

Spanish 120 • Fundamentals of Spanish • Fall 2014

SPN 120-124 (MWF- Leutze Hall- 104- 2:00 -2:50 p.m.)

SPN 120-003 (MWF -Leutze Hall -104 -3:00- 3:50 p.m.)

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¡Bienvenidos! ☺ ¡Viva Español!

Prerequisite: Appropriate placement exam score. Students with 2 or more units of high school Spanish must take the placement exam.

Course Description: The course objective is to improve the four basic language skills: reading, writing, speaking and listening. To do so we will practice listening and conversation intensively while having fun and doing a variety of activities. The course will follow an accelerated pace since it is intended for students with 2 units of high school Spanish or an appropriate departmental placement exam score. Learning strategies include daily vocabulary and grammar exercises, videos, music, games, conversation, discussion of topics related to Spanish and Latin American culture, presentations, skits and reading and writing assignments. We will cover chapters 1 – 8 in the *Mosaicos*, 5th ed. textbook. **All UNCW Spanish courses are conducted in the target language and demand the active participation of each student on a daily basis.** Students are not expected to understand everything; the idea is to be exposed to Spanish as much as possible and to improve every day. The main goal is to lose fear of using the language. Students might be surprised at how much they already know and can do with the language if they review daily and are not scared of participating.

Required Textbook and Materials:

- UNCW paper custom publication of *Mosaicos* textbook, Castells et al. including [My Spanish Lab](#) Electronic workbook code.
(If you buy your textbook new from the UNCW bookstore, you will get the electronic workbook code plus a dictionary and a handy grammar chart) If you purchase your book used, you will have to buy the electronic workbook code separate)
- Textbook Website: http://www.pearsoncustom.com/nc/uncw_spanish/
- Spanish/English Dictionary. ([Larousse student is recommended](#)) in addition or instead of using the one that comes with the textbook.
- UNCW email account
- Blackboard (Bb)
- Black and Color pens
- Notebook

- File folder (*file all class materials and graded assignments to use as studying materials and also to have handy in case of a grade discrepancy*).

Grade Distribution:

Written Exams (2)	16%
Quizzes (8)	8 %
Midterm Oral Interview:	6%
Final Oral Interview:	8%
Final Cumulative Exam	12%
My Spanish Lab online assignments (8):	16%
Composition	4%
Conversation Center (2)	2%
Movie Report	2%
Reading, videos and grammar assignments	5%
Personal Presentation:	5%
Group Skits (2):	6%
Participation	10%

Grading Scale:

93-100 A	83-86 B	73-76 C	63-66 D
90-92 A-	80-82 B-	70-72 C-	60-62 D-
87-89 B+	77-79 C+	67-69 D+	0-59 F

Important Information

Important note & suggestion: Our textbook contains a preliminary chapter with very important basic information such as: greetings, courtesy expressions, the alphabet, classroom objects, personal pronouns, common cognates, common objects in the classroom and expressions needed every day in class, prepositions of place, numbers 0-100, months of the year, days of the week, time and weather. **WE DO NOT** cover this chapter in class because it is assumed that our course is a review course, students know all these basic concepts. I recommend that everyone reviews this chapter during the first week in order to come to class prepared and avoid falling behind. This chapter is called (*Bienvenidos*) and the page numbers are 3-21.

Blackboard (Bb): The course calendar, guidelines for assignments as well as other important information will be available on Blackboard. To get to the Blackboard site for this course, follow these steps:

1. Login to Blackboard (<http://learn.uncw.edu>)
2. Use your UNCW email username (without @uncw.edu)
3. Use your UNCW email password

Blackboard works better with Mozilla Firefox, so please take a few minutes to download this web browser. You may download it from the following link: http://uncw.edu/servermaintenance/blackboard_browser_support.html

Course Calendar: Your course calendar is available on Blackboard. It is crucial that you review it regularly. You are responsible for following all deadlines. The calendar may be subject to changes and some assignments may be announced in class only so make sure to pay attention to announcements made both in class and by email.

Grades: You can see your grades for every assignment, exam, etc., on Bb under “My grades”. Grades will be updated weekly.

Email: It is the student’s responsibility to check their UNCW email account regularly. This is how your instructor communicates outside class. You are responsible for reading all class announcements emailed to you. Make sure to have enough space available in your inbox to receive emails.

Make-up Policy: Make-ups will only be considered in the following situations:

1. Sickness
2. Court citation
3. Death of a close relative or friend
4. UNCW official event.
5. Religious observance

Proper and official documentation must be presented to your professor within a week such as a letter or note from a physician, court or UNCW and or obituary. All work approved for make-up needs to be completed within a week of the original due date. For religious observance, please see policy under attendance.

Grade Distribution explained

Written Exams:

- There will be 2 exams during the semester.
- Exam 1 will cover chapters 1-4 and exam 2 will cover chapters 5-8.
- The professor provides the exam so students do not need a scantron sheet.
- All answers must be provided in Spanish.
- Exams are taken during class time and students will have 50 minutes to complete.
- Students must arrive early the day of the test. No one will be allowed to take the test late. No exceptions. If you miss the exam your grade will be 0.
- To make –up a test a student must contact the instructor ahead of time and have proper documentation as indicated above.
- All exams will have reading, writing, and listening sections.
- Exams are not multiple choice.
- You will have to write vocabulary words, answer questions, and conjugate verbs, therefore, practicing spelling and grammar will be important.
- When taking a test please write as clear as possible. If your handwriting is not legible your exam will not be graded.
- No dictionaries or electronic devices will be allowed when taking a test.
- Prior to the exam, I will give you a list of topics to review and we will have a study session during class.

Quizzes: We will have one short quiz at the end of each chapter. Quizzes will focus on grammar and vocabulary. **The lowest grade will be dropped.** They will be given at the beginning of class, students not present or who arrive late, will miss the quiz and will receive a 0 grade. Make-ups will only be considered under the circumstances explained above.

Oral Interviews:

- There will be a midterm and a final interview.
- Interviews are conducted entirely in Spanish, one-on-one with your professor.
- Both interviews are cumulative and take approximately 4-5 minutes.
- A study guide will be provided with practice questions.
- The best way to study is attending the Conversation Center and practicing with a partner.
- Participating actively in class builds confidence and helps you do better on the interviews.
- We will discuss details and practice in class.
- You must arrive at the scheduled time. If you are late you will not be allowed to take the interview and your grade will be 0.

Final cumulative Exam:

- The final exam will include material from chapters 1 -8.
- It will consist of 3 sections (listening, reading, and writing). The listening and reading sections will be multiple choice.
- The final exam will require that you answer in English on the listening and reading sections. (This is for data collection purposes)
- The writing portion of the test will consist of writing a short 10-12 sentence composition in Spanish using vocabulary and grammar studied during the semester.
- When taking a test please write as clear as possible. If your handwriting is not legible your exam will not be graded
- All final exams must be taken during the university- designated time, no exceptions can be made.
- The date for our final exam are: SPN 120-124 (Wednesday, December 10 from 3:00-6:00 p.m in LH 104)
SPN 120-003 (Friday, December 5 from 3:00-6:00 p.m. in LH 104)
See schedule at: <http://uncw.edu/reg/exams-fall14.htm>

My Spanish Lab Assignments (MSL): These are available on your electronic workbook. This is where you will complete practice exercises. Assignments are divided by chapters and consist of written and listening activities. Each chapter has a different due date. Refer to the blackboard calendar. You have unlimited tries to submit your answers and improve your grade before the due date. A few exercises allow only one try. Assignments are automatically graded by the program and they are due at 11:59 pm on the due date. The system will not allow you to submit late homework. **The lowest chapter grade will be dropped.** Students must be proactive; you are expected to keep up with assignments daily. 5-8 exercises a day is a reasonable number. MSL does not only consist of a high percentage of your grade but it helps you study and develop a better understanding of class material. Before you start using My Spanish Lab, please take a few minutes to **run the browser tune-up**. You will see a red icon once you login to MSL, It is at the top of the page. This step will be crucial in getting the program to run properly. Click here to run the browser tune-up: http://browsertuneup.pearsoncmg.com/pegasus/world_languages/index.html . Also, make sure to use Firefox or Google Chrome. The system works properly onl with these two browsers. Please read the step by step guide and troubleshooting list available on Bb under My Spanish Lab. **If you have purchased an access code within the last year it should still be valid.**

My Spanish Lab Instructions:

Instructions if you **have NOT** previously redeemed an access code:

1. Go to http://www.pearsoncustom.com/nc/uncw_spanish/
2. Click on the button for the course you are taking
3. Click on **“I have an access code”**
4. Click on Register
5. Accept user agreement

6. Create a Pearson account OR if you have one, enter the email address you've used for your previous Pearson account.
7. Enter in your access code. Please note: enter access code in capital letters
8. Click Next
9. Edit/enter your personal information
10. Print page for future reference
11. Login to Mylab (second button – NOT MySearchLab)
12. Click on the “Enroll in a Course” button
13. Enter the following course ID number : **CRSKLDT-4038328**

Instructions **if you have** previously redeemed an access code:

1. Go to http://www.pearsoncustom.com/nc/uncw_spanish/
2. Click on the button for the course you are taking
3. Click on “Login, as a returning user”
4. Click on Login
5. Enter the username/password you previously created
6. Click on the “Enroll in a Course” button
7. Enter the following course ID number: **CRSKLDT-4038328**


For technical support with MSL visit <http://247pearsoned.custhelp.com/>

Composition: Students will write **1** composition in class during the semester. The topic will be related to the vocabulary and grammar studied in class. Students will have 25 minutes to write. The specific topic will not be revealed in advanced. Grammar and spelling will be graded. You must write clear, otherwise your composition will not be graded. The use of dictionaries or electronic devices is not allowed.

Movie Report & Class Discussion: We will watch a movie in Spanish and students will answer some basic questions about the movie in Spanish. We will also have a discussion about cultural and other important aspects reflected in the film.

Conversation Center (CC): The Conversation Center is a wonderful resource to help you improve your speaking skills and to prepare for the oral interviews. Students are required to attend **1** hour during the semester. You need to break it down into **2** (thirty- minute sessions). The practice forms are available under Assignments-Conversation Center on Bb. **Form 1 will be due the class before fall break and form 2 the class before reading day. No late forms will be accepted.** The Conversation Center is located in Leutze Hall 124. Click on the following link to see the schedule and other instructions: <http://uncw.edu/fll/spanish/SpanishConversationCenter.html> Checking the schedule is important because they have designated times for 100 and 200 level classes. As a 120 student you need to attend during the 100 level slots. You may attend the Conversation Center extra hours for extra credit, please refer to extra credit guidelines available below and under Bb. The Conversation Center offers online sessions as well as face to face, you need to register online for both types of appointment. Visit the following links for instructions:
 Face to face sessions: <http://www.signupgenius.com/go/10c0545a8a923a5f85-spanish>
 Online sessions: <https://uncw.webex.com/>
 You will sign in and sign out electronically. You can do so by swiping your UNCW ID card or typing in either your UNCW username or ID number.

Personal Presentation: Students will prepare a 3-4 minute presentation in Spanish about a topic related to class vocabulary and grammar. Presentation topics and dates will be assigned during class. Please refer to presentation guidelines on Bb.

Group Skits:  Students will work in groups to develop 2 skits during the semester using vocabulary and grammar studied in class. Topics will be raffled in class. Students will follow the guidelines posted on Bb. Practice with your group outside of class. Reading is not allowed!

Other Assignments: They refer to all assignments that are not electronically submitted and that are indicated on your calendar or announced during class. All assignments must be turned during class. No late assignments will be accepted. Assignments can be handwritten neatly or typed. **Do not email assignments to your professor.** Some of these assignments will consist of cultural readings and videos, writing short paragraphs applying vocabulary and grammar from the chapter, etc.

Grading Rubrics: All projects will be graded using a specific rubric. Please refer to rubrics on Bb under Study Guides and Grading Rubrics.

Participation: It is based on the student's activity, the number of absences, and the willingness to volunteer work done individually or in group, the use of Spanish to communicate in class and the ability to follow class rules. Students are expected to **actively take part in classroom discussions and activities**. The following description of participation grades is provided to help the student understand what is expected:

A (100): Student is always on time for class and participates actively. Student frequently asks questions and always tries to use Spanish.

B (85): Student is usually, but not always on time. Student often participates in discussions and sometimes volunteers or asks questions. Student uses Spanish almost all of the time but occasionally relies on English.

C (75): Student is sometimes late to class and is not always attentive or engaged during discussions. Student contributes only occasionally while typically sitting quietly. Student relies too heavily on English.

D/F (< 65): Student is often late to class, rarely participates in discussions, and seems disinterested. He/she does not attempt to use Spanish.

Use every opportunity available to get involved, this is how learning will become fun and more importantly easy.

Common Attendance Policy:

- a) All students enrolled in Spanish language courses at UNCW (SPN 101, 102, 120, 201, 202) are allotted **three** absences for classes that meet MWF.
- b) For each absence in excess of the limit stated above, **3** points will be deducted from the final grade.
- a) Any student who misses **9** or more classes automatically fails the course.
- b) Being **5** minutes late is considered a tardy
- c) **2** tardies are considered a full absence, **leaving early twice** is also considered an absence.

Please be aware of this policy, keep track of your absences and save the free days for emergencies only. Students who have perfect attendance during the semester will be entitled to **2** points added to the final grade. Perfect attendance means being present in class always and never arriving late or leaving early. If you only miss **1** class or arrive late or leave early only **once** you will receive **1** extra credit point added to your final grade. Having more than **1** justified absence cannot count as perfect attendance. If you have **2** or more justified absences you will not obtain extra credit.

Religious Observance Policy: In accordance with NC SL 2010-211, you are entitled to two excused absences for religious observances per academic year. You must inform the professor in writing the first week of class if you will be

missing any classes due to religious observance and using one of the two permissible absences for the academic year. In addition, please inform the Registrar the first week of class who will then confirm your intentions to miss class with the impacted course instructors. Any absence for religious purposes will be considered unexcused unless you submit the request in writing the first week to the professor and the Registrar.

Classroom etiquette and expectations:

- Use Spanish always.
- Learn to laugh at your mistakes. It is fine to make mistakes when learning a language.
- Please don't be shy or scared of trying.
- Be prepared to be corrected and feel fine with it. It is my responsibility to provide you with plenty of opportunities to practice in class and to give you as much feedback as possible.
- We switch seats and work with a new classmate every Monday to promote team work and get to know everyone.
- Students in this course are expected to behave as professional, courteous adults.
- Disruptive behavior and disrespect toward anyone will not be tolerated.
- Eating is not permitted.
- You may bring water, soda, coffee or your preferred non-alcoholic drink.
- Smoking is not allowed. This includes e-cigarettes.
- Come to class prepared. Read and study at home.
- **Class is practice time.** Participate, participate, participate!
- Bring your notebook, pen, file folder, textbook and dictionary daily.
- Turn off cell phones and all electronic devices including laptops, mp3 players, iPads, iPods, etc.
- When working in groups or pairs and if required to turn individual work, remember to turn in your original work. Copying information is considered plagiarism. You can help each other but make sure to be original.
- When working in groups, everyone should participate actively and equally.
- Online translation does not work in Spanish class. Most times it is wrong. Learn to improve using your book, dictionary and concepts reviewed in class.
- Remember, even the smallest activities and assignments count and serve an important purpose.
- **Finally, bring a smile and yourself with a positive attitude!! Believe me, it truly makes a difference!**

Access to the instructor:

It is very important to me that you know that you can count on me to give you my very best each and every class. Feel free to come and see me during office hours. If you need help with your electronic assignments or have doubts, I'd rather talk in person than by email. I receive an extremely large load of emails daily and I may not be able to get in touch with you in a timely manner. Please allow 24-48 hours to receive an email response. It is my experience that most times it is easier to clarify a doubt face to face than by email.

Learning Center (Free tutoring services):

If you feel that you are getting behind and are honestly making an effort, please get a tutor at the learning center as soon as possible. Tutors are available for this class and the service is free of charge. Please take advantage of this wonderful resource. Visit the center's page at <http://uncw.edu/ulc/learning/> The center is located on (First Floor De Paolo Hall. DE 1056)

Extra Credit:

The following are extra credit opportunities. Students can do one or a combination of activities. The maximum number of points allowed is **5, including perfect attendance. Extra credit points will be added to your final grade.** Please follow all instructions and fill out forms as instructed. All forms are available on Bb under extra credit.

1. Cultural Event (1 point per event):

Most cultural events are university-sponsored (such as a lecture, concert by a Latino artist or a film in Spanish, etc.) Most of them are free but sometimes you may have to pay a small fee. Visit the following link to see a list of events: <http://www.uncw.edu/fl/spanish/SPNCulturalEvents.html> . Please fill out the form available on Bb and attach a ticket as proof of attendance. All forms must be turned in within a week of attending the event.
No late forms will be accepted.

2. Conversation Center (1 point per 30 minute session):

You may attend the Conversation **2 times** during the semester for extra credit. I highly recommend attending the Conversation Center. It is a wonderful way to practice. When attending for extra credit, fill out the form available on Bb under extra credit. All forms must be turned in within a week of attending. **No late forms will be accepted.**

3. Perfect attendance (2 points):

In order to receive these points you cannot miss any days, be late or leave early. Missing one day, being late or leaving early once will grant you only 1 point.

4. Completing all my Spanish Lab Assignments with a grade of 90 or above in every chapter (2 pts)

5. Spanish Club (3 points):

Becoming an active member of the Spanish Club and attending **3** meetings during the semester as well as helping with **1** event will earn you **3** points. Fill out the form available on Bb and obtain the president's signature. Turn in all forms within a week of attending.

6. Facebook posts (3 points):

Follow professor Jara's weekly posts on Facebook and respond to her questions or comments using the vocabulary and grammar studied in class that week. Befriend me (Profe Jara)

Seahawk Respect Compact: In the pursuit of excellence, UNC Wilmington actively fosters, encourages, and promotes inclusiveness, mutual respect, acceptance, and open-mindedness among students, faculty, staff, and the broader community. Please read the complete Seahawk Respect Compact here:

<http://www.uncw.edu/stuaff/pdc/documents/SeahawkRespectCompact.pdf>

Academic Honor Code: Students in this course are expected to abide by the Academic Honor Code. Please read the Code of Student Life available at (<http://www.uncw.edu/stuaff/doso/documents/Code.Of.Student.Life.pdf>). Dishonest behavior will carry severe consequences.

Disability Services: If you have a disability and need reasonable accommodations in this course, you should inform the professor of this fact in writing **within the first week of class**. If you have not done so already, you must register with the UNCW Office of Disability Services. UNCW Disability Services supplies information about disability law, documentation procedures and accommodations. This information can be found at

<http://www.uncw.edu/stuaff/SDS/disability.html>.

Safety on campus:

UNCW practices a zero-tolerance policy for violence and harassment of any kind. For emergencies contact UNCW CARE at 962-2273, Campus Police at 962-3184, or Wilmington Police at 911. For University or community resources visit

<http://uncw.edu/wrc/crisis.htm>

Common Student Learning Outcomes:

The following objectives are as per ACTFL (The American Council on the Teaching of Foreign Languages) and professors are required to include in their syllabus.

- Speak in Spanish with novice to novice-mid fluency and accuracy (as stated in the ACTFL proficiency guidelines) employing appropriate grammar structures, vocabulary, pronunciation, and syntax. [SL1]
- Demonstrate appropriate fluency and accuracy in listening comprehension skills. [SL1]
- Write in Spanish with novice to novice-mid fluency and accuracy (as stated in the ACTFL proficiency guidelines) using appropriate phrases, grammar structures, vocabulary, and syntax. [SL2]
- Demonstrate the ability to read and comprehend short and simple narratives with appropriate fluency and accuracy. [SL2]

- Demonstrate basic knowledge of Spanish speaking countries and their cultures, and understand the similarities and differences between those and your own. [SL3, SL4]

I am glad to have you as my student, I am sure we will have a wonderful semester.

¡Feliz semestre!



End of Semester Checklist

Consult the course calendar daily in order to keep up with all events and deadlines. **By the end of the semester and prior to reading day** you must have completed and turned in all of the following items:

_____ Personal Presentation

_____ All assigned My Spanish Lab online assignments Chapters 1-8. (*Lowest grade will be dropped*)

_____ All cultural readings, videos and assignments announced in class or by email (*Keep track of assignments your turn in and file them as you get them back graded*).

_____ 1 Composition written in class

_____ 1 Movie report

_____ Written exam 1 (Chapters 1-4)

_____ Written exam 2 (Chapters 5-8)

_____ 8 quizzes (Chapters 1-8) (*The lowest grade will be dropped*)

_____ 1 Midterm Interview

_____ 2 –thirty minute sessions at the Conversation Center (*forms should be turned in during class*)

_____ 2 group skits performed in class

_____ Extra credit forms (*If completed, follow guidelines on blackboard*)