INTERMEDIATE SPANISH I - SPN 2200 ON-LINE
COURSE SYLLABUS
¡Bienvenido al curso de español intermedio I!

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COURSE DESCRIPTION

This course is designed to review and expand the skills previously acquired. The main emphasis is communicative competence. To achieve this goal we will focus on useful vocabulary, cross-cultural analysis, functional grammar and authentic materials.

COURSE OBJECTIVES

This course is designed to review and expand the skills previously acquired. The main emphasis is communicative competence. To achieve this goal we will focus on useful vocabulary, cross-cultural analysis, functional grammar and authentic materials. The following are some of the course components:

REQUIRED MATERIALS

If you used En Linea 3.0 in SPN 1120 and/or 1121, you will be able to use the same passcode.

- **Blanco & Donley,** *En Linea* **3.0 (passcode) + En Linea Companion (loose leaf textbook): Vista Higher Learning, 2012 (valid for 3 semesters)**
    - **This program is available at SPC bookstore or online: http://vistahigherlearning.com/students/store/en-linea-3-0.html**
    - **ISBN#: 9781617671203**
    - The En Linea **Passcode** is also called **Book Key**.
- microphone + Headphones set
- Any Spanish-English/English-Spanish dictionary

CONTACTING TECHNICAL SUPPORT

SPC Technical Help Desk: onlinehelp@spcollege.edu (727) 341-4357 (HELP)
They are open from 7:00 am to 12:00 am (Midnight) daily (7 days a week)

Vista Higher Learning Technical Support:
http://vistahigherlearning.com/contact/tech-support/

Quia Tech Support: http://books.quia.com/support.html
Their direct phone number is (877) 282-4400 #2

GETTING STARTED WITH EN LINEA

If you have a Quia account, you should enter your username and password. If you do not have a Quia account, follow these instructions **(It is recommend to use the same username and password as in MyCourses to avoid confusion).**

Step 1. Create your Quia account

- Go to http://books.quia.com
- Go to *Students* and click *Create new account*.
- Fill out and submit the form. Remember to write down your username and password.

Step 2. Purchase book or enter passcode. In this step, you will activate your Quia book by entering a passcode.

COURSE	SPN 2200 on-line – spring 2015
BOOK	*EN LINEA* 3.0
COURSE CODE	CFM788

- Go to http://books.quia.com
- Go to *Students*
- Enter your book key in the field labeled *Enter book key*. The book will be added to your account.
- Verify that your name is displayed properly. The name that you enter here is what will be displayed to your instructor, so be sure to spell your first and last names correctly. Click the check box and press *Submit*.
- Enter your instructor's course code, **CFM788**, in the field labeled *Enter Course Code*.

COURSE MODULES (SEMANAS)

The course is divided into 15 modules. Each module is organized so that you will be working each module for one week (check the course schedule). Each module includes the following information, depending on the week.

- Link to **En Linea** (copy the link and work in the online program outside of MyCourses)
- PowerPoint grammar explanations (lessons 13-18)
- Proyecto Cultural – Instructions (weeks 9 and 16)
- Discussion Forum – Instructions (weeks 1, 3, 5, 7, 10, 12, 14)

Check the extra folders for great resources: MyCourses tutorials, *En Linea* Student Guide, Spanish Tools, and Course Tools.

COURSE REQUIREMENTS

EN LINEA ACTIVITIES

In each chapter, you will need to complete all the exercises assigned. There are 3 types of exercises:

- *Practice:* Does not track activity. Student responses and scores are not recorded.

- *Credit/No credit:* Tracks student activity and gives students full credit (in the form of a check mark) for submitting responses, regardless of score. Students who do not submit responses receive no credit.

- *Graded:* Tracks and records student activity and responses. You can view students' scores and responses in the Classes tab, Results sub-tab.

IMPORTANT: To identify for each lesson which activities are marked as "assigned" (Graded or Credit/No Credit), go to the **assignments** link in the right upper corner of each activity in En Linea*.* You will also be able to check due dates and remaining attempts for each activity.

Your grade in the course will be determined by adding the points obtained in all the assigned **EN LINEA** exercises (written assignments, quizzes and speaking activities). Most of the activities in each lesson are worth from 5-20 points. The graded e-partner activities are worth 25-30 points. Each chapter test or "prueba" is worth 100 points.

For a detailed list of the points received for each activity and your current grade in the class, visit the EN LINEA tab "My results". You will get feedback from the instructor for all the graded activities within a week after the due date. Make sure to check the feedback. The final grade of each lesson will be posted in MyCourses. **If any assignment is missed, a grade of "0" will be assigned.**

SPEAKING ACTIVITIES (e-partners optional) - microphone + headphones needed

The speaking activities are a very important section of the program. It assists you to develop your oral skills. You may choose any of the following to complete and record the speaking activities during the semester:

- **Work with the same e-partner the entire semester (recommended). You will be able to practice pronunciation, grammar, and vocabulary with your e-partner. You will be able to keep the same days and times to meet.**
- **Work with different e-partner during the semester. (recommended if need to change the partner for scheduling or other reasons)**
- **Work with a Spanish speaking friend/family member (recommended). Keep in mind that YOU must be one of the e-partners. The recordings should reflect the material YOU have learned in the lessons.**

- Work with an e-partner and/or alone. (recommended if at times the e-partner is not available)
- Work alone the entire semester (only recommended if your schedule does not let you meet with another student on-line). ==If you decide to complete all the oral activities by yourself, you will need to record both sides of the dialogue or the questions and answers of the activity.==

You and your e-partner will have many opportunities to practice pronunciation skills and to record your voice(s). There will be practice, credit/no credit and graded activities. The practice oral activities are optional. The credit/no credit activities are required, but you will get full credit for submitting them. **You will have two graded speaking activities per lesson, which will be graded by the instructor.**

In order to facilitate the process of finding a partner (if you choose to work with an e-partner), you could post in the discussion forum in MyCourses the times and dates when you will be available to "meet" on-line. Then you could e-mail your classmates to make arrangements "to meet online" in order to record the exercises.

Remember that YOU will decide if you work on-line with an e-partner. Therefore, the oral activities must be submitted by the due date even if your e-partner is not available at times.

==This is a language class and communication is "muy importante".==

LESSONS	GRADED SPEAKING ACTIVITIES
lesson 13	13C-8 and 13.1 E-3
lesson 14	14C-8 and 14.3 E-5
lesson 15	15C-9 and 15.1 E-3
lesson 16	16 F-4 and 16.1 E-4
lesson 17	17C-8 and 17.2 E-4
lesson 18	18C-9 and 18.1 E-3

EN LINEA CHAPTER EXAMS (Pruebas)

At the end of each chapter, you will need to complete the prueba (chapter test). The pruebas will be opened a week before the due date. **NO COLLABORATION OR ONLINE TRANSLATORS ARE ALLOWED**.

==You have 2 hours to complete each chapter test. If you submit the test after 11:59 pm on the due date, the system will not accept the test and all your data on that test will be deleted.== These tests are an important tool for the proctored final exams.

DISCUSSION FORUM

You will have the opportunity to communicate with your classmates and the instructor in Spanish posting specific information during the semester. You will be able to read the guidelines in the weeks' folders in MyCourses **(semanas 1, 3, 5, 7, 10, 12, 14).**
Keep in mind that most of these activities have two different postings per discussion board.

These activities are worth 10 points per posting. Unless the posting is not acceptable, you will receive full credit for participating in these activities. If you are asked to revise your posting, you will need to resubmit it within one week.

CULTURAL PROJECT

> ➢ There are two parts for this project: Cultural PowerPoint and Research paper.
> ➢ Check guidelines and rubrics in folders for weeks 9 and 16.
> ➢ You will be able to share your projects with the rest of the class.
> ➢ These projects should include vocabulary, grammar, and culture learned in lessons 13-18.
> ➢ The cultural PowerPoint is due in the appropriate dropbox in MyCourses on **March 22nd.**
> ➢ The research paper is due in the appropriate dropbox in MyCourses on **May 6th.**

PROCTORED FINAL EXAM (in MyCourses)

> ➢ The proctored final exam will include material learned in lessons 13-18.
> ➢ You will be able to study from the En Linea chapter tests.
> ➢ A study guide and answer key will be posted two weeks before the proctored test.
> ➢ Books, notes, and online translators will not be allowed.

Important Online Proctored Exam Information:

Check this link for all the options you have to take the proctored final exam:
http://www.spcollege.edu/ecampus/ecampus/proctored_testing

I encourage you to take care of this information within the first 2 weeks of the semester.

Proctored Final Exam Testing dates:

- **May 1st- 3rd (SPC sites)**
- **April 30th- May 3rd (outside testing)**
- **April 30th- May 3rd (ProctorU)**

SUBMISSION OF ASSIGNMENTS

- You could complete each exercise twice (except the chapter exams), **ONLY IF YOUR FIRST ATTEMPT IS HIGHER THAN 50%.**

- **You have only one attempt per chapter test.** Should you have any technical problem, you will need to contact your instructor to open the test for a second attempt.

- **Assignments are due on the designated date on Sundays at 11:59 pm (Eastern Standard Time).** ASSIGNMENTS WILL NOT BE ACCEPTED LATE, unless proper documentation is presented for health reasons or unexpected hardships.

- <u>Translation from one language to another is not using your own words and ideas and is treated as plagiarism.</u> **Therefore Online Translators are NOT to be used at any time as a tool while writing sentences and/or paragraphs in Spanish. Instead, you should always use the vocabulary and grammar learned in the lessons.**

GRADING AND ATTENDANCE POLICY

Percentage-Based Grading: Points earned on all *En Linea* assignments, chapter tests, project, discussion forum participation, and final exam are converted to percentages and automatically computed by the grading program. Although **ALL** assignments have a 100% value they are categorized, and weighted and their grades are computed in the manner described below:

En Linea activities	**65%**
Cultural PowerPoint	**5%**
Cultural research paper	**5%**
Discussion Forum	**10%**
Final proctored exam	**15%**

The following grading scale will be used for the course grade:

A=90%-100%   B=80%-89%   C=70%-79%   D=60%-69%

F=59%and below

ATTENDANCE:

Attendance will be taken weekly and it is based on your completion of the *En Linea* lessons. You must complete 70% of weekly En Linea lessons in order to be considered present for the week. You may withdraw yourself with a "W" on or before **March 25th, 2015.** During the week following March 25th, if you are identified as not actively participating as defined in your course syllabus, you will be withdrawn with a "WF." **Should you be absent for more than 2 weeks during the semester without any documentation, you will be dropped from the course.**

INCOMPLETE GRADE

The grade of "I" (incomplete) indicates competency not attained: continuation necessary. The student must return the following session to finish; failure to do so will result in an "F" as the final mark. The student and instructor must sign a form outlining the assignments to be completed. In order to qualify for an "I", the student should have completed at least 80% of the course work.

ADDITIONAL IMPORTANT INFORMATION

Special notes

The special notes are an important part of your syllabus and can be easily accessed by using the link below. Do take the time to read this very important information —
http://www.spcollege.edu/addendum/index.php

Student Services for E-campus
http://www.spcollege.edu/ecampus/

En Linea 3.0 technical requirements:
http://books.quia.com/help/tech/book-sysreq3.html

Student Survey of Instruction

The student survey of instruction (SSI) is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All students' responses are confidential and anonymous and will be used solely for the purpose of performance improvement. Make sure to participate in the SSI in MyCourses.

Tutoring Services:

There are Spanish tutoring services at Learning Support Commons. Check this valuable information: http://www.spcollege.edu/tutoring/