

Elementary Spanish 2

Course Number: SPA 02 (4 units)
Course Title: Elementary Spanish I

Instructor: Dr. Mary Ann Carsillo
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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.) must 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.

If you need to arrange a phone call between us please email me for appointment times.

Course Materials

The content for this fully online, interactive course is based on the Cengage/iLrn website. In order to access the materials for this class, you must purchase a virtual book and the iLrn component to it.

Required Book:

Exploraciones! 2015. By Blitt/Casas. 2nd Ed. Cengage publishing. Also access to iLrn: Heinle Learning Center. (Make sure that you have access to all (textbook activities, assessments and websam)

Package to buy: **(Vol. 2 VText and Access Code)** sold at the MSMU bookstore or directly online. Instructions will be emailed to you and posted on Canvas.

To enroll in my specific class on the iLrn website (this is mandatory since it is the only way to turn in tests, quizzes and assignments that I can review within the virtual text) Please see the document “How to register for iLrn” within the “Getting Started” module on Canvas for instructions on how to do so. **This document contains the code that you will need to enroll in my class.**

Course code needed to enroll in class:

Useful Links:

Book's website:

<http://www.cengage.com/ilrn/> (for your ebook, assignments, tutorials, gradebook, videos, and exams)

Technology Requirements

This course will make serious demands on your computer system and skills.

Hardware

- PC running Windows XP Service Pack 2+, Vista, Windows 7 or 8
OR
- Intel based Mac running OS X 10.6 or later;
- Monitor display resolution of at least 1280x720;
- Broadband connection with bandwidth of at least 768K/384K (downstream/upstream); and
- A microphone, web-cam (at least VGA (640x480) resolution), and speakers/headphones*.

* Hardware must meet the specified requirements of the web-cam.

Software

- **Google Chrome** browser version 26 or greater;
- for PC users a recent version of Internet **Explorer** or **Firefox**
- (free download at <http://www.microsoft.com/downloads>)
- (free download at <http://www.mozilla.com/en-US/products/firefox/>)
- for Mac users a recent version of Firefox

According to the iLearn website, this is what you need for the site to work on your computer (especially for recorded speaking assignments turned in on the site!):

Operating System:

Microsoft Windows Vista, 7, 8, or Mac OS X

CPU:

233MHz

RAM:

128MB

Screen resolution:

1024 x 768 or higher

Browser:

PC:
Internet Explorer 9.x or higher, or
Firefox version 3.x or higher, or
Google
Chrome. Mac:
Firefox version 3.x or higher, or
Safari 3.x or higher, or
Google Chrome.

Network Connection:

A high-speed connection with throughput of 256 Kbps or more is recommended to use audio and video components.

Equipment:

You will need speakers or a headset to listen to audio and video components, and a microphone is necessary for recording activities. For best performance, we recommend you use a USB microphone for partner recording activities.

Plug-ins:

If you do not have the latest Flash Player already installed, you may download it at the Flash Player download site.

***If you are unable to run these from home, you must be willing and able to make additional visits the computer labs at Mount Saint Mary's University (either campus)**

Course Description and Prerequisites

Prerequisites: None

This course will stress basic vocabulary and fundamental sentence structure in the present, preterit, imperfect, present perfect, and future tenses and the present subjunctive mode in Spanish. Basic aural and reading comprehension, simple (online) conversations, and writing of short compositions about present, past and future 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 preterite tense, imperfect tense, future tense, present perfect, and in the subjunctive mode.
- Demonstrate a basic working knowledge of formal and informal commands.
- Demonstrate a basic knowledge of the use of direct and indirect object pronouns.
- Use negative and affirmative expressions appropriately.
- Demonstrate a working knowledge of the use of *por* versus *para*.
- Demonstrate a working knowledge of the use of relative pronouns.
- Demonstrate a working knowledge of the use of comparative expressions
- Demonstrate a working knowledge of the use of past participles as adjectives with *estar*.
- Demonstrate a working knowledge of the uses of “*se*” in a variety of contexts such as accidental occurrences, impersonal and passive phrases.

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 course and will require approximately **8 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.

- **Mastery.** You are required to demonstrate mastery of the concepts and terms presented within the course. You will demonstrate mastery by completing exams and assignments 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.
- **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.

Assignments and Grades

**** Please note that there is no midterm or final exam for this course. Instead, Chapter Exams after each chapter make up 25% of your grade.**

Homework	<p>Activities and Exercises are obligatory and due as assigned. **You only receive points for questions that you answered correctly. You have two attempts to do homework assignments on the iLrn site. Homework assignments are only submitted through iLrn.</p> <p>Prior to doing the Activities and Exercises, you should view the video lectures, read explanations online and take notes. You can find links to all of this material for each chapter on Canvas. Should you have any questions about the material or how to complete an online grammar activity...post these questions on the "Questions for Instructor"</p>	25% of final grade
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	<p>Discussion Board within the Canvas Module that you are working on. You may use your books and notes to complete these assignments. You get two tries to do each assignment so make sure to try to score the highest score possible on each assignment by using your multiple tries.</p> <p>You are given about 10 days to complete homework for each module. Late homework assignments are not accepted unless proof of a documented emergency is provided to instructor. Please remember to pace yourselves throughout the 2 weeks to have everything ready by the due date. Homework assignments can be completed as early as you would like and are available to view from the first day of the chapter we are covering. These assignments are not timed assignments.</p>	
Speaking/Writing/Culture/Reading Activities	<p>This grade will reflect your ability to understand and communicate in Spanish as demonstrated by online participation. You will be expected to record yourself answering questions in Spanish through online activities on the iLrn website and you will be expected to answer writing on the iLrn website as well. No late work is accepted and students will earn a 0% on activities past the due date/time. There is only one try/attempt allowed on each activity. You may use your notes/book to complete activities. It is highly recommended that you prepare your oral answers in writing first before you record yourself in order to earn the highest grade possible. These assignments are not timed.</p>	25% of final grade
Quizzes	<p>These are open note quizzes that are taken online</p>	25% of final

	<p>on the iLrn site. You may use any materials that you would like. They are one hour timed quizzes each—however most students finish each quiz within 15-30 minutes. Make sure to work on quizzes and have them completed by 11:59 pm on due dates. Note quizzes have different due dates spread throughout the 2-2.5 weeks that we spend on each chapter in order to pace your learning. There is only one attempt allowed for each quiz and they may be taken as early as you would like. Late quizzes are allowed but earn a 10% decrease on the overall grade for every day that they are submitted late past the due date.</p>	grade
Chapter Tests	<p>These are open note chapter exams that are taken online on the iLrn website. You may use any materials that you would like. They are two hour timed tests. There is only one attempt for each test and you cannot quit it and come back to it so make sure that you take it somewhere that you will not be interrupted and where you have consistent internet access. Chapter tests may be taken as early as you would like as they are available at the beginning of the chapter module. Late chapter exams are allowed but earn a 10% decrease on the overall grade for every day that they are submitted late past the due date.</p>	25 % of final grade
Total:		100%

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

Assignment grading expectations.

All assignments are expected to be turned in by 11:59pm of the due dates. Your instructor will grade and give feedback on chapter exams and speaking and writing assignments within a week of your submission.

Program and Course Policies

Late or missing assignments

Assignments and assessments are due according to the schedules presented in each chapter module on the Canvas site. All students are expected to plan their time and energies so that course work can be completed and submitted on time.

****No late homework or speaking/writing assignments are permitted. 0% will be earned for any incomplete assignments by the due date.**

Quizzes and Chapter Tests lose 10% of the total grade out of 100% for every day that they are turned in late past the due date. So for example, if a quiz was due on Thursday and you turned it in on Friday and earned an 80%--the grade would drop to 70%.

Exceptions are made for students who can provide proof of medical emergencies that prevent them from completing work—doctor's notes etc. You have access to all assignments, quizzes and tests from the first day of class so if you know that you will be unable to work on Spanish for a few days you are welcome to take quizzes etc. or turn in assignments as early as you would like.

If an emergency, medical or personal obstacle prevents you from meeting assignment expectations, you must contact your instructor as early as possible. At

your instructor's discretion and with written proof of the emergency, assignments may be accepted after the due date, though late penalties may be assessed to your score. Except in extreme cases (as determined by your instructor), an assignment that is more than one week late will be accepted and will receive feedback, but will earn zero points towards your grade.

Due Dates and Times

Remember to check your time zone in the Canvas system. You can do this by clicking settings in the top right corner, then checking it in the center part of the page. All due date times are 11:59 pm in Pacific Time. This means that if you are in a different time zone, the due date may appear to be later, since 11:59 pm PT on Wednesday is 12:59 am Mountain Time on Thursday, 1:59 Central Time on Thursday, and 2:59 Eastern Time on Thursday.

******You also need to set your time zone in the iLrn website to Pacific Time. Then, you will always see the correct due date, and your assignments will be considered to be turned in on time if you do them by 11:59 pm Pacific time.

College Policies

Attendance and Engagement

Attendance and engagement are important for successful study, especially in an online class environment. Although you may not be required to appear in a classroom each week, you are expected to participate regularly in the online environment, to engage actively with the course content, and with your instructor. In fact, early and regular participation in online classes is a significant predictor of student success.

Therefore, measures of student engagement and participation may be taken into account in determining academic grades. Students may be expected to explain to the instructor the reason for any absences from class activities and, in some cases, be asked to provide appropriate documentation. For more details, please see the Attendance policy in the *Student Handbook*.

Academic integrity

The academic environment is predicated on truth and integrity. Acts of dishonesty constitute a serious offense to the Mount Community. Please visit the complete academic integrity policy in the *Student Handbook*. Acts of academic dishonesty include, but are not limited to:

- Cheating
- Failing to hand in original work
- Plagiarism
- Falsification or misrepresentation
- Theft

Academic freedom

Students and faculty's freedom of speech is constitutionally protected, so they are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion—and allow the same freedom for others. See the *Student Handbook* for further discussion.

Accessibility

Disability Statement:

Mount Saint Mary's University Los Angeles, in compliance with state and federal laws and regulations, does not discriminate on the basis of disability in administration of its education related programs and activities. We have an institutional commitment to provide equal educational opportunities for disabled students who are otherwise qualified. Students with documented disabilities must see Michele Lewis, Director of Chalon Learning Assistance Programs OR Brandon Roberson, Director of the Doheny Learning Resource Center), to make arrangements for classroom accommodations. It is the responsibility of the student to obtain accommodation letters from the director and to make arrangements for the implementation of accommodations with faculty and/or staff in advance. Students who believe they have been subjected to discrimination on the basis of disability, or have been denied access to services or accommodations required by law, should contact the campus Disability Services Coordinator at his/her campus for resolution. For more information regarding disability grievance procedures, go to: msmu.edu/disabilitygrievanceprocedures

Zero Tolerance for Harassment, Discrimination and Retaliation

Mount Saint Mary's University does not discriminate in the administration of its admission policies, scholarship and loan programs, educational programs or in its employment opportunity. The College is committed to providing an environment that is free from harassment, discrimination and retaliation on the basis of sex, sexual orientation or preference, gender, gender identity, race, color, religion, national origin, creed, citizenship status, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, medical conditions including genetic characteristics, mental or physical disability, veteran status, or any other characteristic protected by federal, state or local law, ordinance or regulation. Please review the complete zero tolerance policy in the *Student Handbook*.

Credit Hour Clarification

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:

1. 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
2. At least an equivalent amount of work as required in paragraph (1) for other academic activities, including independent or directed study, laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.

All other college policies are subsumed within this syllabus. For a full description of college policies and procedures, please reference the *Mount Saint Mary's University Online Student Handbook*.

Student Services

Mount Saint Mary's University Online offers a full suite of student services to all of our online students. All student services begin with your personal Success Coach. Contact your coach first, who will help you get the assistance you need from other college services. Some of the most commonly needed student services include the following:

- Technology Help desk
- Disability Services
- Library Services
- Counseling Services

Specific information about each of these services can be found in the *Student Handbook*.

DSPS Information: Disabled Students Programs & Services (DSP&S): If you have a documented disability and wish to receive services including special testing conditions, you must register with DSP&S and inform me of your needs at least 1 week prior to the assignment requiring accommodations. For more information, call (661) 362-3341.

Technical Requirements

Technical requirements are listed in the *Student Handbook*. Before you begin this class, please ensure that your computer is up to date with the proper browser, plugins, microphone and video camera so that you can participate fully.