Course Syllabus - Elementary Spanish I

Course Number: SPA1101  Section: 502  Term: 17SP

Credits: 4.000

Faculty Information:

<table>
<thead>
<tr>
<th>Instructor(s):</th>
<th>Hunter-McCargo, Anaris</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Modern Languages</td>
</tr>
<tr>
<td>Division:</td>
<td>Liberal Arts, Communication and Social Sciences</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>954.849.3893</td>
</tr>
<tr>
<td>Alternate Number:</td>
<td>954.849.3893</td>
</tr>
<tr>
<td>Use Course Mail:</td>
<td>Yes</td>
</tr>
<tr>
<td>Alternate Email:</td>
<td><a href="mailto:anaris.hunter-mccarg@sinclair.edu">anaris.hunter-mccarg@sinclair.edu</a></td>
</tr>
<tr>
<td>Office Location:</td>
<td>Online</td>
</tr>
<tr>
<td>Office Hours:</td>
<td>By appointment</td>
</tr>
</tbody>
</table>

Prerequisites: NONE

Other Prerequisite(s): NONE

Textbook(s):

PKG/NEXOS ILRN? HEINLE LEARNING CENTER (LL) W/ 24 MONTH ACCESS CARD, SPAIN LONG
Edition: 04  Copyright: 17

Course Description:
Foundation for understanding, speaking, reading and writing Spanish. Work outside of class and/or in the language laboratory is required.

Course Objectives/Competencies:

General Education Outcomes:
- Written Communication Competency
- Critical Thinking/Problem Solving Competency
- Values/Citizenship/Community Competency
- Information Literacy Competency
- Computer Literacy Competency
- Oral Communication Competency

Course Outcomes:

Cultural Insights
Apply knowledge of basic aspects of Hispanic culture in reading, writing, speaking, and listening. These might include basic geography, formal and informal address situations, housing, schedules, meals, education, student life and basic business situations.

Reading and Writing
Read short selections of new materials on general topics, and recombined short narratives and dialogues using familiar/learned materials as the basis. Extract specific information from the reading including new facts. Produce short writings limited to familiar topics expressed at the sentence and simple paragraph level.

Grammar Scope
Use the following grammatical features in a limited way: present, near future, and past tense verbs: common reflexive verbs; the verbs of being; object pronouns; common idiomatic expressions.

Aural / Oral Skills (Listening / Speaking)
Listen to and comprehend general topics in authentic contexts. Pick out main ideas and key words in familiar contexts. Utterances are frequently limited to short sentence length.

Course Outline:
Pronunciation and the alphabet Gender and number of nouns and articles Cognates and reading strategies Use of HABER, SER, and ESTAR Interrogatives and possessive adjectives Present indicative tense Idioms with TENER Present progressive tense Reflexive pronounsImperative tense (command forms) Preterite tense Using object pronouns

1 of 5
Class Policies:
RULES AND EXPECTATIONS:
1. Students must establish attendance between Monday, January 11th and Monday, January 18th, 2016. Simply “logs” into the course it is not sufficient to establish attendance - you MUST engage in "academically related activities".
   - Participating in an online discussion (forum)
   - Initiating contact with your instructor to ask a question about the academic subject studied in the course
   - Be consistent in completing and submitting assignments by the deadline
2. Read posted Syllabus and Assignments learning folder activities
3. Check your e-mails at least twice a day
4. Participate on scheduled One-On-One Phone Chats with Instructor (dates to be provided by Instructor). This is not an option since it is an important part of your grades. As your Instructor, I am willing to work with you to make sure you meet this objective.
5. Complete and turn in assignments by deadline.
6. Contact instructor via e-mail anaris.hunter-mccarg@sinclair.edu, or phone/text message at 954.849.3893 should you have any concerns.

Testing Information
This course does not require on-campus, or “proctored” testing; however, you are required to contact the instructor by phone several times during the semester.

Evaluation/Grades:

<table>
<thead>
<tr>
<th>Exams and Assignments</th>
<th>Points/Percentage</th>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities</td>
<td>350</td>
<td>A = 895 - 1000</td>
</tr>
<tr>
<td>Minipruebas (Assessments)</td>
<td>250</td>
<td>B = 795 - 894</td>
</tr>
<tr>
<td>Workbook &amp; Lav Manualo (to be done on QUIA)</td>
<td>150</td>
<td>C = 695 - 794</td>
</tr>
<tr>
<td>Independent Study Projects (two essays and two surveys)</td>
<td>150</td>
<td>D = 595 - 694</td>
</tr>
<tr>
<td>Voice Charts (5 per semester)</td>
<td>150</td>
<td>E = 0 - 594</td>
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<tr>
<td>Total Points</td>
<td>1,000</td>
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Course Schedule:

<table>
<thead>
<tr>
<th>Week/Date</th>
<th>Material to be covered</th>
<th>Assignments Due</th>
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<tbody>
<tr>
<td>1&amp;2</td>
<td>Introduction - Read all pages in the First Week (¡Léeme primero!) folder and log on to Quia.</td>
<td>January 23, 2017</td>
</tr>
<tr>
<td>3&amp;4</td>
<td>Chapter 1 - Do all activities for Preliminary Chapter &amp; Chapter 1</td>
<td>February 6, 2017</td>
</tr>
<tr>
<td>5&amp;6</td>
<td>Chapter 2 - Do all activities for Chapter 2</td>
<td>February 20th, 2017</td>
</tr>
<tr>
<td>7 &amp; 8</td>
<td>Chapter 3 - Do all activities for Chapter 3</td>
<td>March 6, 2017</td>
</tr>
<tr>
<td>9&amp;10</td>
<td>Chapter 4 - Begin Chapter 4 Break from March 6-12, 2017. Independent Study Project - Learning Reaction Paper &amp; Learning Survey due - March 20th, 2017. Begin Chapter 4 - on March 20th and complete all Chapter 4 activities by March 27th, 2017</td>
<td>March 20th, 2017 &amp; March 27, 2017</td>
</tr>
<tr>
<td></td>
<td>Chapter 4 - Do all activities for Chapter 4</td>
<td>March 27, 2017</td>
</tr>
<tr>
<td>11 &amp; 12</td>
<td>Chapter 5 - Do all activities for Chapter 5</td>
<td>April 10th, 2017</td>
</tr>
<tr>
<td>13 &amp; 14</td>
<td>Chapter 6 - Do all activities for Chapter 6</td>
<td>April 24th, 2017</td>
</tr>
<tr>
<td>15 &amp; 16</td>
<td>Independent Study Project - Cultural Reaction Paper &amp; Cultural Survey Due - May 1st, 2017</td>
<td>May 1st 2017</td>
</tr>
<tr>
<td>Final Week - 16</td>
<td>Chapter 7 - do all activities - due May 8, 2017</td>
<td>May 8, 2017</td>
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</table>

Unit Outcomes:
General Education Outcomes:
Written Communication Competency
• Read and respond critically.
• Apply the stages of the writing process (pre-writing, drafting, revising, and editing) to the document.
• Integrate Sources.

Critical Thinking/Problem Solving Competency
• Organize observable data into useful formats.
• Raise relevant questions.
• Articulate ideas or problems.
• Exhibit openness to alternative ideas.
• Use appropriate problem-solving methods.

Values/Citizenship/Community Competency
• Demonstrate honesty in a variety of contexts.
• Examine personal values.
• Reflect on personal values.
• Demonstrate respect for diverse cultures.
• Respect the rights of others.

Information Literacy Competency
• Analyze information.
• Evaluate information.
• Use information legally.
• Access information using library resources, electronic resources and/or field resources.

Oral Communication Competency
• Organize ideas in a logical and purposeful way, using effective verbal and non-verbal skills to explain those ideas in a variety of oral communication interactions.
• Compose and deliver oral messages appropriate to an intended audience.
• Acknowledge diverse opinions, cultural and individual differences in communication interactions.
• Paraphrase information and opposing points of view in conversation.
• Demonstrate understanding and use of attentive, effective, and respectful listening behaviors in oral communication situations.
• Phrase questions in order to obtain information in a variety of interactions.
• Use communication skills to manage conflict.

Computer Literacy Competency
• Utilize electronic mail applications.
• Utilize word processing applications.

Course Outcomes

Grammar Scope
• Use the following grammatical features in a limited way: future, modal, past tense and compound verbs; object pronouns; and common idiomatic expressions.

Aural/Oral Skills (Listening/Speaking)
• Listen to and understand general topics in authentic contexts. Discuss familiar topics within the scope of the student’s limited experience. Utterances are frequently limited to short sentence length.

Reading and Writing
• Read short selections of new materials on general topics. Extract specific information from the reading. Produce short writings limited to familiar topics expressed at the paragraph level.

Cultural Insights
• Use knowledge of the basic aspects of Hispanic Culture in reading, writing, speaking, and listening. These might include basic geography, formal and informal address situations, housing, schedules, meals, education, student life and basic business situations.

Additional Information:
Course Policies
Attendance/Participation Policy:
Online courses are considered to begin on the first day of the semester. In order to show attendance/participation in this course, students are expected to login to the course every week and complete each week’s activities by Monday, 11:59 p.m. EST.

Career Communities
Sinclair students are encouraged to participate in Career Communities. By participating in the Career Community events, you will have opportunities to
• explore and connect with their career and academic goals
• meet students with similar interests by participating in career community events and activities
• engage with faculty members and employers in their career area
• consult with an advisor who specializes in the programs in a particular career community
• understand the resources at Sinclair

Watch for announcements of events. The Career Communities are:
• Business & IT
• Liberal Arts & Social Sciences
• Creative Arts
• Public Safety & Justice
• Health Sciences
• Science, Technology, Engineering & Math (STEM)

Please join our Facebook group (Sinclair College Career Communities) or follow us on Twitter (@sinclairconnect) to stay up-to-date on the latest news and events for the career community!

Sinclair Policies
Sinclair Academic Policies
Visit the links below to view Sinclair policies regarding adding or dropping a course, withdrawing from college, late registrations, change of schedule, administrative withdrawal, student behavior guidelines, safety and security, and other academic policies. Understanding these policies is the responsibility of every student.
• Policies for Academic Progress, Academically Dismissed Students, FERPA Records, Fresh Start Link: http://www.sinclair.edu/services/basics/registration-and-student-records/policies/
• Add/Drop a Course Link: http://www.sinclair.edu/services/basics/registration-and-student-records/policies/how-to-register-drop-or-add-sections/
• Honor Code and Plagiarism Policies Link: http://www.sinclair.edu/about/learning/gened/hc/
• Student Handbook Link: http://www.sinclair.edu/services/academic/tutorial-services/
• Policies, Procedures and Services Link: https://catalog.sinclair.edu/
• Disabilities Policy & Procedure Guidelines for Students Link: http://www.sinclair.edu/services/support/disability-services/
• Academic Integrity Policy Link: http://www.sinclair.edu/services/conduct-safety/student-judicial-affairs/academic-integrity-policy/

Attendance
Students are expected to be present at all class sessions. It is the students' responsibility to read and understand the class attendance policy or the SinclairOnline course participation policy that will be defined in the syllabus for each course. It is the faculty member's responsibility to define attendance or participation requirements and to monitor and record the students' fulfillment of these requirements. It is a program's prerogative to have specific policies across multiple sections due to the unique requirements of that program. Attendance for traditional classes or participation for SinclairOnline classes may affect final grades, financial aid eligibility, and V.A. benefits.

Educational Support Services
You may be eligible for free educational assistance if you are enrolled for credit. Contact Tutorial Services in the Library (lower level Building 7) or call 937-512-2792. Tutoring information also is available at http://www.sinclair.edu/services/academic/tutorial-services/. Tutoring is usually not provided for 200 level courses that have a prerequisite or for Developmental Language Arts and Developmental Math courses in which there are tutors. Tutoring and supplemental instruction are also available through the Tutoring and Learning Center in the Library adjacent to Tutorial Services. Additional information may be obtained by calling 937-512-4506 or by accessing their website at http://www.sinclair.edu/english as a second language (ESL) course information is available in Room 10-231 (or call 937-512-3099). This is in addition to a variety of provided services, including admissions, registration and financial aid assistance for all Sinclair students who have English as a second language.

Administrative Withdrawal
You may be administratively withdrawn from a class by your instructor for nonattendance. He or she must advise you in writing at the first class meeting what attendance record would constitute cause for administrative withdrawal. If you do not attend the first class, it is your responsibility to obtain a copy of all materials distributed at the first class meeting. You may also be administratively withdrawn from classes as a result of a student judicial affairs hearing with the Manager, Student Judicial Affairs or the Student Judicial Affairs Hearing Panel. Administrative withdrawals may be made when it has been determined that your presence on campus is potentially detrimental to the college, faculty, staff, students or yourself.

Safety and Security
You may access the Sinclair Police website at http://www.sinclair.edu/services/conduct-safety/public-safety/ for information on safety, crime reports/statistics, the department&aposs annual report, and other services. For more information, contact the Sinclair Police Department in Building 7, Room 7112 or call 937-512-2534.

Sinclair strives to maintain open channels for students to file concerns. Students may register complaints at http://www.sinclair.edu/complaint. You will be contacted within two business days.

Academic Advising Center
You are encouraged to meet with an academic advisor early in your studies at Sinclair. Academic advisors are available to assist you in understanding your degree requirements and academic policies, selecting courses, and transferring to other institutions. In addition, prior to taking any action that will impact your schedule, (e.g., dropping or adding a course) it is strongly recommended that you see your academic advisor. All advisors are located in the Academic Advising Center, Room 11-346. The Advising Center phone number is 937-512-3700.
Other Counseling
Counseling Services Room 10424 937-512-3032 Student Support Services Room 11342 937-512-3550

Testing Center
Exams are administered on a walk-in basis only at the Testing Center. Due to construction, the testing center has moved to building 4*342, Counseling Services has moved to 4*331, and student support services has moved to 4*320. You must present a Tartan ID Card, driver's license, or state issued photo ID at the time of testing. You may have to wait during peak periods (lunchtime, after 4 p.m., midterms, and finals). You may call the Testing Center at 937-512-3076 to verify that your exam is on file and ready to be administered. Children are not permitted in the Center and may not be left unattended in the lobby. Please visit the website at http://www.sinclair.edu/stservices/enrl/testing/index.cfm for additional information.

Sinclair Semester Dates
Click the link below to view important semester dates such as registration deadlines, payment deadlines, start and end dates for the semester as well as the last day to withdraw with a refund and the last day that withdrawal is allowed. To learn more, follow this link:
http://www.sinclair.edu/stservices/rsr/dates/index.cfm