

# SPAN 1115 Beginning Spanish

The University of Oklahoma  
Department of Modern Languages, Literatures, and Linguistics  
Spring 2016

## GENERAL INFORMATION:

<b>Instructor:</b>	
<b>Meeting Days &amp; Times/ Section:</b>	
<b>Location:</b>	
<b>Office and Phone Number:</b>	
<b>Office Hours:</b>	
<b>E-mail:</b>	
<b>Online Materials:</b>	D2L, Connect, and LearnSmart

## PRESENTATION:

The Spanish Language Program (SLP) at the University of Oklahoma is committed to educational excellence. Our aim is to create and maintain a proficiency-oriented language program that allows you to actively use the Spanish language for communication. The SLP is a four-semester sequence of courses that will allow you to reach the Intermediate High level of the American Council of the Teaching of Foreign Languages assessment for Spanish. In other words, you will be able to handle successfully a variety of uncomplicated communicative tasks in straightforward social situations. You will also have the ability to express personal meaning and derive substantial meaning from some connected conversations or texts by combining and recombining known elements and conversational or textual input.

## COURSE OBJECTIVES & GOALS:

SPAN 1115 is the first of a four-semester sequence in the Spanish Language Program designed for students a) with *no prior knowledge of Spanish* and b) *who have studied Spanish for one year or less in high school*. In this course you will begin to develop basic communicative skills in Spanish and use those skills to expand your knowledge of the cultures of the Spanish-speaking people of the world. Since the course concentrates on meaning-based activities, you will be able to communicate in survival situations over predictable topics, exchange personal information, and request immediate needs. You will also be able to produce and follow short messages, different types of simple texts (such as postcards and notes) in Spanish dealing with areas of basic personal needs and familiar contexts. This course may not be taken concurrently with any SPAN 1000-2000 level course.

## COURSE LEARNING OUTCOMES:

By the end of this course, you will be able to:

- ❖ Participate successfully in basic classroom conversations about family, immediate needs, likes and dislikes, and some daily activities.
- ❖ Respond to simple and direct questions and request for some information using formulaic expressions.

- ❖ Use appropriate greetings and farewells in a conversation.
- ❖ Describe yourself, your immediate family, and friends in a general way.
- ❖ Express quantities by using numbers in daily activities.
- ❖ Respond to predictable commands in familiar topic areas (school, leisure, and immediate needs).
- ❖ Write different types of simple texts (such as notes, postcards, and emails) appropriate to a daily context.
- ❖ Identify the main literal information in written or oral texts related to familiar and social topics.
- ❖ Create lists that allow you to organize the literal information taken from a text.
- ❖ Establish relations between the literal information taken from the text and your personal life.
- ❖ Take notes and follow instructions left in short audio messages (telephone or recorded messages) on predictable topics related to personal needs and familiar situations.
- ❖ Identify some basic differences between the English and the Spanish languages.
- ❖ Identify some basic differences between some Spanish-speaking cultures and your own culture.

#### REQUIRED TEXTBOOK:

- ❖ Dorwick, T., Pérez-Girones, A., Becher, A., & Isabelli, C. (2012). *Puntos de Partida*, 9th Ed., New York, McGraw Hill.
- ❖ Dorwick, Thalia, *et al.* (2012) *Puntos de Partida*: 9th Ed., Bundle with Connect Spanish passcode and Supplementary materials. New York, McGraw Hill.
- ❖ Spanish-English Dictionary

#### RECOMMENDED MATERIALS:

- ❖ Kendris and Kendris, *501 Spanish Verbs*, any edition.
- ❖ *HarperCollins Spanish-English Dictionary*, any edition.
- ❖ Spinelli, *English Grammar for Students of Spanish: A Study Guide for Those Learning Spanish*, any edition.
- ❖ BBC, magazines, newspapers.

#### FINAL GRADE COMPONENTS:

Your final grade will be determined from the following components:

Class work	Reading Assignments	Reading Comprehension (2)	12%
	Listening Assignments	Phone message	6%
		Listening Exams (2)	10%
	Speaking Assignments	Picture-based List	6%
		Video & Presentation	9%
	Writing Assignment	Composition	5%
	Reading, Writing & Listening	Quizzes (6 – 2 Lowest = 4)	8%
		Midterm Exams (2)	20%
		Final Exam	14%
	Homework	Online (Oral & Written Assign.)	Connect & Learn Smart
Total			100%

## GRADING SCALE:

100 - 90 = A | 89 - 80 = B | 79 - 70 = C | 69 - 60 = D | 59 - 0 = F

**Grades are not curved.** A grade of C or above is highly recommended before continuing on to the next level. Students are advised not to take a semester off between SPAN1115 and SPAN1225.

## CLASS WORK:

Language courses are not lecture courses. Instead, classes are student-centered and rely heavily on interaction and collaboration between you and your peers. Much of your work will be pair work and group work, where students are the main participants and the instructor is the facilitator. All students are expected to participate equally in these activities. **Class time will be dedicated to communicating in Spanish using the expressions, structures, and vocabulary that you have practiced in Connect and LearnSmart prior to class.** Grammar explanations in class will be kept at a minimum in order to maximize class interaction among students. Your instructor will be a "communication facilitator". If after watching the Grammar Tutorials in Connect and working on the online exercises, you would like to have further assistance with the vocabulary and/or grammar, schedule an appointment or visit your instructor during his/her office hours. However, please do not expect your instructor to repeat a class for you that you have missed nor expect her/him to answer questions about material in Connect and LearnSmart that you have never covered yourself online. Do this work first and then see your instructor if you have questions.

In order to improve your Spanish communication skills, you must practice both oral and written Spanish. Therefore, your instructor will speak almost exclusively in Spanish, which will not only show you how to use the Spanish language, but will also help you learn new vocabulary and grammar structures. In class, you will also use additional authentic texts for reading and listening comprehension, vocabulary and grammar exercises, close listening and speaking activities. Supplementary texts will be used from a variety of genres (journalistic, reference texts, reports, etc.). In turn, you are expected to use Spanish during all activities and for basic functional language (e.g. saying hello, asking the time, and asking the instructor to repeat something, among others). Do not be shy! You will not be graded on the accuracy of your speech in these situations. You are, however, expected to make the effort. This will increase your comfort level over the course of the semester. Within about one week, you should be familiar with the class format and daily expectations.

## READING ASSIGNMENTS:

### *Reading Comprehension Tasks (2)*

Text comprehension refers to whether or not a student understands a text that they have read. In these assignments, you will read a short simple story/essay. Then you will answer comprehension questions that will test your ability to understand the passage and what is stated and implied in it. You will have to read the passage first so that you can identify the main idea of the passage and appreciate features such as the author's tone and attitude as well as the organization of the text.

## LISTENING ASSIGNMENTS:

### 1. *Phone message*

In this assignment, you will listen to a telephone conversation. Then you will answer some questions about it. You will have to explain why a person is not taking the call, or to take the message left by the caller.

### 2. *Listening Exams (2)*

There will be two (2) listening exams in this course. Each exam will consist of some conversations and academic lectures or discussions that do not assume specialized background knowledge in the subject area. These passages will deal with areas of practical need or everyday topics. Each conversation and lecture stimulus will be heard twice and will be associated with 4-5 questions. These questions are meant to measure your ability to understand main ideas, important details, relationships between ideas, organization of information, speaker purpose and speaker attitude. These exams will be timed.

## SPEAKING ASSIGNMENTS:

### 1. *Picture-based List (In Pairs)*

Your instructor will bring some pictures of people concentrated in open/closed spaces. You will have one minute to look at the picture and list as many people's physical characteristics as possible and the activities they are doing. You will be graded on your ability to list those characteristics and activities. A rubric will be provided at a later date with specific grading criteria for this assignment.

### 2. *Video & Oral Presentation (In Groups)*

You will be working in groups of three (3) students. You will record a 2-minute video about a selected topic and will present it to the class. To do so, your group will:

- ❖ Choose a topic from a list given by your instructor;
- ❖ **Write a script in Spanish** describing both what happens and the dialogue.
- ❖ Select your filming day(s) and organize your equipment (camera, phones, *ipads*, microphones, etc.). Remember the MLLL Language Learning Center may be of assistance.
- ❖ Import your footage for editing and edit the materials.
- ❖ Deliver your video in a DVD, on *You Tube*, or in a drop box on D2L, whatever is agreed upon in your class. Your instructor will publish it on your D2L course page and you and your partners will present it to the class.

## WRITING ASSIGNMENT:

### *Composition*

You will write one (1) compositions during the term. It will provide you the opportunity to practice writing in Spanish and increase your formal knowledge and accuracy in the use of this language. The first draft of the composition will be written in class without a book or dictionary on the dates posted in the schedule. **It will be peer-reviewed in class and followed by a final draft that will be a corrected version of the first one.** The final version must be typed, double-spaced and include a word count. It must be delivered with the first draft to your instructor on the assigned dates. You will use your dictionary and textbook as an aid to your writing on the second draft. Detailed instructions about the composition topics and characteristics will be given in class.

**Remember that no text copied from any source, including online translators, will be accepted as any part of a composition.** The date for the first draft of the composition is posted on the schedule, so be sure to be in class. **No late final compositions will be accepted**, but if a student has an excused, documented absence on the day that the first draft is written, this may be made up by making an appointment with the instructor.

### **READING, WRITING & LISTENING ASSIGNMENTS:**

#### 1. *Quizzes (Drop lowest 2 of 6)*

There will be frequent quizzes (**6 in total**) conducted in class, or on D2L. **Some may be unannounced**, so you should always be prepared for class. The quizzes will cover oral comprehension and written work. The two lowest quiz grades will be dropped at the end of the semester. **There will be no make-up quizzes, even if a doctor's note is provided. If you miss a quiz, it will automatically be considered as one of the two to be dropped.** No extra credit is available to make up for missed quizzes.

#### 2. *Mid-Term Exams (2)*

There will be two (2) written exams in this course. Each exam will focus upon the material of study for the respective units, with the assumption that all previously studied material will be utilized as needed. They will include reading comprehension, short and extended writing, cultural material, and vocabulary.

**No make-up exams will be given without approved documentation for the absence.** If you miss an exam, only unavoidable emergency situations will be considered as valid justification. "My clock didn't go off this morning" is not a valid excuse. These exams are announced on the syllabus schedule and will be held in the room and class period in which class is held. No deviation of this schedule will be allowed. This means NO early or late exams, even if the same instructor teaches the class. If you cannot take an announced exam due to a documented emergency, written proof of the circumstances must be presented to the **First Year Spanish Language Coordinator** (Rebecca Borden, KH 113, phone 325-8955, email: [rborden@ou.edu](mailto:rborden@ou.edu)) no later than one week after you return to class. See the "Make-up for Exams and Other Assignments" section for details. There are no exceptions to this policy. Students who arrive late to an exam will only be given the remaining exam time to complete the exam.

**Note: No exam is to leave the classroom, even graded exams.** All exams are kept in the office of Spanish Language Instruction. Students may not make copies or otherwise take graded exams home. Sharing information about an exam with students from other sections of SPAN1115 if they have not yet taken the exam is considered a violation of Academic Integrity and will be dealt with accordingly. It is the responsibility of every OU student to read and understand the university's policy on academic integrity, which can be found on the OU website: [http://integrity.ou.edu/students\\_guide.html](http://integrity.ou.edu/students_guide.html).

#### 3. *Final Exam (Comprehensive)*

The Final Exam will be comprehensive. It will be similar in format to the written exams, with short readings, essays, and reflective questions related to the material covered in class and online during the term.

**The final exam will be given on the Tuesday of finals week from 7:30 p.m. to 9:30 p.m.** The location of the final exam will be announced toward the end of the semester. Plan any travel according to the final exam schedule. The final exam cannot be taken prior to the Tuesday of finals week. Similarly, **scheduling a trip, a move, or oversleeping are not considered valid reasons for missing the final exam.** If a student oversleeps, it is better to arrive late to the final exam than not to take it at all and receive a zero. However, students who arrive late to an exam will only be given the remaining exam time to complete the exam. Students who do not take the final exam on the day it is scheduled and who have not followed these procedures will receive a zero for the final exam. Wearing hats and using electronic devices including but not limited to cell phones, pagers, and computers are expressly prohibited during the exam.

### ONLINE HOMEWORK:

SPAN1115 involves textbook and online assignments that are a substantial component of your homework in this class. Assignments will be based on homework from the textbook (Grammar exercises), and homework in **Connect** and participation in **LearnSmart**. These activities will help prepare you for the in-class work, which requires **interaction** between you, your classmates, and your instructor. By working in Connect and LearnSmart, you will be able to:

- ❖ **Maximize study time.** Learning a language successfully requires consistent and constant work and effort. Last minute cramming before an exam will not help you at all. Completing assignments in Connect and LearnSmart on a regular basis will help you determine what you know and what you do not know. As a result, you will be able to increase retention, to keep up with the course material, to come to class better prepared, and improve your chances of success in learning Spanish.
- ❖ **Easy access.** You can do your homework from any computer that accesses the Internet through a reliable Internet browser such as Safari, Firefox, Explorer, or Google Chrome, and McGraw Hill has free LearnSmart apps on iTunes for the *iPhone* and *iPad*. The Language Learning Center at Kaufman Hall (Room 228) has computers available for student use in the event that you do not have access to a computer at home. In order to have access to Connect and LearnSmart, you must create a user account. To do so, you will need the Connect passcode provided with your textbook bundle, which is valid for up to 24 months per individual. Please note that you must use your given name (as stated on your OU ID) and your OU e-mail to set up a Connect account. If not, your grades will not register. If you purchase a used textbook, you will have to order the Connect code at your bookstore or online.
- ❖ **Self-pacing.** You can take the time you need to do the online portion of the course as long as you complete the assignments before the deadlines.

**Please remember to do your textbook and online homework for Spanish previous to our class.** We strongly encourage you to:

- ❖ Take your online work seriously;
- ❖ Close all non-Spanish related sites and media while you work to avoid the temptation of distraction;
- ❖ Concentrate on your Spanish work while you do it outside of class.

## **COURSE POLICIES:**

### **ATTENDANCE:**

**Most of your class time will be devoted to communication.** In order to learn the target language, you must practice as much as possible. You must also attend class consistently and participate in the interactive goal-oriented activities of each lesson. There is no substitute for oral classroom experience. *Absences and tardiness are strongly discouraged and your grade will be affected negatively by excessive absences. Absences are counted beginning the first day of class.* Students are allowed four “free” absences (two absences for evening classes) before their final grade is affected. After four absences (two absences for evening classes), each unexcused absence will result in a 1-point deduction (2-point deduction for evening classes) per absence of your final grade, i.e.; 5 unexcused absences (after the first four) will reduce your final grade by 5 points. If you are late, please take a seat quietly and join the class. Three (3) unexcused tardies will count as one unexcused absence. You will not be permitted to make up any in-class work such as quizzes, compositions, etc. for unexcused absences. Please note that a doctor’s note does not automatically excuse an absence. **Documentation for excused absences must be provided to your instructor within one week of missed class. Otherwise, the absence will count towards the overall absences.** You must make arrangements with your instructor in advance to make up any missed assignment except when compelling circumstances make that impossible. **NO** extra credit is available for missed work or missed classes. Attendance is fundamental to the nature of this course. Therefore, a student with excessive absences, excused or unexcused, will be counseled to withdraw from the course.

### **PREPAREDNESS:**

Good preparation will make an enormous difference in how comfortable you feel in class, how well you are able to follow the class, and how much you take from this course in the long run. Just showing up to class is not enough; you need to review, study, and practice before and after class. **You are expected to come prepared to each class, having completed any homework tasks, worked with the online materials as relevant, and carefully read the pages in the textbook that are assigned for that day.**

### **MAKE-UP FOR EXAMS AND OTHER ASSIGNMENTS:**

Students are permitted to take a make-up exam only in the cases of a Provost sponsored activity, jury or military duty, or a serious reason due to circumstances beyond the student’s control such as illness, which must be documented in writing from Goddard or Student Affairs. Make-up exams will cover the same material but may be in a different format, and must be approved *prior* to the make-up date and must be taken no later than two weeks from the original exam date. Work, family vacations, planned trips, social events, or something like “My car did not start this morning” are not acceptable excuses or reasons to miss an exam/ assignment. You need to personally present a **written excuse and documentation** to your instructor justifying your need for a make-up exam. In the case of a Final Exam, this written notification must be given to your instructor before the end of the twelfth week of classes. **Make-up Final Exams must be approved by the First Year Spanish Language Coordinator** (Rebecca Borden, KH 113, phone 325-8955, email: [rborden@ou.edu](mailto:rborden@ou.edu)). A grade of incomplete may be awarded if it is deemed appropriate in accordance with the regulations published in the University catalogue. In the case of three final exams in the same day, the final exam for Spanish will be rescheduled for the following

day (Wednesday, May 11<sup>th</sup> 10:30 am -12:30 pm KH 138). Students who arrive late to an exam will only be given the remaining exam time to complete the exam. If the tardiness is the result of an excusable and documented situation, the student must see the First Year Spanish Language Coordinator immediately after the exam.

### **LATE WORK:**

**No late work will be accepted.** Late work complicates our ability to grade or simply keep track of your work. More importantly, it devalues the efforts of your classmates who work very hard to meet their deadlines. **Class and online assignments are due on the due date.** The course schedule includes all the due dates, and it is your responsibility to plan your work and time accordingly. If alternate arrangements need to be made, the work must be completed before the due date. The only exception to this policy is documented medical emergencies. Please remember that work, family vacations, planned trips, social events, or something like “I forgot we had an assignment for today” are not acceptable excuses.

### **EXTRA CREDIT:**

**There are NO opportunities for extra credit in this course.** The best way to improve your grade is to complete all assignments on time, actively participate in class, and to ask for assistance from your instructor during his or her office hours.

### **MONITORING YOUR GRADE:**

It is up to you to monitor your own grades. If you have any questions about how to do this through D2L, ask your instructor. As suggested, after taking one of the exams or presenting a different assignment, you should examine your grades and the comments given by your instructor. Your instructor will post your grades within two (2) weeks after taking the exam or receiving the assignment. Concerns or queries about a grade should be made immediately. See also the policy above on making up missed work and exams. Again, we will not entertain queries or petitions for missed work at the end of the semester unless they are related to work immediately prior to the end of the semester. Please be mindful of your own progress in the class.

### **E-MAILING YOUR INSTRUCTOR:**

Please use your OU account when e-mailing your instructor. If you use a personal e-mail account (e.g., *hotmail*, *yahoo*, *gmail*) your instructor will not know whether the message is junk mail, and therefore, may not respond. **OU e-mail is considered by the university to be official communication.** You should maintain a level of formality, address your instructor appropriately (e.g., Dear Ms., Mr., Sr., etc.), sign your name, and use a respectful tone. Instructors will not respond to e-mails that do not address them directly, and/or are not signed.

### **INQUIRIES:**

If you have questions or concerns about your class, **direct them first to your instructor.** If this is not possible, you may then make an appointment to see the First Year Language Coordinator of the Spanish Language Program (Rebecca Borden, KH 113, phone 325-8955, email: [rborden@ou.edu](mailto:rborden@ou.edu)).

### **FALSE BEGINNERS:**

If you are a heritage speaker of Spanish (if you learned to speak Spanish at home), you should probably be in a different class. See your instructor for more information.

### **STUDENTS WITH DISABILITIES:**

Any student in this course who has a disability that may prevent her/him from fully demonstrating her/his abilities should contact the instructor personally as soon as possible so that accommodations can be made to ensure full participation and to facilitate her/his educational opportunities. Before course accommodations can be made, the letter from the Office of Disability Resource Center must be presented to the instructor. Approved accommodations will not change the basic elements of the course. *Students with disabilities must be registered with the Office of Disability Resource Center prior to receiving accommodations in this course. You can contact the Office of Disability Resource Center located in Goddard Health Center, Suite 166, phone 405-325-3852 or TDD only 405-325-4173.*

### **RELIGIOUS HOLIDAY POLICY:**

It is the policy of the University to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays.

### **ADJUSTMENTS FOR PREGNANCY/CHILDBIRTH RELATED ISSUES:**

Should you need modifications or adjustments to your course requirements because of documented pregnancy-related or childbirth-related issues, please contact me as soon as possible to discuss. Generally, modifications will be made where medically necessary and similar in scope to accommodations based on temporary disability. Please see [www.ou.edu/content/eoo/pregnancyfaqs.html](http://www.ou.edu/content/eoo/pregnancyfaqs.html) for commonly asked questions.

### **TITLE IX RESOURCES:**

For any concerns regarding gender-based discrimination, sexual harassment, sexual misconduct, stalking, or intimate partner violence, the University offers a variety of resources, including advocates on-call 24.7, counseling services, mutual no contact orders, scheduling adjustments and disciplinary sanctions against the perpetrator. Please contact the Sexual Misconduct Office 405-325-2215 (8-5) or the Sexual Assault Response Team 405-615-0013 (24.7) to learn more or to report an incident.

### **ACADEMIC MISCONDUCT (READ CAREFULLY):**

Cheating hurts everyone. Students should be aware that cheating or helping others cheat is a violation of OU's Academic Integrity Code and is punishable by an F in the course plus suspension or expulsion from the university. Lesser acts of misconduct may result in an "admonition" (warning) from the instructor and up to a zero on the assignment. To report misconduct, contact your instructor or the student Integrity Council, [integrity@ou.edu](mailto:integrity@ou.edu). For an

explanation of the Code, including information on definitions, reporting and investigations, and contesting an admonition or violation report, see “A Student’s Guide to Academic Integrity” at <http://integrity.ou.edu>. This video may be useful in understanding what Academic Misconduct is: *Plagiarism*: <http://www.kaltura.com/tiny/cyrr9>.

### **Integrity pledge:**

Students are expected to honor the Integrity Pledge of the University of Oklahoma. *“On my honor, I affirm that I have neither given nor received inappropriate aid in the completion of this exercise.”*

### **DISRUPTIVE BEHAVIOR:**

**According to the Student Conduct Code disorderly or disruptive behavior that unreasonably interferes with teaching and learning is prohibited.** Students and faculty each have responsibility for maintaining an appropriate and positive learning environment. Students who fail to adhere to the established code of conduct may be subject to disciplinary action. Faculty have the professional responsibility to set reasonable standards and behavioral expectations for their classroom and the obligation to take the appropriate course of action when student behavior substantially interferes with the ability of a faculty member to teach or the ability of other students to learn (<http://studentconduct.ou.edu>). Your instructor reserves the right to prohibit behaviors that she or he deems inappropriate (e.g., eating during class and so forth).

### **CELL PHONES AND ELECTRONIC DEVICES:**

Cell phones and electronic devices are prohibited in class and should be turned off before the start of class (not set on “vibrate”, but turned OFF). If you have a medical or family emergency and need to receive a call during class, you should inform your instructor before class. Students who habitually use cell phones and electronic devices in class may be dismissed from class and counted as being absent for the day (see above under Attendance). In order that the University may notify students of a campus-wide emergency, either the instructor’s, or a designated student’s cell phone will be set to vibrate during class. **Do not text message in class.** Any student caught texting or using cell phones or other electronic devices during a quiz or exam will automatically fail the exam. There are no exceptions to this policy.

### **TRANSLATION DEVICES:**

The abuse of any translation devices (e.g., web-based and/or portable hand-held, etc.) is prohibited. Students should feel free to look for an unfamiliar word or phrase in their English-Spanish dictionary or online, but translating entire paragraphs or an entire assignment from any language into Spanish is not allowed. Your primary source for completing coursework should consist of the materials provided by your instructor and the skills learned in class. The use of unauthorized translation devices or translation services may lead to academic penalties.

### **WITHDRAWALS:**

*You may officially withdraw from a class any time prior to the end of the tenth week with an automatic grade of “W”.* Withdrawal from a class is the responsibility of the student.