

**Western Kentucky University
Spanish 102
SUMMER 2016**

Elementary Spanish II SPAN 102
Section number: M70 (5/16-6/3)
Course number: 37933

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¡Bienvenidos! Welcome to Spanish 102! What follows is the basic information that you should understand about this course.

This is a web course and you need to be sure that you have allotted the appropriate amount of time to realize success in this course. This is also a 3 week intensive course. You should expect to spend a minimum of 20 hours a week on this class.

*This syllabus explains what, you, **the student**, need to do so you will be totally clear as to all expectations and procedures. **Your first step** is to print out a **hard copy** of this syllabus and **keep it handy** with your other Spanish materials for easy access:*

DEPARTMENT MISSION STATEMENT

Through coursework, experience abroad, and other cultural encounters, the Department of Modern Languages cultivates communicative skills and cultural awareness that prepares students at Western Kentucky University to be more knowledgeable and sensitive to citizens of the local, regional and global communities. The Department's purpose is to deliver high-quality language instruction based on nationally-recognized standards, and to contribute actively to cross-disciplinary international initiatives on campus. Our programs are designed to graduate majors and minors whose language skills provide them with enhanced opportunities for careers at the regional, national, and international levels and/or preparation for advanced study in language, literature, and culture.

FULFILLING REQUIREMENTS

Disclaimer: Check TopNet to ensure you know what catalog term you are on and verify the requirements with your adviser. The below information is intended as a guideline but individual cases may vary. Additional information is available here:

<http://www.wku.edu/undergraduatecatalog/index.php>; <http://www.wku.edu/colonnade/>

If you are a new freshman who has registered for the first time in fall 2014 (and thereafter), you will complete the Colonnade Program requirement of demonstrated proficiency at the Novice High level or higher. This requirement means passing Spanish 102 with a grade of C or higher.

If you are a continuing student at WKU this fall and on a catalog term of summer 2004-summer 2014, you will likely be completing a General Education Requirement. Passing this course fulfills the following Category A II General Education Goals: A student completing the general education program at WKU will have:

- Competence in a language other than the native language.
- An appreciation of the complexity and variety of the world's cultures.

SPAN 102 LEARNING OUTCOMES

The goal of this course is to continue developing basic communication skills in Spanish. Class activities and assignments provide students the opportunity to listen, speak, read, and write. The Targeted Proficiency Level of this course is Novice High. On successful completion of this course you will be able to assert and demonstrate the following:

- I can understand some ideas about familiar topics expressed in phrases, simple sentences, and frequently used expressions.
- I can understand the main idea in short conversations, messages and announcements.
- I can understand some ideas from simple texts that contain familiar vocabulary.
- I can exchange information about familiar tasks, topics, and activities.
- I can handle short social interactions using phrases and simple sentences.
- I can write descriptions and short messages to request or provide information on familiar topics using phrases and simple sentences.

REQUIRED TEXT

1. Pearson Custom Library Spanish. (Buy from WKU bookstore) or you can buy an access code directly from the publisher which grants access to the Etext.
2. MySpanishLab online homework and resources to accompany the text
 - Access to MySpanishLab is included free with your textbook if purchased at WKU bookstore. Instructions for access are included at in the syllabus.
 - MSL instructor code for course: **CRSKLU5-409492**

ASSIGNMENT GRADE VALUES

Discussion Boards	10%
Homework/MSL	10%
Compositions (2 total)	15%
Exams (2 total)	30%
Oral Exams (2 total)	15%
Final Exam (cumulative)	20%
Total	100%

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

Normal rounding procedures are used. If your grade contains a decimal less than .5, then your grade will be rounded down (example 89.2 = 89). If your grade contains a decimal .5 or higher, then your grade will be rounded up (example 69.5 = 70). There are no exceptions to this policy.

EXAMS

- Arrange work schedules, travel plans, and other obligations to not conflict with the exam dates as the exam dates are not flexible.
- **You must take the final exam in order to pass the course.** Weddings, vacations, and other pre-planned events are not excusable for taking the final exam earlier.

MYSpanishLAB ONLINE HOMEWORK

- You will have some homework to be completed through MySpanishLab, which is the online system for homework and other resources.

- MySpanishLab homework is **due by 11:59pm** on the dates assigned.
- You should read about the new vocabulary and grammar topics in your book first. Then complete the MySpanishLab homework. If you don't understand something 100%, you can ask during office hours or you may ask your instructor or your classmates.
- The MySpanishLab homework will give you extra practice for with working with the material.
- You may work with classmates on the homework together, but each of you must submit answers in MySpanishLab to receive a grade.
- For more information, see page 4.

LANGUAGE REMINDER

Spanish is to be used at all times when working with classmates and your instructor, unless otherwise indicated by your instructor. Communication through email, in office hours, and Skype may be in either Spanish or English.

MAKEUP ASSIGNMENTS

Instructors are under no obligation to permit you to make up work that was missed nor are they required to accept late work; such work may be graded as a zero. This includes missing your appointments for the oral exams.

ACCOMMODATIONS

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services, Downing University Center, A200. The OFSDS telephone number is (270) 745-5004. Please DO NOT request accommodation directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.

CONCERNS, COMMENTS, OR QUESTIONS

If you have a concern, comment, or question about anything regarding your experience in SPAN 102, speak first to your instructor. All instructors are available to support students, hear comments, and help resolve concerns whenever possible.

COMMUNICATION

- Occasionally, information about the course will be posted in the announcements in Blackboard and an email will be sent out to notify you of the announcement. You are expected to know how to use Blackboard.
- Communication by email is preferred. You may email me at francesca.sunkin@wku.edu or you can email me through Blackboard (Communication, Send Email, To instructor).
- The email must be courteous and professional or it will not receive a response. Please allow one business day for a reply but if you do not hear back from me, please resend.
- Feel free to email me if you have questions or to set up a time to meet, if you cannot make it to my office hours. If you have any comments, suggestions, or problems, please see me. I am available to you all in my office hours, by appointment and through Skype, and I am happy to meet with you.

MAKEUP WORK

- Makeup work will not be accepted, unless you have a documented, excused absence.
- For all absences other than documented and excused absences, exams, activities, or homework **cannot** be made up.

GRADES

DISCUSSION BOARDS

You will earn your grades in this section through several different activities in which you work on the four skill areas and interact with your classmates. More information is available on Bb.

EXAMS

You will have 2 exams and a cumulative final. More information can be found on Bb.

COMPOSITIONS

You will need to write, in Spanish, two compositions. More information can be found on Bb.

ORAL EXAMS

You will have two oral exams, a presentational and an interpersonal. You will need to sign up for a time to virtually meet your instructor to complete these assignments. More information can be found on Bb.

ACADEMIC DISHONESTY

In accordance with university policy, an "F" is given on any portion of the course work in which cheating is detected. The case may also be presented to the Office of the Dean of Student Life. **Use of a translating device or software to complete writing assignments is considered such an offense.** Work corrected or influenced by an outside person is prohibited. Another example of academic dishonesty is when you give the exact information that came in your exam to a friend in another section of the same class or the person using that information, you are being dishonest. Another example of academic dishonesty is using a "cheat sheet." See page 32 of the current catalog for more information. Student work may be checked using plagiarism-detection software. Plagiarism includes copying text and images off the internet or from books without indicating the source. Pages 32-33 in the catalog advise students about cheating and plagiarism.

OTHER

- Respect, courtesy, and professionalism are expected when interacting with classmates and the instructor. Respect for the learning goals of others are of primary concern. Respect for others' ideas and efforts using Spanish are expected.
- You are expected to learn and practice all material and grammatical concepts. We will use those concepts to communicate with each other. If you need support to learn at home, create a group of students from class, ask the instructor to help you find a group, or see your instructor in office hours. You can meet daily with classmates (virtually or face to face) to learn the required material together or study together. It is essential to get into the habit of doing the work and learning at home. Start now and you can do well!

MySpanishLab online registration instructions:

- On the home page of www.myspanishlab.com, click the Student button under "Register."
- Enter the following Course ID for your instructor and click "Next." When asked whether you have an access code, select either "Yes, I have an access code" or "No, I need to buy access" and click Next.
- Select your course and click Next.
- Select your book (GENTE) and click Next.
- Select either a 6-month or a 24-month subscription and click Next.
- Next, you will either sign in or create an account: You already have a Pearson account if you have used one of our online products before. Enter your username and password and click Sign In. If you think you have a Pearson account, but can't remember your sign-in information, click "Forgot your username or password?" We will send you an email, so we suggest checking your account information before you begin your course registration.

- If you don't have an account, click "Create." You will create a username and password and add your contact information. Read and accept the license agreement. You can also choose to help improve Pearson products and learn about new offers.
- Click Create an Account. You now have a Pearson account.

MySpanishLab Policies Guide

1. Your assignments are due by **11:59pm** on the dates assigned. They are due before coming to class. Make sure you have set your correct Time Zone to the **Central Time zone** in the MyProfile screen accessible from the top right of your course.
2. Your grade for the MySpanish activities is based on the percentage correct as indicated in your account.
3. For **Student Activities Manual** activities:
 - a. The program is set to allow you as many attempts as you need.
 - b. You will have to answer **all** questions in an activity before you are able to submit it for scoring.
 - c. You will always see the need help button with links to resources to help you complete an activity.
 - d. After the 1st attempt, a feedback bubble with questions to help you figure out why you got something wrong will be displayed.
4. You will be permitted to submit activities after the due date, yet no score will be recorded. You may do activities additional times after the due date for additional practice.
5. The **highest** grade of all attempts will be "counted" in your gradebook. Try to get 100% on each activity.

SUGGESTIONS FOR LEARNING A NEW LANGUAGE

- Try not to compare your Spanish language knowledge to that of a native speaker of Spanish. If you are meeting the objectives listed above, you are making progress in your language learning!
- Do all the homework.
- Review the lesson to be covered prior to working with classmates.
- Study and review vocabulary every day
- Write sentences in Spanish in addition to doing homework to practice new verb forms and topics.
- Study and work with other students.
- Speak to yourself and to your classmates in Spanish outside of class.
- Listen to and read Spanish outside of class (music, news, newspapers, blogs, etc.).
- Ask for the instructor's help as soon as you need it.
- Be patient with yourself during this learning process.

Disclaimer: Every effort will be made to adhere to the schedule and procedures. However, they are subject to change depending on the needs of the course and course participants and extenuating circumstances.

**The Instructor has the right to revise the calendar.
Course calendar**

May 16	Monday	Repaso (review)
May 17	Tuesday	Repaso (review)
May 18	Wednesday	Student syllabus agreement due to instructor; Cap 7 – Repaso online hmwk due
May 19	Thursday	Cap 7 – Discussion Board due
May 20	Friday	Test 1: Repaso & 7; Cap 7 online hmwk due
May 23	Monday	Cap 8 – Composition 1 due
May 24	Tuesday	Cap 8 – Oral Exam 1
May 25	Wednesday	Cap 9 – Cap 8 online hmwk due
May 26	Thursday	Cap 9 – Discussion Board due
May 27	Friday	Test 2: Cap 8 & 9 Cap 9 online hmwk due
May 30	Monday	Cap 10 – Composition 2 due
May 31	Tuesday	Cap 10 – Oral Exam 2
June 1	Wednesday	Cap 11 – Cap 10 online hmwk due
June 2	Thursday	Cap 11 – Discussion Board due
June 3	Friday	Final Exam Cap 11 online hmwk due