

Midland College
Syllabus
SPAN 1411
Beginning Spanish I
Semester and Year
4 SCH (3-2)
Instructor Name

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 MyLab Spanish, but enrollment in MyLab Spanish 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!* (Seventh Edition) by Eduardo Zayas-Bazán, Susan M. Bacon, and Holly J. Nibert
2. Access code for MyLab Spanish
3. [Adobe Reader](#) (Links to an external site)
4. Headphones recommended
5. Microphone

COURSE POLICIES

Other Costs: Aside from the cost of your e-text (or hardcopy) and MyLab Spanish 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 MyLab Spanish 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 a mini-semester 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 MyLab Spanish 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 a mini-semester 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 MyLab Spanish 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. MyLab Spanish 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 MyLab Spanish 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% - MyLab Spanish

10% - Canvas practice exercises

15% - Canvas 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

ATTENDANCE IN IVC CLASSES

Early College High School and Dual Credit students must show themselves on camera at least once AND turn in that day's classtime tasks to be counted presented.

PROHIBITION OF AUDIO/VIDEO RECORDING OF INSTRUCTOR AND CLASS ACTIVITIES

Students may not make audio or visual recordings of any face-to-face or electronic class activities, including, for example, discussions, conferences, and lectures. **The only exception is for students with a disability documented according to Midland College ADA Statement and Midland College-ordered accommodations specifically authorizing such recording.**

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 in MyMCPortal.**

2021-2022 WITHDRAWAL DATES

Fall	November 11
Fall First 8-Week Session	September 30
Fall Second 8-Week Session	November 29
December Mini-Semester	December 27
Spring	April 14
Spring First 8-Week Session	February 24
Spring Second 8-Week Session	April 28
May Mini-Semester	May 26
Summer I	June 30
Summer II	August 4

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

1. Go to [Midland College Fasken Learning Resource Center](#) (Links to an external site).
2. Click on big green box labeled “A-Z Databases.”
3. Click on “EBSCO”
4. Then click on “EBSCO” database. **You will be taken to the Midland College Microsoft 365 site, and from there you will be taken directly to EBSCO.**
5. **Sign in to Microsoft 365.**

Username: Use your MC student email address as the username.

Password: Put in your password as follows.

If you have a 9-digit MC Student ID

1st initial of your first name + 1st three initials of your last name + your complete Midland College student ID

Example:

Student: John Smith

MC ID: 123004567

Password = **jsmi123004567**

If you have a 5-digit MC Student ID

1st initial of your first name + 1st three initials of your last name + 0000 + your complete Midland College student ID

Example:

Student: John Smith

MC ID: 12345

Password = **jsmi000012345**

After you log in you will have the option to change your Microsoft 365 password.

Hint: You may want to simplify your life by changing your MC email and Canvas accounts to have the same password as Microsoft 365.

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 at the bottom of the green toolbar on the left while in 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.

Americans with Disabilities Act (ADA) Statement:

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must visit www.midland.edu/accommodation and complete the Application for Accommodation Services located under the Apply for Accommodations tab. Services or accommodations are not automatic, each student must apply and be approved to receive them. All documentation submitted will be reviewed and a “Notice of Accommodations” letter will be sent to instructors outlining any reasonable accommodations.

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: Betty Clements

Fine Arts and Communications Division Dean: Dr. William Feeler

Secretary: Ms. Lula Lee

Division Office: 135 AFA

Phone: 432-685-4624

Division Office hours: 8-5, Monday-Friday

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 individual has been designated to handle inquiries regarding the non-discrimination policies:

Tana Baker

Title IX Coordinator/Compliance Officer

3600 N. Garfield, SSC 131

Midland, Texas 79705

(432) 685-4781

tbaker@midland.edu

For further information on notice of non-discrimination, visit the ED.gov Office of Civil Rights website, or call 1 (800) 421-3481.

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