Course Description:

This course is for students who have no previous instruction in the Spanish 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 texts, and in presentaciones, explicaciones, and prácticas on the website.

Texts, References, Computer Requirements, and e-mail


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

   SPANISH PRONOUNS AND PREPOSITIONS by Dorothy Richmond, NTC/Contemporary Publishing Group [ISBN 0-8442-7311-2]


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_ESPANOL.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 üéáíú, etc.

3. For general information regarding computer requirements for MC WEB classes, go to 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. [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.

**Student Learning Outcomes:**

1. Understand the Spanish alphabet, basic phonetic system, syntax, the concept of masculine/feminine [gender] nouns, the placement and agreement of adjectives, as well as Spanish punctuation and declension marks, and are able
to demonstrate that understanding in at least 70 percent of written evaluations.

2. Have mastery of a Spanish vocabulary of approximately 1000 of the most commonly used words in the language, in addition to numbers from one to 100,000, the days of the week, the months of the year and expression of dates and time, using them correctly in at least 70 percent of written evaluations.

3. Understand subject pronouns and definite / indefinite articles, using them correctly in at least 70 percent of written evaluations.

4. Know the meaning and conjugation of the most common of the -AR, -ER and -IR verbs, as well as the meaning and conjugation of some common irregular verbs, using them correctly at least 70 percent of written evaluations.

5. Understand SER and ESTAR and some uses of each, as well as TENER and expressions that use TENER, using these correctly at least 70 percent of written evaluations.

6. Understand formation of questions, possessives and contractions AL and DEL and the use if IR A + the infinitive, using these correctly in at least 70 percent of written evaluations.

**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.

**Log to Blackboard very frequently.** A student may be removed from course access for failure to enter the course website, and to turn in assignments in a timely manner. A student who gets three assignments behind may be permanently denied access to the course. Students who are denied access will be responsible for seeing the registrar to withdraw from the class. Each student should inquire at his/her school concerning drop dates and policies.

The following statements on cheating come directly from the *Midland College Student Handbook*:

**Scholastic Dishonesty and Academic Misconduct**

Midland College encourages high academic standards, including student responsibility for original work. As a part of this stance, Midland College endorses the following definitions and guidelines regarding scholastic dishonesty and academic misconduct of another’s work, including the area of cheating, plagiarism, and collusion.

**Academic Misconduct**

Academic misconduct is the actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations. Examples are: stealing, buying, or otherwise obtaining all or part of an unadministered test or academic exercise; selling, buying, giving away all or part of an unadministered academic exercise or any information about it; changing or altering a grade book, test, “drop form,” or other official academic record of the college; unauthorized entry into a building or office for the purpose of changing a grade or tampering in any way with grades or examinations.

**Cheating**

Cheating is defined as the deliberate use of unauthorized materials and/or actions or fraudulent acquisition in order to obtain information for an examination or assignment.

**Collusion**

Collusion is defined as the unauthorized collaboration with another person in preparing written work offered for credit or collaboration with another person to commit a violation of any section of these rules on scholastic honesty. A student commits collusion if he/she:

1. Allows someone else to edit papers or correct assignments, without the instructor’s knowledge or permission. It is scholastically dishonest for students to employ tutors to correct, edit or modify papers or assignments in any substantive fashion. The same reservations and restrictions apply, within reason, to any outside assistance a student may receive from a parent, friend, roommate, or academic tutor. Any changes, deletions, rearrangements, additions, or corrections made in papers or assignments should represent the student’s own work. (Midland College provides a diverse range of tutorial services. Tutors in these college facilities offer advice without editing or completing the required work.)

2. Reveals test information to another student enrolled in the same course.

**Penalties**

If a student has any questions or doubts about the way he/she is employing sources or assistance in any given assignment, he/she is advised to consult the instructor before handing in the assignment. The penalties for any type of scholastic dishonesty described in this statement can be severe and can adversely effect the student’s permanent academic record. The instructor has the primary responsibility for recommending the penalty in cases of academic dishonesty after consultation with the Division Dean and student. Students may seek review of decision or redress of grievance related to their participation in college programs or activities.
The instructor does have the right to enforce any one of the following penalties for scholastic dishonesty at his/her discretion and in response to each particular case:

1) Failure of assignment
2) Failure of course
3) Recommendation for disciplinary action, including institutional suspension or dismissal.

Students are encouraged to read and understand all portions of this Scholastic Dishonesty Statement.

Policy regarding cheating:

1. All words, verb forms, grammar forms must be the same as those which appear in the text, or in my lists or presentations. Synonyms [spelled correctly or incorrectly] that are not in the text(s) \textit{presentaciones} are not acceptable for credit on any graded activity. Dialectical forms are absolutely invalid. Never cut and paste into a test or practice, because I will know when you do.

2. Do not have another person do your work for you. That is also all too obvious to me if you do, and it would not be difficult to prove; therefore, you need to think carefully before you ask, or pay, anyone [of any origin, race, religion, creed, political view, or ice cream flavor preference] to do any assignment for you.

3. If you do either 1, or 2, which I reiterate above, I will do one, and very likely all, of the three \textit{actividades} which I reiterate below:
   a. I will restore no credit to any test, or other assignment.
   b. I will list your grade as zero for that assignment.
   I will report you to the dean, and that includes the deans of schools other than Midland College, and request that you be withdrawn immediately from the course.

Lab:

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 \textbf{PRÁCTICAS}, from the textbooks and from worksheets which I will send to you—in addition to listening to audiofiles and submitting your own audio \textbf{PRÁCTICAS}.

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 in other exercises, which I will send 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 exercises or as quiz questions.

2. In this course, the instructor does not give major chapter exams; rather, you will have PRUEBAS [quizzes] dealing with virtually every element of the Spanish language we cover. You will take the PRUEBAS online, and these PRUEBAS have a time limit, so you will need to be careful to keep up with the time when you are taking each prueba. There will be a date when each prueba is due, and you must take the prueba by the assigned date. The PRUEBAS count as 60% of your course grade. **There will be no make-ups; however, at the end of the course, I will replace one, and only one, PRUEBA grade with the same grade you have for the PRÁCTICA for that PRUEBA.**

3. I will post a PRÁCTICA [PRACTICE] for every PRUEBA [QUIZ], and you should do the PRÁCTICA before you do the PRUEBA. Consider the PRÁCTICAS as part of your lab. The PRÁCTICA scores do appear in the online gradebook, which you will find in HERRAMIENTAS → My Grades. [The grades for the PRUEBAS and other assignments appear there as well.] The PRÁCTICAS serve to prepare you for the PRUEBAS, and those who do these PRÁCTICAS always do better on the PRUEBAS. You should do, and submit, the entire PRÁCTICA when you have a chance. Don’t enter a PRÁCTICA and do just a few of the items. My policy is as follows: **IF YOU HAVE NOT DONE, AND SUBMITTED, THE PRÁCTICA BEFORE YOU DO THE PRUEBA, I WILL NOT, FOR ANY REASON, REPOST OR RECHECK YOUR PRUEBA FOR ERRORS, NOR WILL I, FOR ANY REASON, MAKE ANY REVISIONS ON THE GRADE FOR THE PRUEBA.** This paragraph is looking like a ransom note; however, I used the bold for emphasis, and the blue and red to demonstrate one of my Blackboard practices: I always make the PRÁCTICAS blue, and the PRUEBAS red. You can always do the PRÁCTICAS as many times as you want, but you can do the PRUEBAS only once, so never enter a RED activity until you are ready to do so. This will become clearer as we progress through the course: I will make every effort to make my instructions as clear as possible, and if you have questions, write me or call me. The PRÁCTICAS count as 20% of your course grade, and they will be available all semester.

4. Assignments and quizzes [pruebas] must be submitted on time. Late work will not be accepted, but you will have ample time to complete each assignment I post in Blackboard, in EXPLICACIÓN, PRÁCTICAS, PRUEBAS, and TAREAS [explanations, practices, quizzes, and
assignments]. There are some due dates which you will see in Blackboard Anuncios [Announcements], the Calendario [Calendar] Calendar of Blackboard [which you will find in HERRAMIENTAS → Calendar] and in e-messages from me. It is a good idea to do your PRUEBAS [quizzes] and TAREAS [assignments] as soon as you can before the due date. Don’t wait until the last day and the last minute to take a prueba, especially if you are prone to computer glitches, foul-ups, or snafus. If you have a last minute computer problem or shutdown, I cannot repost an assignment or prueba after the deadline has past, and the activity no longer appears in Blackboard. Again, I will not repost any prueba, or review the prueba, if you have not first done the práctica for the prueba.

There is a possibility that we will have to have one of the PRUEBAS as a proctored one this semester. I will provide more information about that later.

5. The final exam, is comprehensive, and it counts as 20% of your course grade. The final is fill-in-the-blank, and it comes directly from the PRÁCTICAS.

Evaluation of Students:

60% PRUEBAS [quizzes], tareas [assignments]
20% PRÁCTICAS
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.