

**SPAN 1411\_WB (4915): Beginning Spanish I**  
Fall 2012  
**Online Course Syllabus**

**Instructor Information**

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**Office Hours:** To be determined

**Welcome! Bienvenidos!**

Hello class! My name is Juan Soto, and I will be your instructor for the next 15 weeks. I am looking forward to a fun and interactive fall semester of Spanish.

**Student Self-Assessment**

The nature of computer based courses is completely different from the traditional classroom environment, especially in the areas of delivery, course content, and the number of assignments. Online courses offer two appealing benefits. They provide flexibility with scheduling and location. The course work can be completed anytime and anyplace that you have access to a computer. However, a computer based course requires self-discipline, good reading and writing skills, and a willingness to work independently while not having the traditional class discussion.

Please answer the following assessment to assist you in deciding if a computer based course learning is appropriate for you. Review the following questions and answer YES or NO.

Learning and Communications Skills

1. Are you a self-motivated learner?
2. Do you like to learn on your own and with minimum help from your instructor?

Time Management Skills

1. Are you willing to spend more time on a computer based course than the traditional classroom course?
2. Do you have good time management skills?
3. Can you meet deadlines if it's up to you to set your own course work?
4. Do you often find yourself completing assignments ahead of schedule?

Technical Skills

1. Are you comfortable working on a computer?
2. Are you willing to log on once a day to check for messages and assignments?
3. Are you willing to spend long periods of time at a computer?

The more questions you answered with YES the more likely it is that you will successfully complete this Spanish I computer-based course and will be satisfied with the

experience. If NO was your answer to some of the questions, you may want to seriously consider whether this kind of class will satisfy your goals and be a rewarding experience.

## **I. Course Information**

**Title:** Beginning Spanish I

**Course Dates:** Please consult the online OC calendar each semester at:

<http://www.odessa.edu/calendar/>

**Course Credits:** 4 semester credit hours.

The lab hour required for this course will be credited base on the five activities that the student will have to work on and post on the Discussion Board on Blackboard, throughout the summer. Each Discussion Board assignment worth 2 points, up to 10 points total.

**Location** – This course is a full Web course and is conducted through Blackboard with a link to the QUIA site. In the event that the student cannot log in to the Aventuras3e website through Blackboard, he or she can directly log in to his or her Aventuras 3e account through the Aventuras3e website. Just type in: *Aventuras3e third edition* in your browser or go to [www.vhlcentral.com](http://www.vhlcentral.com)

**Communication Plan:** The Instructor will respond to all e-mail inquiries within 48 hours. The Instructor will check the Discussion board at least three times a week.

**II. Textbook:** Students will use **Aventuras3e, Primer Curso de Lengua Española**, by Donley and Blanco, Third Edition; and will have what they need to access information and multi-media resources when they purchase the text. (This text comes along with a “Key” to the VISTA Higher Learning, e-Course version: AVENTURAS, Third Edition SUPERSITE). It can be purchased at the OC bookstore or through the *Aventuras3e* website:

ISBN 978-1-60007-921-4      AVENTURAS 3/e Student Edition + SUPERSITE

<http://aventuras3e.vhlcentral.com/> (AVENTURAS Supersite, Vista Higher Learning central)

**Student Registration Help:** <http://aventuras3e.vhlcentral.com>

## **III. Student Portal and E-mail:**

Students enrolled in Odessa College must use Odessa College e-mail. Failure to use the Odessa College email account may lead to miss communication from the instructor.

For directions on how to log into your email go to: <http://www.odessa.edu/gmail/>.

Students should utilize e-mail as the first method of communication and for student-Instructor interaction. Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>.

**I MAY NOT RESPOND TO PERSONAL E-MAIL ACCOUNTS AFTER THE FIRST WEEK OF CLASSES.**

**Computer Emergencies** Not having a working computer or a crashed computer during the summer course will NOT be considered as an acceptable reason for not completing course assignments at a scheduled time. Identify a second computer before the course begins that you can use when/if your personal computer crashes.

**Please DO NOT contact me about technical Problems.**

1. For problems in the **AVENTURAS3e, Primer Curso de Lengua Española**, Third Edition, contact:

1) Vista Higher Learning Tech Support at: [www.vhlcentral.com](http://www.vhlcentral.com) (Request Support/Request Help)  
Technical Support via phone at: 866.350.4978 or 800.248.2813.

Technical Support via Email: [technicalsupport@wimba.com](mailto:technicalsupport@wimba.com)

2. For problems with **Blackboard** please call 335-6673 for assistance. This is the main help line to the Student Success Center. Students should contact the Instructor as soon as possible so that he/she can work with them if they are having problems.

**IV. Prerequisites:** None

#### **V. Course Description**

Emphasizes in conversation: pronunciation, fluency, and vocabulary. It presents grammar and composition. The course is a full Web course with lab requirements. The one hour lab requirement will be fulfilled with 3-5 discussion Board activities on Blackboard.

#### **VI. Student Performance / Learning Outcomes:**

After successful completion of this course, the student should be able to:

- Write from dictation sentences or short passages in basic Spanish
- Understand questions dealing with basic autobiographical data or routine activities and respond appropriately
- Understand isolated words and phrases from Spanish-language radio programs, tapes, films, television programs, or Spanish heard in conversations between native Spanish speakers
- Produce (in oral or written form) uncomplicated sentences in different tenses
- Give simple oral or written responses in different tenses to questions dealing with personal information or daily activities
- Give in written or oral form a one-sentence summary of an action or a situation in the present or a one-sentence summary of a past action
- Introduce themselves and others in Spanish and respond appropriately
- Comprehend simple instructions dealing with familiar situations and vocabulary
- Demonstrate knowledge of courtesy expressions and actions in everyday situations
- Demonstrate listening comprehension of conversation and vocabulary  
Demonstrate ability to read sentences, conversations, paragraphs, and literary selections for comprehension

- Pass examinations and display an understanding of the Spanish language and its culture

### **VII. Computer Skills:**

You must be able to type, browse and research the internet, upload and download files, attach, save, and retrieve files on your computer.

### **VIII. Technical Requirements:**

**IMPORTANT:** Please see the *Odessa College Blackboard* Technical Requirements page to make sure you meet certain system and software requirements in order to access Blackboard. Check these requirements periodically for updates and changes.

Technical Requirements are available at:

[http://www.odessa.edu/DE/online\\_courses/blackboard/requirements.htm](http://www.odessa.edu/DE/online_courses/blackboard/requirements.htm)

### **Technical Support**

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

### **IX. Course Overview**

#### **A. Introductory Spanish covering topics of:**

Basic greetings and farewells; courtesy expressions; people and places; courses of study; family relationships; professions; pastimes; places in the city; Nouns and articles; Numbers 0-30, Present tense of “*ser*”; Telling time; Present tense of “*ser*”; Present tense of regular “*-ar*” verbs; Forming questions; The present tense of “*estar*”; Numbers 31-100; Descriptive adjectives; Possessive adjectives; Present tense of regular “*-er*” and “*-ir*” verbs; Present tense of “*tener*” and “*venir*”; The present tense of “*ir*”; Stem-changing verbs: “*e→i*”; Verbs with irregular yo forms.

#### **B. There will be:**

- Assigned weekly readings, tutorials, exercises, and quizzes -- all with limited dates for completion.
- Four sections to the course. Each section will consist of five subsections.
- Required use of the internet to consult and use web sites such as OC Blackboard for official communication and grade recording, and *Aventuras / Quia.com* for course content and completion of activities.
- One final comprehensive exam.
- Work designed for the highly self-motivated, self-disciplined, independent learner.

### **Course calendar**

Aug 27-Sept 30	Lección 1: Hola. ¿Qué Tal?
Oct 1- 19	Lección 2: Las Clases
Oct 20-Nov 12	Lección 3: La familia
Nov 13-Dec 7	Lección 4: El Fin de Semana

**Dec 10**

**FINAL EXAM (On-line)**

**X. Important Dates:** Check the OC online calendar each semester for dates by clicking:  
<http://www.odessa.edu/calendar/>

### **XI. Class Policies.**

**Netiquette:** Anything you type in the discussion area is public, which means that every student in this class (including your instructor) will see what you write. Please pay attention to the language you use and adhere to the following:

#### **Netiquette Guidelines:**

- 1) Do not post anything too personal;
- 2) Do not use language that is inappropriate for a classroom setting (curse words, etc);
- 3) Do not use language that is inflammatory or prejudicial in regard to gender, race, or ethnicity;
- 4) Do not post in all caps; and
- 5) Remember your audience, which for the majority of time is your teacher. So, use language that is appropriate for your purpose. In other words, please do not use "text messaging" language/abbreviations; adhere to basic grammar and punctuation rules; and use complete sentences. (If you do not adhere to the guidelines for any posting, you will lose the points that would have been granted, and I reserve the right to remove your posting and to deny you any further posting privileges.)

### **Late work**

No late work will be accepted. Missing or not completing all the assignments in this course will result in the student not earning the points required to pass this course or not getting a good averaged final grade. Remember, there are no make ups or extensions for any activities and Practice quizzes in this course.

### **XII. Earned Points System and Letter Grades:**

You will be graded on the total number of points accumulated in this course. The exercises that you will be graded on are timed and must be completed at a certain time. They are a combination of oral, listening, writing, and at the end of each lección, a Comprehensive Practice Test. The Práctica (practice tests) at the end of each Lección will not count toward your final grade. These Practice Tests (Práctica quizzes) are for your own practice. These activities (on-line exercises

and Practice quizzes, are timed and may not be accessed again after the date has passed. You may work on them at your own pace, but they must be completed by the given due date.

Online exercises/audio recordings:	80 %
Discussion Board Assignments (4-2.5 points each-):	10 %
Final Exam:	10 %
<b>Total</b>	<b>100 %</b>

### **Extra Credit:**

**1)Spanish Tutoring at the SSC:** 15 points toward your final grade (up to 3 points for every hour session with the Spanish tutor and up to 15 points for a total of 5 meetings with the tutor. The tutor's name is Brenda Muñiz and you may contact the SSC center for her work schedule.

**2) Discussion Board assignment #5:** 5 points toward your final grade.

### **Letter Grade Explanation:**

90 – 100 (2320-2571 points)	= A
80 – 89.9 (2060-2319 points)	= B
70 – 79.9 (2045-2318 points)	= C
60 – 69.9 (1550-2044 points)	= D
0-59.9 (0-1549 points)	= F

\*Missing or not completing all the assignments in this course will result in the student not earning the points required to pass this course or not getting a good averaged final grade.

\*\*\*Before you begin working on your activities in AVENTURAS3e, please devote a few minutes browsing through the program. There is also a TUTORIALS tab that I encourage you to take a look at; this will help you become more familiar with the concepts/activities you will be working on.

### **Aventuras3e SUPERSITE ([www.aventuras.vhcentral.com](http://www.aventuras.vhcentral.com))**

There are 5 sections to your Supersite:

**1. Tutorials.** These are video clips, readings; vocabulary and grammar of every chapter (Lección). They are short and very helpful. You need to watch these in order to review the content of the course. It is just like having a teacher in your computer.

**2. Practice.** This tab on your Supersite corresponds with your textbook

This is the section we are working on throughout the semester to do all the assignments. All activities here are in your textbook and on the pages mentioned. It looks the same in the textbook and on the website (supersite). If there is an audio component, it is built into the activity when you click on it to complete it. The activities that I assign that count towards your grade will have a date under the 'due date' column. If there is no date, it means that although you should still complete the activity since it is essential to your learning, it is for your practice and does not count toward your final grade.

**3. WebSAM.** This is a Student activity manual on-line. We will not working on this section at all throughout the semester.

**4. Assessment.** The assessment tab contains Practice quizzes, a diagnostic quiz (recapitulación), and Practice tests that you should still complete them since they are essential to your learning; it is for your practice and does not count toward your final grade. The **Assessment** also contains TESTS and EXAMS. Here you will find the quizzes, if any, and the Final exam for the course. If you cannot find the final test on the ‘Assignments due’ section in your student’s page (upper right side of the screen) at the end of the semester, you can find it here by clicking on the Assessment tab (upper center of the screen).

**5. My Results.** You can keep track of activities you have completed and see the grades for each activity. Some activities are computer graded which means you will immediately know your results. Other activities are graded by the instructor. The instructor will review the activity on-line and may provide feedback for you to see and at the student request.

### **Student Success Coaches**

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help For success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

### **XIII. Preparation for Computer Emergencies**

#### Computer Crash

Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer that you can use when/if your personal computer crashes.

#### Server problems

When the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement informing you on the time and date of the maintenance. If the server experiences unforeseen problems your course instructor will send an e-mail.

#### Complete Loss of Contact

If you lose contact with me via the internet (i.e. you cannot contact me through Blackboard or e-mail), you need to call me at my office (432) 335-6547 or cell 432-880-8008. Please explain the situation and provide your contact information.

#### Lost/Corrupt/Missing files

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (i.e., Blackboard server crash or virus, students own computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, I may/will request you to resubmit the files. In other words, if you submit a document to me, and I do not receive it (lost in cyberspace) or it is corrupted when I open it, it is incumbent upon you to resend it to me, corrected, with little or no “downtime” in regard to the timeline for submission.

To prevent lost work, I suggest you e-mail all your work to yourself and save it on an external disk so that a copy of your material is always available.

#### **XIV. 'Incomplete' Policy**

An 'Incomplete' grade may be given only if (1) the student has passed all completed work and (2) if he/she has completed a minimum of 75% of the required coursework. A grade of an "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student. A contract for the "Incomplete" will be signed by both the student and the instructor before being presented to the Dean of the department. The student and the instructor should each keep a copy of the contract.

#### **XV. Spring-End Course Evaluation**

You may be required to participate in a Spring-end course evaluation survey.

#### **XVI. Statement of Special Accommodations (Special Needs)**

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me discuss your concerns. You may also call the Office of Disability Services at 335-6861 to request assistance and accommodations.

#### **XVII. School Policies**

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or students' and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

#### **Plagiarism**

Each student is responsible for doing his/her own work. Having another individual complete any portion of your work violates the principles of academic integrity and will not be tolerated. Any evidence of cheating may result in an "F" for the course and a referral to the Dean.