Course Description:

This course is for students who have no previous instruction in the language. It is designed to acquaint the student with the four basic skills: listening, speaking, reading, and writing. Grammar and vocabulary are presented through intensive drills in the book and workbook, through handouts, and on the website.

Texts, References, Computer Requirements, and e-mail


2. **SPANISH VERB TENSES** by Dorothy Richmond, NTC/Contemporary Publishing Group [ISBN 0-8442-7334-1]


2. You will need to install the Spanish keyboard on your computer, OR use the Left Alt Key + Number Alternative. Instructions for installation of the Spanish keyboard are to be found in BLACKBOARD → INFO\SYLLABUS → SPANISH KEYBOARD [Teclado en Español] → Install the Spanish keyboard on your computer → TECLADO_DE_ESPAOL.htm OR The_Spanish_Keyboard.pdf. In BLACKBOARD → INFO\SYLLABUS, you will also find the alternative to installing the Spanish Keyboard, if you would rather not install the Spanish Keyboard. In INFO\SYLLABUS, click on SPANISH KEYBOARD [Teclado en Español] → Alternative to the Spanish Keyboard, and from there you can make a copy of the Left Alt Key + the different numbers you can use to produce ¿¡éáíú, etc.

3. For general information regarding computer requirements for MC WEB classes, go to [http://www.midland.edu/distance/index.html](http://www.midland.edu/distance/index.html). Here you will find login information, as well as minimum requirements for your computer system. **For my classes in Spanish, you will need Adobe**
Reader 5.0, 5.5, or 6.0, or 7.0 [7.0 is the latest]. If you don’t have the Reader you can download it at http://www.adobe.com/products/acrobat/readstep2.html, or goto Blackboard → VÍNCULOS EXTERNALES → Adobe Acrobat Reader 6.0 → Adobe Acrobat Reader 6.0. [Windows 98 will not accept the Adobe Reader 6.0, but it will install Adobe Reader 5.5, and that version is adequate for this course.]

4. Additional explanations and practice exercises will be available on the website, generally to be found in BLACKBOARD → EXPLICACIÓN, or PRÁCTICAS. Feel free to communicate with me by e-mail at any time. I will answer all e-mail messages as soon as possible, usually within 24 – 48 hours, and I usually check and answer on weekends. So that I can answer appropriately, students must observe the following:

   a. Write your name [last name is sufficient] AND class in the subject line of your e-mail message. Students often do not identify themselves, and it is extremely difficult to determine who a student is, or in which class the student is, if all I see is, for example, señorYaYa@jupla.net. I have also received communiqués so nebulous that I had fear of the madcow computer virus. We at MC have been advised to be very cautious about opening some curious looking e-mail messages, since we have had some serious virus attacks; therefore, if you write to me, and I don’t answer, it will be because I couldn’t identify you, and I didn’t open your e-mail mensaje.

   b. You are working on learning another language, so make an effort to express yourself in good English in your e-mail messages. Capitalize the pronoun “I”, and don’t be rude, crude or lewd. Please don’t attach emoticons or messages of inspiration. Seriously, teaching this class is quite an inspiration in itself.

5. A voluntary Discussion Board will be available in Blackboard, so that you can discuss anything you wish, or practice Spanish with other students.

Course Goals/Objectives:

The beginning student of Spanish, in order to build a strong foundation in the basics of the target language, and to be able to expand toward good conversational, reading, and writing abilities, should, upon successful completion of the course, have mastered the following:

- the Spanish alphabet, basic phonetic system, and syntax (word order)
- the subject pronouns, and definite/indefinite articles
- approximately 900 vocabulary words which are of the most common in the language
- the meaning and conjugation of the most common of the -AR, -ER, and -IR verbs
- the meaning and conjugation of some common irregular verbs
-the numbers from 1 to 1000
-the formation of questions
-the concept of masculine \ feminine gender
-the placement and agreement of adjectives
-the days of the week, months of the year, and expression of dates
-the irregular verb TENER and expressions which use TENER
-the personal A
-possession with DE and short form possessives
-the contractions AL and DEL
-the verbs SER and ESTAR and some uses of each verb
-the use of IR A + the infinitive

Student Contributions and Class Policies:

The student must accept the responsibility for keeping up with the material on a daily basis. This is particularly important in a language class. You need to assimilate one concept and practice with it before going on to something new. If you wait to study, or attempt to do several assignments at once, you will probably become confused and frustrated; therefore, you should be willing to commit a minimum of an hour each day to studying Spanish.

Lab:

The lab requirement is two hours per week. This is a four hour course, and one of the credits you will receive is for lab. You meet the lab requirement by completing and submitting assignments from the PRÁCTICAS, from the textbooks and from worksheets which I will give you.

Class Activities, Assignments, and Exams

1. The first steps in learning Spanish are hearing and understanding the language, and then speaking it. Reading and writing follow in logical sequence. We will focus on the oral and written mastery of the constructions as presented in the texts and other exercises which I will give you. We will be dealing with vocabulary building, verb usage, and grammar, all to be presented within the framework of explanation and subsequent reinforcement with cue/question response drills. You may also expect some translation exercises, which may appear as practice drills or quiz questions.

2. In this course, the instructor does not give major chapter exams; rather, you will have quizzes dealing with virtually every element of the Spanish language we cover. There will be no make-ups; however, one quiz grade will be dropped at the end of the semester/term.

3. Assignments must be submitted on time. Late work will not be accepted, but you will have ample time to complete each assignment.
4. The final, which is comprehensive, may include any material we cover during the semester.

Evaluation of Students:

60% PRUEBAS [quizzes], tareas [assignments]
20% LAB
20% EXAMEN FINAL

Instructor Information:

Name:
Office phone:
Office hours:
Office location:
E-mail address:
Division Secretary: Lula Lee, 141 AFA
Office phone: 685-4624
Note: Students are encouraged to contact the instructor at any time; however, making an appointment will guarantee the instructor’s availability at a specific time.