Course Information Handout

Spanish 1412 A1 – Beginning Spanish II
Spring 2010

Instructor: Nilsa O. Pérez-Cabrera
Office: G252 Phone: (979) 209-7539 e-mail: nilsa.perez@blinn.edu
Office Hours: M/W 9-11:30, T/R 9:30-11:00, F 10-11
Class location and time: T/R 7:45-9:00 AM G114 M/8-8:50 AM G114, W /8-8:50 AM G227 –Lab

Final Exam (and post test) Date/Time: 1412- A1–Thursday May 6 @ 7:45-9:45 AM in our classroom G-114
No early or late exams will be given.

COURSE DESCRIPTION

Spanish 1412: This course is a continuation of SPAN 1411. It is an elementary language course with practice in reading, listening comprehension, writing, and speaking, and application of cultural knowledge at a level consistent with requirements for a second-semester Beginning Spanish course at a four-year university.

Three class hours and two laboratory hours per week. Credit: Four semester hours. Prerequisite: SPAN 1411 or permission of the division chair.

COURSE OBJECTIVES AND STUDENT LEARNING OUTCOMES

At the completion of the course the students will:

1. Demonstrate auditory comprehension of Spanish through increasingly difficult listening passages and conversations;
2. Demonstrate correct pronunciation, grammar, vocabulary, and awareness of cultural norms in increasingly complex conversational situations;
3. Demonstrate comprehension of increasingly difficult written texts in Spanish (nonfiction, short stories, and/or poems);
4. Apply correct grammatical structures and vocabulary in increasingly longer written assignments;
5. Discriminate between cultural norms of various Spanish-speaking countries and those of the U.S. at an increasingly sophisticated level.

Required Texts


Course Packet (available at the Copy Center)

Recommended: A Spanish-English dictionary and a verb conjugation book

SEMESTER CALENDAR (attached)
COURSE REQUIREMENTS

Final Exam, Pre Test and Post Test

The Final Exam is departmental and comprehensive, it covers from Chapter 7 through Chapter 12. It is mandatory to take the final exam at the assigned time as no early or late exams will be given. There will be a Pre Test and a Post Test. Students must bring scantrons for both. There will be no make-up tests.

Chapter Exams

All exams and tests are closed book. There will be three (3) closed-book chapter exams on the dates listed on the course schedule.

Quizzes

There will be quizzes given during the semester worth 10 points each. These may be unannounced; therefore, students are expected to be prepared and have material studied at all times.

Compositions

There will be two (2) compositions for the student to write in class. Each composition will be at least 150 words long. Instructions on how to prepare will be given. Students will write compositions in class without notes nor the use of a dictionary on the dates listed on the course schedule.

Oral Evaluation

There will be an oral evaluation during the semester. The student will receive instructions on how to prepare. This required test demonstrates that the student has learned to understand and speak Spanish. There will not be any make ups for oral evaluations.

Daily Grades and Cultural Activities

Daily participation and cultural activity points are based on in class quizzes and class activities. Students who arrive late or leave early or are absent will not receive make-ups for any reason. Students who miss class are responsible for finding out the assignments missed from other classmates. Please do not contact the instructor for assignments. It is necessary to get some email addresses and phone numbers from some of your classmates for this purpose. There is no excuse for not having the daily work completed. The teacher is under no obligation to re-teach what the student has missed.

Laboratory Practice

Laboratory periods are required. Lab activities will be graded. This class will meet once a week in a language laboratory. Students are responsible for completing the Student Activities Manual, which includes listening comprehension and other activities. In addition to the scheduled classes in a Foreign Language Lab (G218 or G227), students should work outside of class in the Foreign Language Labs, the Open Computer Lab (H225), or the Learning Center (L258) in order to complete required activities and practice quizzes. A tutor for Spanish may be available in the Learning Center. Please refer to posted schedules.

Grade Determination (note Grading Standards below)

The final grade will be determined by the number of points the student earns during the semester.

1 final exam and the Post Test (10 points,) ......................................................... 110 points 22% (22%)

3 chapter exams (50 points each)........................................................................150 points 30% (30-34%)
2 compositions (35 points each) .................................................. 70 points 14% (10-15%)

1 oral evaluation ................................................................. 50 points 10 % (10%) 

Daily evaluation and cultural activities .................................... 120 points . 24% (10-20%)

Total ..................................................................................... 500 points . 100% (100%)

* Daily evaluation includes homework, workbook, lab work, class participation, quizzes and cultural activities.

Grading Scale

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<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>450 — 500</td>
<td>A</td>
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<tr>
<td>400 — 449</td>
<td>B</td>
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<tr>
<td>350 — 399</td>
<td>C</td>
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<tr>
<td>300 — 349</td>
<td>D</td>
</tr>
<tr>
<td>0 — 299</td>
<td>F</td>
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</tbody>
</table>

(90% –100%) (80% – 90%) (70% – 80%) (60% – 70%) (Below 60%)

BLINN COLLEGE POLICIES

Attendance Policy The College District believes that class attendance is essential for student success; therefore, students are required to promptly and regularly attend all their classes. Each class meeting builds the foundation for subsequent class meetings. Without full participation and regular class attendance, students place themselves at a severe disadvantage for achieving success in college. Class participation shall constitute at least ten percent of the final course grade. It is the responsibility of each faculty member, in consultation with the division chair, to determine how participation is achieved in his or her class. Faculty will require students to regularly attend class and will keep a record of attendance from the first day of class and/or the first day the student’s name appears on the roster, through final examinations. If a student has one week’s worth of unexcused absences during the semester, he/she will be sent an e-mail (every student now has a Blinn College email address to which these notices will be sent) by the College requiring the student to contact his/her instructor and schedule a conference immediately to discuss his/her attendance issues. If the student accumulates a total of two weeks’ worth of unexcused absences, he/she will be administratively withdrawn from class. In summer classes, the student may be withdrawn after three unexcused absences.

Blinn College policy excuses absences (with timely documentation) for two causes: official attendance at a Blinn College event and observance of a religious holy day.

Disability accommodations: Students with documented disabilities may seek support from Blinn College’s Office of Disability Services (209-7251). Accommodations are not retroactive. Students are encouraged to contact this office as early as possible to initiate services. The student must then discuss requested accommodations with the instructor, and agreement must be reached between student and instructor.

Scholastic Integrity Policy

Blinn instructors are responsible for maintaining scholastic integrity by refusing to tolerate any form of scholastic dishonesty. As academic honesty is stressed in all classes, there is no distinction between intentional and unintentional plagiarism. According to the Blinn College Student Handbook, violations of the Scholastic Integrity Policy “shall include, but not be limited to, cheating on a test, plagiarism, and collusion.” This handbook defines “plagiarism” as “the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.” Blinn College stipulates that “collusion” is the “unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.” Violations of the Scholastic Integrity Policy may result in a “penalty ranging from a grade of zero on the assignment/examination up to and including the imposition of an F for the entire course.”
Civility in the classroom: Members of the Blinn College community, which includes faculty, staff, and students, are expected to act honestly and responsibly in all aspects of campus life. Blinn College holds all members accountable for their actions and words. Therefore, all members should commit themselves to behave in a manner that recognizes personal respect and demonstrates concern for the personal dignity, rights, and freedoms of every member of the College community, including respect for College property and the physical and intellectual property of others.

If a student is asked to leave the classroom because of uncivil behavior, the student may not return to that class until he or she arranges a conference with the instructor. It is the student’s responsibility to arrange for this conference.

Personal Electronic Devices: All the functions of all personal electronic devices designed for communication and/or entertainment (cell phones, pagers, beepers, iPods, and similar devices) must be turned off and kept out of sight in all Blinn College classrooms and associated laboratories. Any noncompliance with this policy will be addressed in accordance with the Blinn College civility policy (Administrative Policy). Additionally, any communication understood by the instructor to be in the nature of cheating will have consequences in accordance with the Blinn College policy section regarding academic dishonesty. Students exempted from this policy include active members of firefighting organizations, emergency medical services organizations, commissioned police officers, on-call employees of any political subdivision of the state of Texas, or agencies of the federal government. Exempted students are expected to set the emergency-use devices on silent or vibrate mode only. Any student violating this policy shall be subject to discipline, including suspension, in accordance with Student Handbook.

W/WF/WP Grades: Students who drop, or withdraw from, a course prior to the official drop deadline receive a grade of W. If they drop after this deadline, they automatically get a grade of WF. If their work is passing on the day they drop, the instructor may change this WF to a WP by submitting a grade change form to the Division Chair. The last day to drop with a W is Friday April 16th.

Dropping a course: No one can withdraw a student from a course except the student himself. Instructors are not allowed to withdraw (drop) a student who stops coming to class. If a student decides to withdraw, it is necessary to go to the Admissions Office and officially withdraw before the last permitted date to drop a course with a “W”. However, the administration may withdraw a student from a course due to excessive absences.

Incomplete policy: A grade of “I” may be given only in emergencies, such as the serious illness of the student or a close family member. This grade is not for students who fall behind in their work. To receive a grade of incomplete the student must have satisfactorily completed all but one or two of the final requirements of the course. The instructor and student must agree on this grade before it can be assigned, then a course completion contract must be signed by student, instructor, and division chair. All work must be made up within 90 days of signing the course completion contract, or zeroes will be assigned for the uncompleted work.

Student e-mail accounts: Every Blinn College student is assigned an email account to facilitate official College correspondence. Students must activate their accounts initially through the Student E-mail Accounts link at the Blinn home page. Students need to check their Blinn accounts regularly for important communications, including excessive absence reports and emergency announcements.

No food or drink allowed in Blinn College classrooms

Neither children nor pets are allowed in Blinn College classrooms

Visitors will not be allowed in class without prior consent of the instructor.

Humanities Division Policies
Mid-term grades: Although not required by Blinn College, this Division requires that all instructors inform their students in writing of their standing at mid-term of each semester, including summer semesters. Accordingly, you will be notified at mid-term of your grades, and if appropriate, advised how to improve your performance.

20 % Rule: Students who miss over 20 percent of the coursework (3 weeks) due to absences, excused or unexcused, will not be allowed to make up the work. They miss out on too much of the material/skills taught to successfully make up missed work. Even though students may keep up on the assigned reading, there is no way to make up missed lectures, class discussions, group work, etc., all very important and necessary methods of learning the skills required for this course.

Make up work: At the instructor’s discretion, makeup exams and other assignments, if allowed, may be different from the original assignments.

Textbook: The assigned textbooks are essential for your learning, especially in classes focusing on the study of the written word. You must provide yourself with the books from the very beginning of the semester. You are required to bring the textbook with you every day unless otherwise notified. You may not share the textbook during class or use photocopied pages instead of the book.

Foreign Languages Department Policies

Make-up Work for Assignments

1. The instructor reserves the right to evaluate each excuse. If an excuse is refused, the student will be given a “zero” for any assignment due that day. For each excused absence requested, the instructor will have the student fill out a petition form with the appropriate documentation attached i.e. a doctor’s excuse.
2. No make-up work will be given for missed exams, compositions or oral evaluations. If a student is absent on the day of an exam or composition and the instructor has determined that the absence is excused, the following grade substitutions will be made:
   - If Exam 1 is missed, the grade on Exam 2 will be substituted for the missing grade.
   - If Exam 2 is missed, the grade on Exam 3 will be substituted for the missing grade.
   - If Exam 3 is missed, the grade on the Final Exam will be substituted for the missing grade.
   - If Composition 1 is missed, the grade on Composition 2 will be substituted for the missing grade.
   - If Composition 2 is missed, the grade on the Final Exam will be substituted for the missing grade.
Substitutions will only be allowed for a total of two of the assignments specified above, even if a valid excuse is presented.
3. There will be no extra credit assignments at the end of the semester, nor a curve given on assignments or tests to raise the final grade.
4. No finals will be given early, and there will be no make-ups for the final for any reason. The final grade cannot be posted, given on the phone nor sent via email. Grades will be found on BORIS.

Classroom behavior

A positive learning environment in the classroom is essential.
Working on assignments not related to the subject during this class is not permitted.
No caps will be worn during compositions and tests.
Language acquisition requires active participation.

INSTRUCTOR COURSE POLICIES

* Documentation for absences will be presented to the instructor the day the student returns to class, late excuses will not be accepted.

* Personal issues and problems are to be discussed during office hours or by appointment not during class. The best way to communicate with the instructor is through email.

*Students must check their Blinn email frequently for class announcements, handouts, homework, etc.
*Class attendance and Punctuality.* It is the student’s responsibility to keep track of his or her attendance and cumulative grade throughout the semester.

*Daily work.* Class participation is expected daily. Daily points will be earned with quizzes, class participation or through group activities in class. Students must study the grammar and vocabulary before their class lesson. (Please refer to the schedule at the end of this document for textbook pages assigned.) Most of our class time will be dedicated to the application of concepts learned. To be prepared students must do the following: read assigned pages and work on exercises in the workbook (CE= cuaderno de ejercicios and lab manual (ML= manual de laboratorio). No make-ups for daily work will be given.

*Students must turn off and store their electronic devices* such as: cell phones, pagers, iPods, and laptops in their bags for the duration of the class. See item # 8 under “Blinn College Policy” for exemptions. Students who do not comply by turning off and storing away their electronic devices, will be subjected to Blinn College’s “ Civility Policy.” We advise you to become acquainted with Blinn College’s Policies in your “Student Handbook”.

*My Philosophy of Learning and Teaching*

Teaching is an art for me and one of my passions. I work very hard to be the best teacher I can be. The same effort and hard work that I give to my classes I expect from my students. I consider teaching and learning to be active processes and my class is structured with this in mind. We will be using videos, music, computer technology, individual and group activities, games and exercises to have a class filled with variety. As teacher I am a facilitator of learning, I will be constantly striving to provide you with the tools you need to be successful in this course. However, you play an indispensable role in your own personal success and in our class’ success; ultimately, the richness of our experience in this course depends on your active involvement. I wish you the best during the semester. Welcome to our Spanish class!

¡Bienvenidos a Español!
Record of Student’s Progress

It is the responsibility of the student to keep this record of grades accurately. If the student comes to meet with the instructor to discuss grade progress or concerns, the student will bring this page at that time.

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Examen final (Capítulos 7-12)</td>
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<td>Post Test</td>
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<td>(10)</td>
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<td>Examen I (Capítulos 7 y 8)</td>
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<td>Examen II (Capítulos 9 y 10)</td>
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<td>(50)</td>
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<td>Examen III (Capítulos 11 y 12)</td>
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<td>(50)</td>
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<tr>
<td>Actividad cultural</td>
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<td>(10)</td>
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<td>Nota diaria</td>
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<td>(110)</td>
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<td>Evaluación oral al final del semestre</td>
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<td>(50)</td>
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<td>Composición I</td>
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<tr>
<td>Composición II</td>
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<td>(35)</td>
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<td>out of 500</td>
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Daily Grades: (Quizzes or activities: 10 points each. If you miss any of the daily activities please write absent under the name space.)

<table>
<thead>
<tr>
<th>quiz or activity</th>
<th>points earned</th>
<th>date given</th>
<th>#</th>
<th>quiz or activity</th>
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<td>12</td>
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Absence Date | Excused? (Y/N) | Reason | Missed work
-------------|---------------|--------|---------------

***KEEP THIS RECORD UPDATED AT ALL TIMES.***
Spanish 1412/ Fall 2009--Tentative Schedule --Subject to Change

This is a tentative schedule. Any changes will be announced in class and it is your responsibility to check with another student to make sure that you know what material you missed and what assignments you need to complete for the days missed and for the first day back in class. (If you are absent, it is your responsibility to check with another student to make sure that you know what material you missed and what assignments you need to complete for the days missed and for the first day back in class.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>3/8</td>
<td>Ch. 10</td>
<td>3/9</td>
<td>Ch. 10</td>
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<tr>
<td>3/10</td>
<td>Ch.10/ lab</td>
<td>3/11</td>
<td>Exam 2</td>
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<tr>
<td>3/15-3/19</td>
<td>Spring Break</td>
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<tr>
<td>3/22</td>
<td>Ch. 11</td>
<td>3/23</td>
<td>Ch. 11</td>
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<tr>
<td>3/24</td>
<td>Ch. 11/ lab</td>
<td>3/25</td>
<td>Ch. 11</td>
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<td>3/29</td>
<td>Ch. 11</td>
<td>3/30</td>
<td>Ch. 11</td>
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<tr>
<td>3/31</td>
<td>Ch. 11/ lab</td>
<td>4/1</td>
<td>Ch. 11 cultural activity due</td>
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<td>Ch. 11</td>
<td>4/6</td>
<td>Ch. 11</td>
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<td>4/7</td>
<td>Ch. 11 / lab</td>
<td>4/8</td>
<td>Ch. 11- Composition 2</td>
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<td>Ch.12 /lab/review/lecturas</td>
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<td>Ch.12 / review/ lecturas</td>
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<tr>
<td>5/3-5/5</td>
<td>oral evaluations</td>
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<td>Days of final exams: 5/6, 5/10, 5/11, 5/12</td>
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</table>

Final Exam (and post test) Date/Time: 1412-A1–Thursday May 6 @ 7:45-9:45 AM in our classroom G-114

*No early or late exams will be given.

* Oral Evaluations will be done outside of class in my office or in the Language Lab

PLEASE REMEMBER TO CALL OR E-MAIL ANOTHER STUDENT (NOT ME) IF YOU MISS CLASS AND NEED TO KNOW THE ASSIGNMENT. IF YOU NEED HELP UNDERSTANDING OR COMPLETING THE ASSIGNMENT, YOU MAY CALL ME AT SCHOOL, SEND ME AN E-MAIL, OR COME BY MY OFFICE.