed online.

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ONLINE SECTION DESCRIPTION

This course is not designed to be self-paced. The materials presented and practiced online are organized in much the same way as those of a campus class. This means that students will complete the same number of class activities done in a 5 unit class that meets two times a week. 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. In addition, students are given appropriate homework assignments to complete each week along with the lab requirement described above.

Students should expect to spend five hours each week completing reading, listening, speaking and writing activities online (i.e., the equivalent of two campus classroom sessions). Again, additional time is needed to complete homework and the lab requirement. Please see the section on Assignments on page 8 of this syllabus for more detailed information.

Although we will not all typically meet online at the same time, students will “attend” class by logging on to the class WIKI and textbook publisher site twice a week, Monday through Thursday, *at a minimum*.

Deadlines for all class activities and homework assignments are strictly enforced in order to ensure that students complete the course and have had the appropriate instruction to continue on to the next level of Spanish. Please see pages 10-11 of this syllabus for pertinent information about class activities and homework assignments.



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CAMPUS ORIENTATION

Enrollment in a Spanish course at an appropriate level is paramount to successful completion of this class. You will need to have a good understanding of web-based technology and typical online procedures in order to pass this course. To help the instructor ensure that you have enrolled in the correct Spanish 102 section and have the tools and knowledge necessary for successful completion of the course, all students will:

- 1) Attend one of the mandatory campus orientations listed in the class schedule. These are also listed on the instructor website: <http://staffwww.fullcoll.edu/ccolopyodonnell>
- 2) Download a copy of this syllabus from the instructor website and bring it with them to the campus orientation.
- 3) Bring a *photo ID* and a completed *Student Profile* to the campus orientation. The *Student Profile* form can be downloaded from the instructor website.

Students who do not bring the syllabus, photo ID and completed Student profile to the campus orientation may be dropped from this course at the instructor's discretion in order to add students from the wait list.

REQUIRED MATERIALS

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

1. *Puntos de partida: An Invitation to Spanish*, 8th ed., Knorre et al., McGraw Hill
2. *Puntos de partida: Online Workbook*, 8th ed., Knorre et al., McGraw Hill
3. *Puntos de partida: Online Laboratory manual*, 8th ed., Knorre et al., McGraw Hill

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, you must read and follow the Centro Registration Instructions posted at Dr. O'Donnell's website.

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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.

You will not be able to use the hard-back textbook in this course because all class activities are done online. When you purchase the electronic edition of the textbook, you will, however, receive a black and white copy of the textbook that you can sell to students who enroll in our campus classes next semester and beyond.

HOW TO REGISTER FOR YOUR 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.pbworks.com>
2. Centro, McGraw Hill Publishers <http://www.mhcentro.com>

>>>Course WIKI

Just prior to the start of the semester, you will receive an email from me with instructions on how to access and enroll in the WIKI. A wiki is 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 weekly calendars of activities and assignments are located at this site.

>>>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.

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Please note that I will drop students who fail to access the course WIKI by Tuesday, August 18. In this case, you will be considered a no-show. Centro registration must be completed by Friday, August 21, or you may be dropped from the course.

Students unable to purchase the electronic materials by Friday, August 21, must contact me immediately by phone or email. Please be aware that I cannot guarantee you a seat in the class if you cannot start on Friday of week one with the required materials.

COURSE CALENDARS / ONLINE PROCEDURES

Weekly assignment calendars listing all classroom activities and homework 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:

- 1) Always check into the WIKI each Monday to download the Calendar of Activities and Assignments.
- 2) Plan your daily schedule accordingly so that you can finish by the deadlines given in the calendar. This means that you do NOT wait until the end of the week to try to complete the lesson activities. *You will not be given credit for assignments completed beyond the stated deadlines.* Log on to the course sites any time or day you wish, but be sure to log at least twice Monday through Thursday; and then log on again over the weekend. Most students will find themselves logging on three to four times during the week to keep up with activities and assignments.
- 3) Follow the proper sequence for completing weekly assignments and activities:
 - First, read the list of objectives at the top of each 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.

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- Next, read through the list of assignments. You are expected to contact me on Monday or Tuesday each 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.
- Do the assignments and complete the activities *in the order they are listed*. This is essential! Be sure to click on all links (underlined words and phrases) on the page. Do the online workbook exercises only after you have completed assignments from the digital textbook and the online lab manual.

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 Class WIKI often to see instructor messages and to keep up with course activities.
- Be organized. Print out the Weekly Assignments Calendars 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 your ability to participate.
- 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.

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GRADING CRITERIA

<u>Component</u>	<u>Percentage</u>
Centro Assignments (listening, speaking, reading, grammar practice and skills reinforcement)	30%
Audio Recordings (speaking)	15%
Voice Threads / Conversations (speaking and listening)	15%
Individual Writing Assignments / Group Writing Tasks	15%
Culture Project (research, writing and oral narrative)	25%

Final Grade:

90 – 100%	= A	60 – 69%	= D
80 – 89%	= B	59 % and below	= F
70 – 79%	= C		

COURSE ACTIVITIES AND ASSIGNMENTS

Class activities include watching grammar tutorials, listening to native speakers in the video program, and both paired and individual online activities (approximately 5 hours per week). In addition, homework is assigned for each class session. According to college guidelines, a student should spend 2 hours per week completing assignments and preparing for virtual classroom activities for each unit of credit taken during an eight week course. Make sure that you have 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 exercises (Centro, Instructor Website)
- grammar review (Centro, Wiki, Instructor Website)

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- voice-recordings and partner activities using a voice-board and audio drop box (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 email only to explain your situation.* I will then contact you by email. Do not leave me a message regarding your problem on the class wiki. If permitted, you will be given a specific deadline for submission of missing assignments

CULTURE PROJECT: RECORRIDO CULTURAL

Students will select one of the following Spanish-speaking areas of the world and one country from that area at the beginning of the semester: the Hispanic Caribbean, the Andes, Central America, the countries of the Paraná, México and US, Spain and Spanish-speaking areas of Africa. During the course of the semester, each student will complete 6 different written activities designed to help him/her learn more about the geography, people, food, music, art historical or archeological sites, and customs of the countries that comprise the area selected. At the end of the semester, students will use voice threads to present an oral narrative about the area and representative country to the entire class. The oral narrative is considered to be your final exam, and together with the individual activities, constitutes 25 % of your final grade.



¹ You will be learning about voice threads at the campus orientation. It is a web-based tool for having conversations around media and can hold an entire group discussion on a single web page.

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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 AND/OR ENLISTING A TUTOR, FAMILY MEMBER OR FRIEND TO COMPLETE THE CENTRO ASSIGNMENTS AND WRITING ACTIVITIES.

Instructors may deal with academic dishonesty in one or more of the following ways:

- Assign an appropriate academic penalty such as an oral reprimand or point reduction.

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- Assign an “F” on all or part of a particular paper, project, or exam.
- 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

<u>Week</u>	<u>Textbook Chapters</u>
1	Repaso
2	Repaso, Capítulo 8
3	Capítulo 8
4	Capítulo 9
5	Capítulo 9, Capítulo 10
6	Capítulo 10

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- 7 Capítulo 11
- 8 Capítulo 12

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. Chapter 11. Vocabulary and structures used to talk about accidents and unexpected events and tell how long something has been happening or how long ago something happened.
6. Chapter 12. Vocabulary and structures used to express desires, hopes, requests and commands.

MENSAJE DE BIENVENIDA

Les habla la profesora de español y con pocas palabras quisiera darles una calurosa bienvenida a todos los estudiantes inscritos en esta clase. Sé que les va a gustar la clase y la interacción que van a tener conmigo y con sus compañeros este semestre. No duden en ponerse en contacto conmigo cuando tengan problemas, inquietudes o preguntas. Estoy aquí para ayudarlos y tomo mis responsabilidades muy en serio. ¡Hasta pronto!

~Doña Cathy