

Elementary Spanish I

Course Number: SPA 1_M1 (4 CEUs)

Instructor: Dr. Mary Ann Carsillo

Email: mcarsillo@msmu.edu

Prerequisites: None

- **Course Description**

Description:

This online course will stress basic vocabulary and fundamental sentence structure in the present, future and preterit tenses in Spanish. Basic aural and reading comprehension, simple (online) conversations, and writing of short compositions about present and past actions in Spanish will be expected.

The course acquaints the student with the Spanish language and important elements of the culture, and develops the four skills of understanding, speaking, reading, and writing. It increases vocabulary. By emphasizing grammar and basic syntax, it seeks to improve written proficiency. Students are expected to write short compositions. Additionally, there is a recorded speaking component to the class.

Course Learning Outcomes

As a result of students' active participation and completion of all components of this course, the students will:

- Conjugate and use verbs correctly in the present indicative, present progressive, preterit, and informal future with the IR + a + infinitive construction.
- Demonstrate a basic working knowledge of the future to express plans.
- Demonstrate a basic knowledge of the use of reflexive and reciprocal constructions
- Use negative and affirmative expressions appropriately.
- Demonstrate a working knowledge of the verb GUSTAR.

Assessment of Student Learning Outcomes

Student learning is at the core of the MSMC mission. MSMC faculty developed a plan to assess the student-learning outcomes that represent the knowledge, skills and attitudes expected of a college student in your major. In this class one or more student learning outcomes will be assessed. Some of our class assignments may be used to evaluate overall student learning and to improve teaching and learning in this class, this department, and throughout the College.

Course Requirements

- ***Time Requirements.*** This is a 4-credit-hour accelerated online course and will require approximately **8-12 hours of focused effort every week** over the 8 week course schedule to be completed successfully. Please schedule time for this course, along with other courses and individual responsibilities you may have accordingly.
- You are required to demonstrate mastery of the concepts and terms presented within the course. You will demonstrate mastery by completing assignments and assessments designed to help you improve your proficiency with the terminology, concepts and skills presented in the course content.
- ***Participation & Engagement.*** You are expected to fully engage the content of the course. Full engagement requires that you log into the online system at least five days each week. Doing so will make your learning experience more effective, more enjoyable, and ultimately, more successful. You will also participate in discussion boards.
- ***Writing expectations.*** This is a rigorous, college-level course and you are expected to write at the college level in all of your assignments. Failure to proofread submissions for spelling and grammar will result in a significantly lower grade.

Materials Needed:

Go to the following website:

<https://www.cengage.com/c/mindtap-for-exploraciones-3e-blitt/9781337906845/> (Links to an external site.)

Order: MindTap for Exploraciones 3rd Edition. Mary Ann Blitt and Margarita Casas.

Digital Platform: 6 Months ISBN: 9780357424155. \$88.00

Look at the tabs at the top of the page and click the tab that says “Digital Platform”.

After clicking on Digital Platform, choose Cengage MindTap for the 6 month (\$88) option.

*Note, when you purchase your text you must create an account on the Cengage/MindTap site. Your links to assignments on MindTap from Canvas will not work if you do not sign up for an account.

The content for this fully online, interactive course is based on the MindTap website that you will access through MSMU’s Canvas learning platform. All MindTap assignments will be available through links on the MSMU Canvas site.

You will need to create an account on the Cengage/MindTap site when purchasing your digital Mindtap access to the Exploraciones virtual text.

Once you have created an account on the Cengage/MindTap site, the first time that you click onto MindTap links within the MSMU Canvas site, you will be prompted to login through your MindTap login credentials that you created when you created your MindTap account on the Cengage site.

- **Communication Policy**

Instructor/Student Communication Policy:

I answer all emails sent to mcarsillo@msmu.edu within 24 hours during weekdays.

During weekends I follow the standard protocol: All emails sent on Fridays are answered on Mondays.

You should email me questions that are specific to your particular situation.

However, all questions about the material taught or about assignments (how to do them, how they are graded etc.) should be posted in the discussion board titled “Questions for Instructor” within the module that you are working on so that all students can see the answers to these questions.

- **Grade Breakdown for Class:**

Grading Scale

- 93 to 100% = A
- 90 to 92% = A-
- 88 to 89% = B+
- 83 to 87% = B
- 80 to 82% = B-
- 78 to 79% = C+
- 73 to 77% = C
- 70 to 72% = C-
- 60 to 69% = D
- 50 to 59% = F

Participation: 20% of total grade

- Participation points are earned by 1.) taking the syllabus quiz 2.) doing video introduction of yourself 3.) Submitting answers to PowerPoint questions after watching chapter video lectures at the beginning of each module 4.) Doing your Products, Practices and Perspectives presentation 5.) Posting comments on others' cultural presentations (at least three comments)
- You must take the syllabus quiz and post your video introduction within the Getting Started Module within three days of the class start date to receive points.
- Answers to Powerpoint activities covered in chapter video lectures will be due in each module by the last day of the module. You can earn your participation points for the module this way.
- Each student must sign up to present one Products/Practices/Perspectives presentation during the semester. There will be sign ups in the Getting Started Module. Every other module, students who signed up will post a video recording of themselves talking about a

holiday in the Spanish speaking world. They must discuss (in English or in Spanish) the physical materials used to represent the holiday (products), the rituals/routines/customs of the holiday (practices) and then connect them to the cultural perspective of the holiday. This means what does this holiday say about what the people who practice it value? believe? hold sacred? enjoy? You will sign up for a holiday and a date to present during the Getting Started Module.

- 10% grade deduction for late assignments if turned in within three days of the due date **and the instructor has been notified that the late work was turned in***.

Homework: 30% of total grade

- Activities and Exercises are obligatory and due as assigned. They are always due the day before the Module ends on Canvas at 11:59pm. **You only receive points for questions that you answered correctly. You have three attempts for each assignment. Homework assignments are posted as Cengage/MindTap links on Canvas.
- Prior to doing the Activities and Exercises, you should read explanations in your virtual text and take notes on the lesson they are based on. You should also review the PowerPoint summary of each chapter on Canvas and the video lecture based on it before doing the homework. Finally, before doing the activity, you can click on the "Review" button if it is a grammar activity and it will take you to a summary of the lesson right before you get started on the activity.
- Before getting started on "exploraciones léxicas" homework (vocabulary homework), make sure that you click on the "Quizlet" link under "To Study" at the beginning of each module. It will take you to a set of electronic flashcards that will help you study the material.
- If you have any questions about the material or how to complete an online grammar activity...post these questions on the "Questions for Instructor" Discussion Board within the Canvas Module that you are working on. You may use your books and notes to complete these assignments- they are open book assignments. You get three tries to do each assignment so make sure to try to score the highest score possible on each assignment by using your multiple tries.
- **If you feel that the book's website program graded your answers incorrectly or you don't understand why you got an answer wrong, please take a screenshot of the activity and email me with the name/number of the activity and the screenshot. I will either explain where the error is or I will go back and give you the points for that assignment.**
- You are given 7 days to complete homework for each module. Late homework assignments are deducted 10% of the grade automatically if they are turned in within three days of the due date. The student needs to contact the teacher for the teacher to open the assignments back up for the student. If proof of a documented medical emergency is provided to instructor the ten percent deduction will be waived and the extension of the due date can be flexible.

Speaking and Writing Assignments: 30% of total grade

- Speaking assignments are done through a MindTap link on Canvas. There is only one (maybe two) per chapter so these assignments are worth a lot more than a homework

assignment. The teacher will leave feedback on pronunciation and grammar within the textbox linked to the assignment on the book's website (Cengage). As a result, click on the assignment after it has been graded to see my comments within the MindTap/Cengage site. Like homework, it is always due on the last day of the module. There is a ten percent deduction of the grade if it is turned in late unless there is a documented emergency communicated to the instructor.

- Writing assignments are posted as MindTap links on Canvas. These assignments are always due on the last day of the module by 11:59pm. I will leave feedback on your writing within the CENGAGE/MINDTAP website where you did the assignment. Like homework, it is always due on the last day of the module. There is a ten percent deduction of the grade if it is turned in late unless there is a documented emergency communicated to the instructor.

Pruebas de Repaso Assessments and Cultural and Reading Assignments: 20% of total grade.

- Prueba de Repaso is a mini quiz that is given as a MindTap link on Canvas.
- You are given 7 days to complete Pruebas de Repaso for each module. They are due a day before the last day of the module by 11:59pm. Late pruebas assignments are deducted 10% of the grade automatically. If proof of a documented medical emergency is provided to instructor, the ten percent deduction will be waived.
- Cultural and Reading assignments are within MindTap-it shows up as a link on Canvas.
- You are given 7 days to complete Cultural and Reading assignments for each module. They are due a day before the last day of the module by 11:59pm. Late pruebas de repaso assignments are deducted 10% of the grade automatically. If proof of a documented medical emergency is provided to the instructor, the ten percent deduction will be waived.

Late Work and Make-Up Assignment Policy

- Late assignments will be docked 10% of the grade if they are turned in within three days of the official due date. This applies to all MindTap work and discussion board work. Exceptions: The quiz on the syllabus and the video introduction during the first week of class.
- If a student misses a deadline for any assignments, he/she needs to contact me to open the assignments back up on the book site (Cengage) because they are locked out after the due date. The student also needs to notify the teacher when the work has been completed so that the teacher can go back and change the grade on the grade book.
- No late work is accepted 3 days after the due date (unless there is a documented emergency- please reach out to me if this is the case and I will work with you to turn work in without taking points off of your grade.)
- You must notify me when you have completed late work as it does not automatically show up for me.
- If you cannot open an assignment past the due date, let me know and I will open it back up for you to be able to do it.
- ****No late work will be accepted during the last week of class**.**

- No extra credit will be assigned as make up for late work or low scores.

Online Class Policies

- Student Online Communication:

Please maintain a professional and respectful tone in both discussion boards and emails. Please only post general questions on discussion board. If you have specific questions about your grades, email me instead. Make sure to only post in discussion boards within modules that we are currently working through. (Each module has a range of dates).

- Video Lecture PowerPoint Activities:

Students confirm that they watched the lecture at the beginning of each chapter module by posting answers to questions about the PowerPoint covered in the video lecture.

- General Guidelines:

You are responsible for reading through all materials in each module on Canvas and completing all work by due dates. Make sure to look through range of dates for each module and specific due dates within it for each assignment.

- Participation Requirements:

Completion of assignments such as Syllabus Quiz, Video Introduction and Products/Practices and Perspectives and participation in PowerPoint question/answer assignments in a timely manner count as participation/attendance in the class.

- University Policies

1. *University PPE Policy:* All students must comply with the University personal protective equipment (PPE) policy while on campus. Non-compliant students will not be allowed to stay in class.
1. *University attendance policy:* <http://msmu.smartcatalogiq.com/en/2018-2020/2018-2020-Catalog/Academic-Policies-and-Procedures/General-Information-for-Undergraduate-Programs/Attendance>

- *Academic integrity policy:*

All degree candidates are expected to adhere to the MSMU statements on Academic Integrity (AI) in the MSMU catalog and Student Handbook. This includes avoiding plagiarism and constructing your best work on each assignment. Papers and other work including images, should not be copied from the Internet. Infractions may be addressed by the MSMU administration and possibly include an AI Board review.

1. *Academic freedom statement::*

For faculty, academic freedom in research, teaching, and publication is fundamental to the advancement of truth and learning. Freedom of thought and expression is essential to fulfill the mission, and obligations, of academics and educators.

The student has the freedom to express ideas that differ from any interpretation or any viewpoint presented by an instructor. In exercising this freedom, there should be no disruption of the academic process of the class.

The student has the right to be evaluated accurately and fairly on academic performance as outlined by the instructor at the beginning of the course. The student has the right to discuss and review any academic performance with instructors. A student who believes that an evaluation was made on a basis other than academic performance has the right to an appeal procedure. (For appeal procedures, see Student Handbook).

1. *Disability Statement:*

Mount Saint Mary's University, Los Angeles is committed to ensuring the full participation of all students in its programs. If you have a documented disability (chronic, medical, physical, learning, psychological, or temporary), or think you may have a disability and need a reasonable accommodation to participate in class, complete course requirements, or access the University's programs or services; contact Disability Services (DS) as soon as possible. To receive an accommodation, you must register with DS. DS works with students confidentially and does not disclose any disability-related information without student consent. DS coordinates and promotes disability accommodations and awareness and works in partnership with faculty and all other student service offices. For further information about services for students with disabilities, contact DS at the Chalon Academic Support Center, H207, (310) 954-4142, or at the Doheny Student Resource Center, Building 3, (213) 477-2690. You can also email for more information at disability@msmu.edu

1. *Student credit hour policy:*

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in paragraph (1) for other academic activities, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours

Taken from: <http://msmu.smartcatalogiq.com/en/2016-2018/2016-2018-Catalog/Academic-Policies-and-Procedures/General-Information-for-Undergraduate-Programs/Student-Credit-Hour>

- Student Support Statement:

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in the course, is urged to contact the Dean of Student Life on their respective campus for support. Also, please notify the instructor if you are comfortable in doing so. Chalon Campus: Laura Crow, Dean of Student Life 310-954-4133 and lcrow@msmu.edu. Doheny Campus/WEC & Online/Sunset Gower/Graduate: Jessica Cuevas, Dean of Student Life 213-477-2570 and jcuevas@msmu.edu

- Title IX and Confidentiality:

As an instructor at Mount Saint Mary's University, one of my responsibilities is to help create a safe learning environment on our campus. I also have a mandatory "Responsible Employee" reporting responsibility related to my role as a faculty member. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, in order to support you, I am required to share with University officials, any information regarding sexual misconduct or information about a related crime you may have experienced or witnessed, whether it occurred on or off MSMU's campus. Students may speak to someone confidentially by contacting MSMU's Counseling and Psychological Services, Health Services, and/or community partners - Peace Over Violence, and the Santa Monica Rape Treatment Center. For more information about your support options at Mount Saint Mary's University, please go to <https://mountsaintmarysuniversi.sharepoint.com/sites/MYMSMU/campus-resources/titleIX>

For questions/clarification, please contact your Title IX Coordinator, Bernadette Robert at brobert@msmu.edu, (213) 477-2511, cell – (310) 597-9043.