COURSE DESCRIPTION
Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. **Prerequisites:** None.

REQUIRED PARTICIPATION IN AN ONLINE CLASS
Students must actively participate in an online class by completing an academic assignment required by the instructor by the official census date. Students who do not do so will be reported as never attended and dropped from the course.

This is a Canvas-based course. If you are dropped from Canvas and lose access, you are no longer enrolled in this course. Note that if you are dropped in Canvas, you may still show as enrolled on MySpanishLab, but enrollment in MySpanishLab does not constitute official enrollment.

LEARNING OUTCOMES
Upon successful completion of the course, the student will be able to do the following:

1. Engage in conversations using level-appropriate grammatical structures including narrating events that take place in the present and produce questions and responses on a variety of topics dealing with everyday life.
2. Demonstrate understanding of level-appropriate spoken Spanish.
3. Write simple sentences and organize them into short paragraphs.
4. Read and comprehend level-appropriate texts.
5. Identify and discuss traditions, customs and values of the Hispanic world.
6. Compare and contrast the traditions, customs and values of the Hispanic world with characteristics of their own culture.
7. Master vocabulary pertaining to academic life and everyday surroundings.
8. Comprehend and demonstrate the ability to narrate events going on in the here-and-now using present tense verbs.
REQUIRED TEXTS AND MATERIALS

1. ¡Arriba! (Sixth Edition) by Eduardo Zayas-Bazán, Susan M. Bacon, and Holly J. Nibert
2. Access code for MySpanishLab

Adobe Reader (Links to an external site)

COURSE POLICIES

Other Costs: Aside from the cost of your e-text (or hardcopy) and MySpanishLab access, you will be required to pay any fees associated with the proctoring of your midterm and final exam. If you physically take the exam at the Midland College Testing Center, there will be no cost. Most colleges and universities charge $25-50 per exam. ProctorU charges $25.

Lab: Students will fulfill the lab requirement online by registering for MySpanishLab and completing assignments involving reading, writing, listening, and speaking. In a 16 week term, students should expect to spend about two hours a week working in the online lab. On the other end of the spectrum, students in an interim class should expect to spend about two hours a day working in the online lab.

Class Activities, Assignments, and Exams: Each topic will contain a variety of assessments and activities, including MySpanishLab activities, a Canvas practice (which can be attempted unlimited times, with Canvas recording the highest attempt) and a Canvas quiz (which is timed, and can be attempted once. There will, additionally, be a midterm and final exam. In a 16 week term, students should expect to spend about two hours a week working in Canvas. On the other end of the spectrum, students in an interim class should expect to spend about two hours a day working in Canvas.

Proctoring: The midterm exam and the final exam in this class will be proctored by ProctorU (www.proctoru.com) or by the official testing center of an accredited college or university. Your proctoring information is due to your instructor a minimum of 48 hours before your exam, though your instructor reserves the right to specify the period of their preference.

Course Schedule: Is listed in detail on Canvas, in the Calendar section, in the Modules section, and at the bottom of the Syllabus section.

Communication Policy: Instructor will typically reply to your messages and posts within 24 hours. Response is not guaranteed during weekends and holidays.

Assessment of Objectives: Canvas and MySpanishLab auto-grade all submissions. If you find a discrepancy, please contact your instructor. Written submissions and discussions will be graded using the rubric posted on Canvas. Spoken submissions will be graded according to the rubric posted on Canvas.
Grading: Quizzes, midterms and finals, will be graded manually by the instructor after Canvas automatically grades submissions, usually within one week of the due date. Practices on Canvas will be graded automatically. MySpanishLab activities will be graded automatically.

Grading of Dialectical Variations: Though there are infinite dialectal variations in the Spanish language, students are asked to adhere to the presentation of Spanish in the textbook, especially when it comes to vocabulary. This is by no means representative of what is "right" in the language itself, nor does the instructor believe that a prescriptive approach is a good one. However, for the sake of grading purposes, it's necessary to limit the variables of answer entry in this course. Therefore, "correct" answers on Canvas come from Arriba, which has been carefully selected by the department as an excellent textbook.

Use of Online Translators: Will not be permitted under any circumstances.

Student Contributions and Class Policies: Students are expected to keep apprised of the course schedule. Late work will not be accepted without a valid doctor's note or similar documentation to explain late submissions. Communication is a key element of an online class, and you are expected to check your email frequently, as will I as your instructor. Web classes are not self-paced.

Technical Support:
For Canvas Tech Support, see the "Troubleshooting" paragraph halfway down this page: http://www.midland.edu/students/canvas/index.php or click the Help link at the bottom of any Canvas page.

For MySpanishLab Tech Support: https://247pearsoned.custhelp.com/
Please know that chat is probably the best way to get in touch with them!

EVALUATION OF STUDENTS

Grading Scale:
Course Percentage Breakdown:
15% - lab
10% - practice exercises
15% - quizzes (includes writing assignment)
25% - midterm exam
35% - final exam

Final grade scale:
89.5% - 100% = A
79.5% - 89.4% = B
69.5% - 79.4% = C
59.5% - 69.4% = D
Below 59.5% = F

DROP / WITHDRAWAL

The student is responsible for initiating a drop or withdrawal, not the instructor.

Withdrawal from course: The instructor is not able to withdraw a student from the course after the census date. A student wishing to withdraw must fill out the withdrawal form (Links to an external site) online.

2018-2019 WITHDRAWAL DATES

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>November 16</td>
</tr>
<tr>
<td>Fall First 8-Week Session</td>
<td>October 5</td>
</tr>
<tr>
<td>Fall Second 8-Week Session</td>
<td>November 30</td>
</tr>
<tr>
<td>December Mini-Semester</td>
<td>December 28</td>
</tr>
<tr>
<td>Spring</td>
<td>April 12</td>
</tr>
<tr>
<td>Spring First 8-Week Session</td>
<td>February 22</td>
</tr>
<tr>
<td>Spring Second 8-Week Session</td>
<td>April 26</td>
</tr>
<tr>
<td>May Mini-Semester</td>
<td>May 23</td>
</tr>
<tr>
<td>Summer I</td>
<td>June 27</td>
</tr>
<tr>
<td>Summer II</td>
<td>August 6</td>
</tr>
</tbody>
</table>

ACADEMIC RESEARCH

For Research information, tutorials, library information, web links and more, access the Distance Learning Webpage for the Midland College Fasken Learning Resource Center (Links to an external site).

Academic Database Access

**EBSCO** (Links to an external site)
User name: mc72cc
Password: mc#chaps1mc

For the Gale Database use this username/password combination:
User name: txshracd2528
Password chaps

TECHNICAL SUPPORT
If you experience technical difficulties with Canvas, click the Help link at the bottom of the Canvas login page (Links to an external site), or in the top-right green toolbar from any page within Canvas, select Report a Problem, provide details, and submit the ticket. Your request will automatically be sent to the Midland College information technology support center. Check your email for support updates.

FREE ACCESS TO MICROSOFT 365

All Midland College students have a free Microsoft Office 365 account via the Midland College website https://www.midland.edu/audiences/current-students/office365.php. Students should go to that website for instructions for accessing their account to create Word, Excel, and other Microsoft documents.

INSTITUTIONAL ACCESSIBILITY STATEMENT

ADA Statement-- The Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act require that no otherwise qualified person with a disability be denied access to, or the benefits of, or be subjected to discrimination by any program or activity provided by an institution or entity receiving federal financial assistance. It is this Section 504 mandate that has promoted the development of disability support service programs in colleges and universities across the country. Subpart E of Section 504 deals specifically with this mandate for institutions of higher education. While it does not require that special educational programming be developed for students with disabilities, it does require that an institution (public or private) be prepared to make appropriate academic adjustments and reasonable accommodations in order to allow the full participation of students with disabilities in the same programs and activities available to nondisabled students.

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must place documentation on file with the Counselor/Disability Specialist. Students with disabilities should notify Midland College prior to the beginning of each semester. Student Services will provide each student with a letter outlining any reasonable accommodations. The student must present the letter to the instructor at the beginning of the semester.

Phone, Midland College Special Needs Counselor: 432-685-5598
Midland College Disability Services (Links to an external site)
Microsoft Accessibility (Links to an external site)
Canvas Accessibility (Links to an external site)
Turnitin Accessibility (Links to an external site)
Adobe Reader Accessibility (Links to an external site)
Google Reader Accessibility (Links to an external site)
ACADEMIC SUPPORT SERVICES

Academics and Student Services (Links to an external site)Phone, Midland College Testing Center: 432-685-4735

Phone, LanguageHub, Midland College On-Campus Writing Center: 432-685-4811, 182 TC
Language Hub Online (available to all students in Canvas)

STUDENT RIGHTS AND RESPONSIBILITIES AND DUE PROCESS
Midland College Student Rights and Responsibilities (Links to an external site)

PRIVACY POLICIES
The below privacy policies apply to this course, as they are applicable to your conduct on this online platform.

Midland College Website Privacy Policy (Links to an external site)
Canvas Privacy Policy (Links to an external site)
YouTube Privacy Policy (Links to an external site)
Canvas Student Guide (Links to an external site)
Turnitin Privacy Policy (Links to an external site)

Instructor Information:
Instructor Name:
Email:
Office Location:
Office Phone:
Office Hours:

Department Chair: Katherine Allen
Fine Arts and Communications Division Dean: Dr. William Feeler
Secretary: Ms. Lula Lee
Division Office: 141 AFA
Phone: 432/685-4624
Division Office hours: 8-5, M-F

NON-DISCRIMINATION STATEMENT

Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies:
Tana Baker  
Title IX Coordinator/Compliance Officer  
3600 N. Garfield, SSC 242  
Midland, Texas 79705  
(432) 685-4781  
tbaker@midland.edu

Or

Natasha Morgan  
Human Resources/Payroll Director  
3600 N. Garfield, PAD 104  
Midland, Texas 79705  
(432) 685-4534  
nmorgan@midland.edu

For more information on notice of non-discrimination, visit the Office of Civil Rights website for the address and phone number of the office that serves your area, or call 1-800-421-3481.

UPDATED AUGUST 2018