SPAN-1010: Elementary Spanish I (Online | Spring 2020)

Instructor Information

<table>
<thead>
<tr>
<th>Instructor Name</th>
<th>Adoracion Berry</th>
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<tr>
<td>Instructor Rank</td>
<td>Adjunct</td>
</tr>
<tr>
<td>Instructor Email</td>
<td><a href="mailto:aberry@southwest.tn.edu">aberry@southwest.tn.edu</a></td>
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<tr>
<td>Instructor Website</td>
<td><a href="http://faculty.southwest.tn.edu/aberry">http://faculty.southwest.tn.edu/aberry</a></td>
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<tr>
<td>Instructor Office</td>
<td>Thorton building, room 101 Macon Cove Campus</td>
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<tr>
<td>Office Hours</td>
<td>Virtual office hours are conducted in the online environment. Send e-mails, within the course, to contact the teacher.</td>
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<tr>
<td>Instructor Phone</td>
<td>(901) 333-5208</td>
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<tr>
<td>Department Fax</td>
<td>(901) 333-4695</td>
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<tr>
<td>Department Phone</td>
<td>(901) 333-5208</td>
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Course Information

Course Description
This course introduces the student to basic Spanish-language skills in reading, writing, listening, and speaking. Parts of speech and conjugation of present tense are included. Students also study the culture of both Spain and Hispanic American countries.

Student Learning Objectives
Upon completion of this course, the student will: will be able to to read, write, listen and speak in basic Spanish-language. will be able to learn about the Spanish Culture. will be able to further general education goals and skills in critical thinking and communication.
Prerequisites
DSPW 0800, DSPR 0800

Corequisites
None

Instructional / Learning Methods
The instructional / learning methods employed in this course include a combination of presentations, exercises, practice homework, quizzes and exams.

Textbooks, Supplementary Materials, Hardware, and Software Requirements

Required Text
Textbook: Tu Mundo


Author's:
Magdalena Andrade, Irvine Valley College Jeanne Egasse, Irvine Valley College Elías Miguel Muñoz María José Cabrera Puche, West Chester University of Pennsylvania

Additional Text
None

Supplementary Materials
speakers and microphone

Hardware Requirements
speakers and microphone

If this course requires the use of a computer, these are general recommendations for accessing any of the services that Southwest offers on the Web (e.g. My.Southwest, etc.).
• minimum Pentium IV or higher processor (recommended)
• SVGA monitor, minimum resolution 800x600 (1024x768 strongly recommended)
• CD-ROM or DVD drive
• floppy drive, zip drive, or CD-RW drive
• Mouse or compatible pointing device
• at least 512 MB of RAM (recommended)
• (optional) printer

Software Requirements

Sound and video capabilities to play and listen to sound recordings CD-Rom Drive You must have Windows Media Player, Real Player, or Quicktime on your computer to listen to audio files. You must have access to Microsoft Word software. All Microsoft Word documents must be saved with a .doc extension, for example, C1-HW-berry.doc Java plug-in called the Java Virtual Machine or JVM. To install the Java Virtual Machine on your computer or upgrade your existing installation, please download the JVM from Sun Microsystems

The software listed below is recommended for any student accessing Southwest services through the Internet. Your course may have specific software requirements.

• Windows 10 or 7
• Mac OS X (up to 10.12) (OS 10.14 recommended)
• Firefox (latest)
• Microsoft Edge
• Chrome (latest)
• Internet Explorer: DO NOT USE WITH PAWS
• Current Anti-Virus protection
• Reliable Internet connection (broadband recommended but not required)

Many instructors may require assignments to be submitted using Microsoft Excel or Microsoft Word. To learn how to obtain discounted software from Microsoft, visit http://southwest.tn.onthehub.com.

Assessment and Grading

Method of Evaluation
Practice quizzes, Quizzes, Exams, Listen Exams, Discussions postings, Discussions recordings and Homework-see grading procedures inside course.

Following is a detailed list of items to be completed for this course. Also, you will find the value of each item on the list.

**SPAN1010 Items to be completed**

- **Bonus (3 points):** 1. Video recorded introduction message; 2. Course orientation homework; and 3. Course orientation quiz.
- **Homework Assignments (10%)**
  - Course orientation homework
  - Homework chapter 1
  - Homework chapter 2 and 3
  - Homework chapter 4 and 5
  - Homework chapter 6
- **Discussions Postings (Extra 1 point per chapter)**
  - Discussions Chapter 1
  - Discussions Chapter 2
  - Discussions Chapter 3
  - Discussions Chapter 4
  - Discussions Chapter 5
  - Discussions Chapter 6
- **Discussions Recordings (15%)**
  - Discussions Recordings chapter 1
  - Discussions Recordings chapter 2
  - Discussions Recordings chapter 3
  - Discussions Recordings chapter 4
  - Discussions Recordings chapter 5
  - Discussions Recordings chapter 6
- **Practice assessment quizzes (10%)** (each chapter has several practice assessment quizzes) each quiz has a different value.
- **Assessment quiz (25%)**
  - Course orientation quiz
• Quiz chapter 1
• Quiz chapter 2
• Quiz chapter 3
• Quiz chapter 4
• Quiz chapter 5
• Quiz chapter 6
• Assessment exam (25%)
  • Exam chapter 1
  • Exam chapter 2
  • Exam chapter 3
  • Exam chapter 4
  • Examt chapter 5
  • Examt chapter 6
• Assessment listen quiz (15%)
  • Listen quiz chapter 1
  • Listen quiz chapter 2
  • Listen quiz chapter 3
  • Listen quiz chapter 4
  • Listen quiz chapter 5

**Grading Scale**

1000 - 900 points = A grade = 100 - 90 grade

899 - 800 points = B grade = 89 - 80 grade

799 - 700 points = C grade = 79 - 70 grade

699 - 600 points = D grade = 69 - 60 grade

below 599 points = F grade = 59 and bellow

**Testing Procedure / Policy**

Exams and quizzes will reflect the material of the textbook, workbook, oral sections and any other material presented in the course. The final is a comprehensive exam that includes the material from the beginning to the end of the semester (chapter 1 through 5).
During Spring Break or Fall Break ONLY the following items will be reopen:

quiz, exam, listen exam, and discussions recordings.

**Major Assignments**

Homework, Discussion postings and Voice board assignments per each chapter must be turn in on time.

During Spring Break or Fall Break ONLY the following items will be reopen:

quiz, exam, listen exam, and discussions recordings.

**Participation / Attendance Policy**

Online classes start the first day of the semester. Attendance and participation will be based on the timely submission of assignments, quizzes and discussion postings. The reporting of a student's attendance will be based on all work being up to date at the time when the attendance report is due.

Simply signing in to the course does not indicate your attendance and participation. You must be an active participant in the course. An active participant checks into the course website several times each week to read content, read and post to the voice board, submit assignments (dropbox), take quizzes and read/send email.

**Guidelines for Communications**

**Email Guidelines**

All e-mail to the instructor regarding course work must be sent through the PAWS course e-mail. If PAWS is down, you may contact me at aberry@southwest.tn.edu until PAWS email becomes available.

Each student has been provided a Southwest email account. Please do not email your classmates unless the topic relates specifically to this course. Emails that contain advertisements, solicitations, personal interests, etc. are strictly forbidden. Below are a few guidelines that you should keep in mind when sending email:

- Always include a subject line.
- Typing in all CAPS is considered SHOUTING in Cyberspace. So please use upper and lower case characters when sending emails.
• Remember, without facial expressions some comments may be taken the wrong way. Be careful in wording your emails and use good Netiquette.

• Use standard fonts.

• Do not send large attachments without permission.

• Respect the privacy of other class members.

**Online instructors will respond to all emails within 48 hours.**

**Discussion Guidelines**

**Recordings**

Below are a few guidelines that should be adhered to at all times when using the Recordings. Messages that contain advertisements, solicitations, personal interests, etc. are strictly forbidden.

• Review the recording threads thoroughly before entering the recordings.

• Please try to maintain threads by using the "Reply" button rather starting a new topic.

• Do not make insulting or inflammatory statements to other members of the class. Be respectful of others' ideas.

• Be patient and read the comments of other group members thoroughly before entering your remarks.

• Be positive and constructive in your recordings inside Voice Board.

• Respond in a thoughtful and timely manner.

Below are a few guidelines that should be adhered to when using the Discussion forum. Messages that contain advertisements, solicitations, personal interests, etc. are strictly forbidden.

• Review the discussion threads thoroughly before entering the discussion.

• Please try to maintain threads by using the "Reply" button rather starting a new topic.

• Do not make insulting or inflammatory statements to other members of the class. Be respectful of others' ideas.

• Be patient and read the comments of other group members thoroughly before entering your remarks.

• Be positive and constructive in group discussions.

• Respond in a thoughtful and timely manner.

**Technical Support**
Technical Support

My.Southwest: Submit a Student Technical Support Request. Please provide a full detailed explanation of the problem.

PAWS: For course related questions, contact your instructor. For technical issues with the PAWS website, contact the College Helpdesk at (901) 333-4357 or Digital Learning at (901) 333-4612.

Course Topics

Tentative Schedule

Preliminary - (La clase y los estudiantes, Las descripciones, Mi familia y mis amigos) Capítulo 1 - Los datos personales y las actividades Capítulo 2 - Mis planes y preferencias Capítulo 3 - Los lugares y las actividades Capítulo 4 - La vida y los días feriados Capítulo 5 - Las clases y el trabajo

Student Services

Embedded Librarian Service

This service may be found inside PAWS courses.

Two Southwest Librarians are assigned to work with you and your instructor throughout the course for the entire semester. The Librarians will suggest library resources and answer questions sent to "Ask A Librarian."

To contact a Librarian by email, go to the Classlist and select "Ask A Librarian."

Student Services Links

- Academic Support Centers / Tutoring
- Advising
- Campuses, Centers, and Site
- Student Disability Services Southwest Tennessee Community College is committed to serving all students, including students with disabilities, and adheres to the guidelines set forth in Title II of the Americans with Disabilities Act (ADA).
- Additional Links: Student Information & Services
Academic Support

The Academic Support Center (ASC) provides free services and resources to help Southwest students successfully reach their academic and career goals. These services include tutoring by peer and master tutors, computer labs, success workshops, academic coaching, early alerts from your instructors and areas for individual or group study at numerous locations. The ASC also provides Supplemental Instruction in some of our general education classes and the Center is also responsible for Academic Progress Reporting so that you will be aware of your academic standing during the 5th-6th week of the semester. Online tutoring services are offered through Smarthinking 24 hours a day, 7 days a week. Simply login to your PAWS to access this online tutoring resource.

Additional Information

Drop/Withdrawal Dates

See the current official college academic catalog for the withdrawal policies. Important semester drop and withdrawal dates can be found on the Cashier's Office Important Dates page.

Academic Misconduct

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly, through participation or assistance, is immediately responsible to the instructor of the class. The instructor has the authority to assign an "F" grade or a zero for the exercise or examination, or to assign an "F" for the course. College sanctions for academic misconduct may include suspension or dismissal from the College. Please see the section in the current Catalog on Academic Misconduct.

See STCC catalogue link for more information:

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**Classroom Behavior:** Any student engaged in disruptive conduct or conduct violating the general rules or regulations of the College may be ordered to temporarily leave the classroom. Extended or permanent exclusion from the classroom can be achieved only through appropriate procedures of the College.

**Open Labs**

**Macon Cove Campus**

- Bert Bornblum Library: Available during library hours
- Farris Building, Room 2131: Monday-Thursday 8 a.m.-5:30 p.m., Friday 8 a.m.-4:30 p.m.

**Union Avenue Campus**

- Jess Parrish Library - Available during library hours
- M Building, Room 105, 8 a.m.-6:30 p.m.

**Gill Center**

- Computer Lab, Room 101 (Please note this room is available when classes are not scheduled. Schedule fluctuates each semester.)
- Library - Available during library hours

**Maxine A. Smith Center**

- Open Lab, Room 101
- Library - Available during library hours

**Whitehaven Center**

- Open Lab, Building 6, Room 127
- Library - Available during library hours

**Syllabus Updates**

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes.