

SPN 1130: Beginning Spanish I

Fall 2016

[Department of Spanish and Portuguese Studies](#)

University of Florida

Syllabus available for download and printing: <http://ufspssyllabi.wikispaces.com/>

ABOUT THE COURSE

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This is a fully online beginning Spanish course in the Department of Spanish and Portuguese Studies. These types of courses are becoming more common in higher education in the United States, and even in language classes. While we maintain that human interaction is absolutely essential in learning and using a language, we also believe that advances in technologies have enabled us to reach a point where students can accomplish a great deal working online under the guidance of an instructor, and the support of active learning community.

These classes are 5-credit courses that will meet at least five times online using a synchronous videoconference mode. One of these meetings will take place as soon as you start your course, while the others will occur at after you complete each chapter's assigned activities in mySpanishlab, and in Canvas.

The majority of work will include online instruction and web-based activities. Although the course requires little synchronous class time, your success and learning require substantial commitment and study out of class. The level of proficiency you attain will depend largely on what you put in to your learning. This requires self-discipline, time, and the ability to collaborate in teams. Please be sure to read the "Methodology and Activities" section of this document for tips on succeeding in an online learning format.

REQUIRED MATERIALS

- *¡Anda! Elemental 3rd Edition, e-text* and *MySpanishLab* package. This can be purchased online.
- A reliable computer, either a PC running Windows 2000 or later, or a Mac running OS X or later. Check MySpanishLab tune-up for browser specifications.
- A sound card and headset with speakers and a headset with a microphone
- A hi-speed modem (Cable or DSL strongly recommended to download audio and video without delays).
- A dependable Internet Service Provider (ISP).
- A working e-mail address that you *check regularly* and keep under quota.

RECOMMENDED MATERIALS

- A good quality Spanish-English dictionary, such as University of Chicago OR you can use a free alternative online. For example, www.wordreference.com
- *601 Spanish Verbs* book, available at most major booksellers OR you can use a free alternative online www.verbix.com/languages/

- A good quality computer Headset (microphone and speaker) (external is preferable to built-in to avoid the background noise when recording and attending virtual class).

GOALS

The primary goal of the Beginning Spanish courses is to offer students an introduction to basic communicative skills in Spanish while developing an awareness and appreciation of Hispanic/Latino cultures. The courses take their goals from the *Standards for Foreign Language Learning in the 21st Century*, also known as the 5 Cs, which focus on five general areas:

- **Communicating** in Spanish
- Gaining knowledge and understanding of **cultures** of the Hispanic world
- **Connecting** with other disciplines and acquiring new information
- Developing awareness of similarities and differences (**comparisons**) among language and culture systems around the world
- Using Spanish to participate in **communities** at home and around the world

METHODOLOGY AND ACTIVITIES

This course stresses communication skills in Spanish. Every effort will be made to make this class student-centered. To help students succeed in this course, the class will engage in a variety of activities, and assignments, including but not limited to activities such as the following:

- Practice and communication using vocabulary and grammar learned in oral and written modes
- Sociolinguistic practice and functions through communicative activities
- Reading activities and exercises, such as pre- and post-reading, intensive and extensive reading
- Writing activities ranging from short paragraphs to developed compositions
- Integration of skills in projects and tasks
- Video/audio/computer exercises, presentations, and discussions

A NOTE ABOUT ONLINE COURSES

The keys to success in this class are generally the same as those in any other class. However, given the nature of online classes, in which you will “meet” less frequently (at least ten times during the duration of your course) and will be responsible for covering a good deal of material on your own, there are some things that you should keep in mind:

- Perform the MySpanishLab browser tune-up immediately, and any time you start to experience problems. Any other technological problems with MySpanishLab should be handled by contacting the [MySpanishLab tech support](#) at the first sign of trouble. The ‘chat’ feature is the fastest way to get help.
- Be very careful in managing your time. Set aside specific times each week to complete class activities. It is your responsibility to cover all the required material before class, and if you do not it is likely that you will not get as much out of the class meeting as you should.
- Expect electronic glitches, power outages, or the like, and plan ahead. Don’t wait until the last minute to submit your work.
- Some of the MySpanishLab activities you will be assigned will not have any task to complete, but simply require you to go through a tutorial or practice on your own. While it may be impossible for your instructor to *grade* you on completing these tasks, it is in your best interest to complete them just as thoroughly and carefully as you would complete any other graded activity. These types of practice are just as important as any other activity.
- It is especially important to be consistently prepared for and actively involved in the online class meetings, which will be spent primarily on communicative activities. However, your instructor will always make sure there are no vocabulary or grammar questions from the homework before moving on, so as you do your exercises be sure to take note of any confusion or questions you have so you can bring them to class meetings.

- Don't be shy! The more willing to share, talk and interact with your instructor and your classmates you are, the more you will get out of your class time. And don't worry, everyone feels the same way, even if they don't show it!

ASSESSMENT

The assessment categories below will be measured according to three major criteria of language performance: accuracy, fluency, and complexity. You will be evaluated based on your achievement of the course goals (above) and the following criteria:

<i>Activity</i>	<i>Percentage of Grade</i>
Participation and preparation for at least 5 online meetings	10%
MySpanishLab Homework grade	15%
Chapter Quizzes in Canvas (5 @ 2% each)	10%
Reading and Writing Portfolio: <ul style="list-style-type: none"> • (3 writing mini-compositions) • Composition with revisions 	5% 10%
Midterm Exam, proctored (Written and Oral)	15%
Oral Portfolio: <ul style="list-style-type: none"> o Oral Practice activities o 3 Live Chat via mySpanishlab o 3 Wespeke activities (mySpanishlab and Wespeke.com) o 3 Communicative tasks activities vodcast via MediaShare in mySpanishlab 	5% 5% 5% 5%
Final Exam, proctored (Written and Oral)	15%

For your current and final grade, please see the gradebook in Canvas. Some SAM activities tests will be automatically graded and feedback instantaneously available and others will be graded by your instructor within 48 hours of submission. Your grade in Canvas will reflect those assessments/activities completed therein (e.g., collaborative writing tasks, communicative pair work tasks, video recordings, compositions, midterm and final exam) and will be posted as you submit them to Canvas. Tasks will be graded by the instructor within a week of submission.

COMPONENTS

Attendance policy

You must be exposed to Spanish and use Spanish in order to learn Spanish, i.e., you must be in class. For that reason, **virtual class attendance is required and will be strictly enforced**. You will be allowed ONE ABSENCE from the online group meetings. After the **FIRST** absence **two points** per absence **will be deducted from your final grade**. Completion of all chapter quizzes online assignments, and group work must be completed **at least 2 weeks before your course expiration date** or you will receive a 0 on that assignment. There are no make-ups and no exceptions.

In the case of university-approved absences (i.e., illness, university-sanctioned events, etc. – refer to your undergraduate catalog), you must provide official documentation to your instructor within a week after the absence in order to be excused. Any work missed due to excused absences will be handled on a case-by-case basis in conjunction with advice from the language program coordinator.

Participation and preparedness for online meetings

It is especially important to be consistently prepared for and actively involved in online class meetings. Your instructor will use these meetings to review important concepts and practice speaking in Spanish. For this reason, it is important that you complete all the online homework

before coming to class. Your instructor will grade your participation and preparedness using the Active Participation activity in Canvas that you will submit after attending the class.

MySpanishLab activities

You will be assigned a variety of homework assignments from the MySpanishLab site, consisting of tutorials, grammar exercises, listening and writing practice, etc. You are responsible for completing all the assigned activities. Most of these exercises are computer-graded and you will receive immediate feedback regarding your answers. Note that it is in your best interest to study the material in the book and view the assigned tutorials **before** you do the assigned exercises. You have a maximum of three attempts on the activities, and the **highest** grade of the three will be your final grade for each activity. If there are incorrect answers on your first submission a small blue bubble will appear beside the answer. Click on it for a hint, review the material again, and then click on "try again" to make the correction. If your second attempt is also incorrect a "need help?" button will appear in the upper right-hand corner of that window. Click on it to review the material you got wrong, and then click on the "try again" button to make the correction. If your answer is still incorrect after three tries, the correct answer will appear when you click on the small blue bubble next to the incorrect answer, but you will no longer be able to submit an additional attempt at that point. The resulting grades of all activities assigned for each chapter will be averaged, and that score is what will be calculated as your MSL homework grade.

Chapter Quizzes in Canvas

In order to periodically assess your learning of the material, there will be a quiz at the end of each chapter, administered through Canvas. You will take a total of 5 quizzes, and you will have two attempts. The score posted will be the highest score. While you will be allowed to use your class notes to help you complete the quizzes, you will not be able to access any online materials or your e-book. The quizzes are timed (50min) so that it is in your best interest to work on your own. The quizzes are designed to be able to be completed successfully if you have been diligent about doing your mySpanishLab assigned tutorials, activities and attending/participating in class, a well – prepared student will not need to use valuable time consulting additional resources. Practices Tests with a Study Plan are assigned for each chapter to help you study and prepare for the chapter quizzes.

Reading and Writing Portfolio

Emphasizing the importance of developing strong reading and writing skills in Spanish you will create a reading and writing portfolio in Canvas where you will use reading and writing strategies to practice and improved your comprehension and develop your thinking in Spanish. You will read and write short passages (40-70 word) for chapters 1, 3 and 4. Each activity will be assessed using a writing rubric posted in Canvas. You will see your grade and feedback (with the symbols indicated in the "Correction Code") in the assignment in Canvas after the instructor grades it.

You will also complete a milestone composition of about 150-200 words on a topic of your selection to showcase your newly acquired writing skills. The first draft of your composition will account for 70% of the composition grade. Your instructor will make comments and mark errors (with the symbols indicated in the "Correction Code") on the first draft. You will then revise the composition and turn in the second version, worth 30%. You must type and double-space the second draft. You must also highlight anything that is different from the first draft, and include a word count. Three points will be deducted from the revision grade for each of these requirements if unmet. The specific rubric used to grade your compositions is posted in Canvas.

All work that you turn in for a grade must be your own original work. The use of computer – or internet based translation programs is not allowed. NO ONE, STUDENT OR NOT, should look at your composition, suggest changes, or make corrections. Any evidence of disallowed resources or work

that is not a product of a student's own intellectual process will be handled according to the student honor code policy.

Oral Portfolio

Because effective oral communication is one of the primary goals of the beginning Spanish sequence at UF, and is often the primary goal of most beginning language students, there will be a variety of speaking tasks.

- **Oral Practice activities** to practice and develop your fluency and proficiency assigned for every chapter in mySpanishlab.
- **Three Live Chat activities** to assess your interpersonal communication skills. - Three times during the semester you will record a conversation with 1 or 2 classmates in mySpanishlab on a variety of topics. In order to facilitate the recording of these interactions you will use your webcam as a video recording tool.
- **Three MediaShare activities** to assess your presentational communicative skills. - Three times during the semester you will record yourself presenting on a variety of topics. In order to facilitate the recording of these interactions you will use your webcam as a video recording tool.
- **Three Wespeke activities** to assess your interpretive and interpersonal communication skills. - Three times during the semester you will chat with a native speaker in Spanish/English as your ability develops to find out information on a variety of cultural topics to later share with the class in a Discussion Board.

Midterm and Final exam in Canvas

There will be a midterm exam and a final exam in the course, both will be administered via Canvas in the middle and end of the semester respectively. These exams will include: (a) a listening and oral component, and (b) a grammar, vocabulary, and culture component. The goal of these exams is to assess your listening and speaking ability in Spanish as well as to assimilate what you have learned about Spanish grammar, vocabulary, and culture. These exams are cumulative. **They are NOT curved and no make-ups will be given.** Exams will be administered via Proctor U.

ABOUT MySpanishLab

MAXIMIZE YOUR LANGUAGE LEARNING USING MySpanishLab

MySpanishLab offers many resources for learning Spanish, including an e-book, pronunciation guide, review materials, flash cards, video and audio materials, a glossary, user's guide, tutorials, and many other tools to help you learn Spanish. Use them all!

- **Navigate the lab by using the Course Materials Tab.** Explore each folder available for each chapter.
- In the **Additional Practice** folder in each chapter, you will find a variety of opportunities to continue practicing on your own, including flash card you can download to a smart phone or use online, various games to help you learn vocabulary, practice tests, etc. You are encouraged to use these resources regularly.
- Within the **Chapter Resources** folder of each chapter you will find downloadable media, web links for the chapter, a link to *Cultura Interactive Globe* with maps and country-specific videos, and the *Ambiciones siniestras* videos.
- Also available in each chapter is a **Readiness Check** that assesses your knowledge of ENGLISH grammar structures and prepares you for the Spanish grammar you will study.
- Do the browser tune-up periodically to make sure you have the necessary software and plug-ins.
- When you are doing an on-line chapter do not have any other windows open on your

computer. If you leave the activity for any reason it will close. Do your own work. Violating UF's honor code will not help you learn Spanish or get a better grade, and it **will** result in a student judicial honor code violation process.

IMPORTANT INFORMATION ABOUT MySpanishLab

You must start submitting your work from the date of your enrollment in class.

NOTE: Repeated computer problems, crashes, failures to do the browser tune-up, etc. are NOT considered valid reasons for failing to turn in your work. There are plenty of computers available on campus for you to use, and all the computers in the Language Learning Center have been formatted to work with MSL.

ISSUES WITH MySpanishLab

If you happen to encounter technological problems with MySpanishLab, you should do the following:

1. Contact [Pearson tech-support](#) as soon as the problem happens. **Contact by phone or chat, NOT email, is the best way to do.**
2. Send a copy to your instructor of all communications with Pearson.
3. Save all communications with Pearson, in case they get lost in cyberspace.

When Pearson provides a definitive answer to the problem, a decision will be made on your case.

GENERAL ADMINISTRATIVE ISSUES

EXPECTED TIME REQUIRED (APPROXIMATE)

A general guideline for the amount of time you should plan to dedicate an online university course is 4-5 hours of homework per course credit hour. That's 20-25 hours a week for this course.

- **Potential technology failures:** In the case of a technology failure, you must document the failure with a screen capture and an immediate call to the helpdesk.
- **Extra Credit:** No extra credit will be given under any circumstances. There are NO EXCEPTIONS.
- **Incompletes:** The Lower Division Spanish Program abides by the [University policy on Incomplete grades](#) and we will NOT assign any I grades except under truly exceptional extenuating circumstances. You MUST arrange a meeting with your instructor if you believe your situation qualifies for consideration.
- **S/U Option:** You are free to take this course S/U if you desire (even if you are a major or minor, the first course that counts towards the degree and that therefore must be taken for a grade is 2240). Please see your instructor for the necessary form.

CLASSROOM DISPUTES

Any classroom issues, disagreements or grade disputes should be discussed first between the instructor and the student. If the problem cannot be resolved contact the Flexible Learning Director [Andreas Van Denend](#). He will require documentation of the problem as well as all graded assignments for the semester.

COURSE DEADLINE AND EXTENSION POLICY

Students are allowed 16 weeks, from their date of enrollment, to complete and submit their coursework. If the student has not submitted at least 50% of their coursework and have an extenuating circumstance preventing them from submitting the coursework, a failing grade of "E", "E0" or "E1" will be issued and recorded to the UF Registrar.

If the student has made sufficient academic progress, which is defined as completing and submitting at least 50% of the coursework and have an extenuating circumstance, the student may petition the instructor for a course extension before the course expires. Each course extension request will be administratively evaluated. Instructors are not required to allow extensions. If a student does receive an extension, an incomplete grade of an “I” will be assigned as an interim grade. When the course is completed, the instructor will initiate the change of grade. After that, the “I” grade will be changed to the student’s final course grade on their transcript.

DROPPING A COURSE

In order to drop a Flexible Learning course, students must send a written request by e-mail, fax, or mail to the Office of Flexible Learning. After 30 days, no refunds are given and the student will receive a W on their transcript.

TRANSFERS

Students may transfer from one Flexible Learning course to another within 30 days of enrollment. This request must be in writing and sent by fax, e-mail, or U.S. mail. Any difference in tuition will be collected or refunded. There is a \$50.00 transfer fee. After the transfer has taken place, the original enrollment and expiration dates still apply.

HOW TO REQUEST A UF TRANSCRIPT

The student can view their grades by logging to with their Gatorlink login and by selecting Student Admin. To receive an official transcript, the student must complete [a transcript request form](#) through the Registrar.

The University of Florida assures the confidentiality of all your educational records in accordance with State University System Rules, State Statutes, and the Family Educational Rights and Privacy Act. Grades are not given over the telephone.

BOOK BUY-BACK POLICY

Textbooks and materials in continued use by Flexible Learning that are in good condition may be repurchased at 50% of the original purchase price within 30 days of completion or withdrawal from a course. Students can contact the Office of Flexible Learning for details at 800-327-4218.

UNIVERSITY POLICIES

ACCOMMODATING STUDENTS WITH DISABILITIES

Students requesting accommodation for disabilities must first register with the [Dean of Students Office](#). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the tests or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

The Flexible Learning office should be notified of any special accommodations required by the student when they begin their course.

ACADEMIC INTEGRITY

Academic honesty and integrity are fundamental values of the University community. All students must abide by the Academic Honesty Guidelines which have been accepted by the University. The UF Honor code reads:

“We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.”

On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have never given nor received unauthorized aid in doing this assignment.” For more information on types of academic violations and the process should one be charged with committing an academic violation, please refer to [Student Conduct and Honor Code](#).

NETIQUETTE COMMUNICATION COURTESY

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions, virtual class, text messages, etc. Please read the [Netiquette Guide for Online Courses](#).

COURSE EVALUATIONS

Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at [GatorRater](#). Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. [Summary results of these assessments](#) are available to students online.

GETTING HELP

TECHNICAL HELP

For issues with technical difficulties for E-learning in Canvas, please contact the UF Help Desk at:

- **Location:** HUB 132
- **Email:** helpdesk@ufl.edu
- **Phone:** (352) 392-HELP - select option 2
- **Website:** <http://lss.at.ufl.edu/help.shtml>

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

UF FLEXIBLE LEARNING CONTACT INFO

- Email: learn@dce.ufl.edu
- Phone: (352) 392-1711
- Toll free: (800) 327-4218
- Fax: (352) 392-6950
- Website: <http://flexible.dce.ufl.edu/>
- Office Hours: Monday-Friday 8:00am-5:00pm EST

UF FLEXIBLE LEARNING ACADEMIC SUPPORT

1. Andreas Van Denend Assistant Director of Enrollment Services and Academic Support
 - Email: a.vandenend@dce.ufl.edu
 - Phone: 352-294-0854
2. Janet Ely- Faculty/Student Academic Support Staff

- Email: jely@dce.ufl.edu
 - Phone: 352-294-0835
3. Jennifer Douglas- Bookstore
- jdouglas@dce.ufl.edu
 - 352-294-0836

COUNSELING AND WELLNESS

A variety of counseling, mental health and psychiatric services are available through the UF [Counseling and Wellness Center](#), whose goal is to help students be maximally effective in their academic pursuits by reducing or eliminating emotional, psychological, and interpersonal problems that interfere with academic functioning. The Center can be reached by phone at 392-1575.

OTHER RESOURCES

Other resources are available at the [UF Distance Learning website](#) for:

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

Should you have any complaints with your experience in this course please email the Distance Learning office at distance@dce.ufl.edu or visit the [UF Distance Learning website](#) to submit a complaint.

Disclaimer: This syllabus represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.