



**College of Arts, Humanities,
and Social Sciences**

Literature and Modern Languages

SPAN 1210 - Elementary Spanish I

I. Course Information

Course: SPAN 1210 - Elementary Spanish I

Semester Credit Hours: 3.0

Course CRN and Section: 20708 - NW1

Semester and Year: Fall 2017

Course Start and End Dates: 08/21/2017 - 12/10/2017

Building and Room: Online Venue - BLACKBOARD

II. Instructor Information

Professor: Dr. Joanne Pol Urrechaga

Email: jp1460@nova.edu

Phone: 954-262-8146

Office Hours:

Please DO NOT send me an e-mail to my jp1460@nova address. All communication **must** take place via **Canvas e-mail**.

You can also send a Canvas email to set up a meeting Via Zoom by appointment.

III. Class Schedule and Location

Day	Date	Time	Location	Building/Room
	08/21/2017 - 12/10/2017		On-line Course	Online Venue-BLACKBOARD

IV. Course Description

Essentials of Spanish language with emphasis on grammar, vocabulary, writing, and oral skills. Introduction to Spanish culture. Not open to native speakers. Frequency: Every Fall and Winter.

V. Course Objectives / Learning Outcomes

- 1) Speak and comprehend the meaning of simple questions, sentences and commands on topics related to the chapters presented in class, using appropriate Spanish grammar and vocabulary.
- 2) Write short compositions and analyze written material for content using the vocabulary from the chapters of the textbook.
- 3) Identify and explain important cultural practices of the Hispanic world.

VI. Materials and Resources

Book Url: [NSU Book Store](#)

Section Required Texts and Material:

Tu Mundo: Introductory Spanish 1 & 2 (Special Value Edition for NSU with Connect Access)

Authors: Magdalena Andrade, Jeanne Egasse & Elías Miguel Muñoz

Publisher: McGraw Hill
Publication Date: 2015
ISBN: 9781308515007

***NOTE*:**

McGraw Hill offers several packages:

1. If you prefer digital texts, you can purchase an online version of the textbook that **ALSO** includes the **REQUIRED** online Connect Plus Spanish w/Learnsmart (with WBLM) Access Card
2. If you have purchased a used textbook, and are missing the online component, you can purchase the Connect Plus Spanish w/Learnsmart (with WBLM) Access Card.

Please be aware of purchasing texts through online retailers. In the past, there have been issues with the following:

As a word of caution: If you purchase a used textbook, it may **NOT** allow you to complete the **REQUIRED** online textbook exercises for this course because the necessary access card – in almost all cases- does NOT- come with the used textbook. Some students have *unfortunately* ended up paying more for a used text *and* the online Connect Plus Spanish w/Learnsmart (with WBLM) Access Card than they would have for a new text.

For more information on pricing, contact McGraw Hill directly: 1800-331-5094

Failure to complete assignments because of a wrong text purchased or a text purchased late does not exempt you from the late work policy.

VII. Course Requirements

Technological Course Requirements:

- **Sound Card, Speakers and Headset/Microphone Combination** (You should have a sound card in your computer. If you can already hear sound, you have it. You **need speakers** and a **headset/ microphone** for your desktop (most lap tops have them built in).
- **Windows Media Player**

You will be required to participate in activities that have audio/video/ recording features.

****You will have listening activities on the exam that will REQUIRE you to have Windows Media Player. Make sure you are consistently updating it and have all the necessary plugins**.**

- **Web Cam.**
- **SKYPE** – You must have a free Skype account by the first day of class. It is free!
<http://www.skype.com/intl/en-us/get-skype/>.

NOTE: It is your responsibility to make sure that all of these materials are functioning at all times.

VI. COURSE REQUIREMENTS AND POLICIES:

An important note about the SPAN 1210 online class experience: **READ CAREFULLY.**

Please note: Although this is an online course you will have due dates that **MUST** be met. All due dates and times are in accordance with Eastern Time (U.S.A). Please make sure that you take this into account when reviewing due dates for assignments, tests, quizzes, etc.

This is a fully online course, meaning that, all course work (100%) will be conducted and completed online. Expectations for performance in fully online courses are the same as for traditional courses; in fact, fully online courses require a degree of self-motivation, self-discipline, and technological skills that can make them more demanding for some students. Fully online courses are not independent study courses. You will be expected to interact online with the professor and your fellow students; to do assignments; to meet deadlines.

Assignments from the text and other resources are listed below for each class session. Students are expected to pace their completion of the coursework according to the posted course assignments and due dates.

Very important: Students are expected to check their Course Messages and Announcements **EVERY DAY**, to read the messages and announcements thoroughly, and to follow the instructions on them carefully.

E-mail policy: The **ONLY** e-mail you communicate with your professor is via **COURSE MESSAGES** in Blackboard.

Also: The subject of your e-mail (Course Messages) contains your:

First and last name followed by online and any the assignment title (Week 1, Essay, Writing 1, or Question on X topic). I will make every effort to answer your course messages as quickly as possible. Since this class is exclusively online, try to make your questions as clear as possible. Keep in mind; I will answer your course messages Monday through Friday, during business hours.

Remember you are sending a communication to your professor not a text message to a friend.

Technology Statement: By taking this class you affirm that you have enough experience with your own computer system, PC or MAC, to be able to resolve technology problems related to your own system.

- **Do not contact your professor regarding computer or technical issues.** Technical issues should be directed to the Help Desk at 954-262-HELP (4357) or 1-800-541-6682, ext. 2HELP (24357).
- Technical Issues with McGraw Hill your Online Workbook /Textbook and LearnSmart site (Tu Mundo Connect): McGraw Hill, 1800-331-5094 www.mhhe.com/support
- Please view Nova's website: <http://www.nova.edu/help/blackboard.html> for tutorials and phone numbers and assistance with Blackboard.

Note: It is your responsibility to note these establishments hours of operation and plan ahead for any glitches.

Internet and Computer Problems: Due to the nature of this course, you are expected to make plans for any possible computer problems that can occur at any time. Problems with technology are **never** acceptable excuses for late work. You will still be subject to the late work policy. You can avoid class issues with respect to technology problems are avoided by:

1. When asked, complete **1** day before the due date.

Complete course work minimally **1** day before the due date. This way, if there are any issues, you can find an alternate computer, microphone, etc to use.

2. Back up your work. Save it on your computer, e-mail it yourself as an attachment and save it on a jump drive or an external hard drive.

Make sure you can see your quizzes and exams **1** day before the due date in the Quia Web site. You may not be able to access them as you have select dates when they become available, but you can make sure you can see them. This is especially important in Quia Web where you complete your quizzes and exams. View course messages, announcements and the Important Documents tab in Blackboard for more information.

3. Complete your online Online workbook and textbook well in advance of the due date. This way, if you have any issues, you can contact McGraw Hill, during their operating hours, to resolve them. 1800-331-5094 www.mhhe.com/support. You can chat online or send them an e-mail from here. See the Important Documents Tab for more Information.

4. Don't procrastinate! Plan ahead!

BLACKBOARD AND QUIAWEB:

Blackboard Usage: Blackboard will be used for the following:

1. Powerpoints/handouts/exercises/websites/youtube videos: Will be posted in the **Content Tab**
2. To post answers to questions (will remain anonymous) you all may have: **Class Questions Answered Tab.**
3. Quia instructions for set up, composition information, oral exam guidelines, information on your online textbook: **Important Documents Tab**

Blackboard: Although we will not use all the features available on Blackboard, students will need to check the course's Blackboard site **DAILY** for announcements, homework assignments, and to download material posted by the professor. For example, powerpoints and handouts are typically posted on Blackboard (in the Content Tab) for students to access before or after class. Students should become

familiar with the Blackboard site early on as it is an important part of this course and almost all NSU courses. **You are expected to check your course messages daily for your homework and important updates.**

NOTE:

1. As listed on the first page, we will exclusively use **COURSE MESSAGES**. Please do not send me an e-mail.
2. Course Messages will be responded to as soon as possible Monday- Friday during business hours.
3. You may want to download the Blackboard app on to your mobile device. You will automatically be alerted to any announcements posted. You will however need to log in to check for course messages.

Powerpoints and Further Instruction:

In order to facilitate your learning, several websites and power points and YouTube videos that will further explain grammatical points have been posted. It is your responsibility to view the material and understand it to the best of your ability. You can readily find all of these materials in Blackboard under the **Course Content Tab**.

In addition, your **online textbook** has an amazing amount of extra information, such as video lessons, and a dictionary which pronounces words to further help you on your journey to acquiring the Spanish language. I have created a handout on this aspect of your textbook you can find in Blackboard in the **Important Documents Tab**.

QUIAWEB: This is where you will complete your First Day Assignment and take your quizzes, exams, essays and short writing assignments. I will send you our class website, your personal login and password during the first week of classes. You will have an activity during the first week of classes to complete. Make sure to keep your login and password in a secure place as you will need this information to log in and complete all of your quizzes, essays and exams and first day activity.

PLAGIARISM: Academic Honesty: All class work **MUST** reflect the students' own work and **ANY TYPE** of outside assistance is **NOT** permitted. This includes and is not limited to: Classmates, tutors, online translators, roommates, and/or Spanish speaking friends or family are **not allowed** to edit and or complete ANY part of your classwork in the course.

Making statements such as, for example, "I didn't know how to say this." or "They only told me how to say this" does NOT excuse you from the Plagiarism statement above. Claiming ignorance of what constitutes plagiarism in this course does **NOT** excuse you from the penalties below.

Any student found to violate the previously mentioned criteria will automatically receive a grade of zero for the assignment in addition to receiving **15 points off** of the final grade average as well as have an academic misconduct form that is **required** by faculty to send to the dean's office. The student may also fail the course. Other courses of action may be taken as well both by the professor and the dean's office. Should you have any questions regarding your writing, or coursework, consult with your professor first. Note: You will not be asked to produce anything in the course that you are not capable of AFTER serious study and diligent practice.

LATE ASSIGNMENTS: All assignments have a due date listed on the syllabus. Assignments received after the due date is **LATE**. A late assignment will receive a **ONE FULL LETTER** grade deduction for each calendar day that it is late. Assignments later than **TWO** calendar days are not accepted and will earn a grade of **ZERO**.

Please note that your online exercises are EXEMPT from this; that is, all online assignments must be completed on time. No exceptions. You have their due dates ahead of time in your Tu Mundo Connect website. Make sure to keep up to date with these. The due dates for your online workbook/textbook (Tu mundo Connect) are located within the McGraw Hill website. There will be more information on your online textbook and workbook assignments in the **HOMEWORK** section of the syllabus.

As a final note: This online course is **DEMANDING** and **INTENSE** but it can also be very rewarding. Allow yourself the necessary time to acquire a new language!

Remember that we can meet via Skype and you practice speaking in Spanish with me, just as you would do in office hours. Make sure to make an appointment with me ahead of time. Send me a course message

with several days and available times.

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ESSAY/ SHORT WRITING ASSIGNMENTS (10%): There will be an assigned composition in the semester. There may also be short written assignments. The composition and short writing assignments must reflect the grammar and vocabulary of the chapters covered. This will be completed in Quia Web. Any short written assignments will be posted in announcements.

Please make sure you have read the **Plagiarism** statement FIRST. Students should be aware that when writing and revising compositions or ANY work in the class, you may receive outside help **only through your professor. Your professor will only help you with specific questions you have.** Students may also use dictionaries (as well as the online dictionary www.wordreference.com and computer spell checkers for assistance). *www.wordreference.com has proven to be an excellent resource for students.*

ORAL PRESENTATION (10%):

Please make sure you have read the Plagiarism statement FIRST.

Spoken language and pronunciation will be evaluated in **a presentation** (3-6 minutes). Your presentation will be based on general themes or topics treated in class. I will provide you with situations and or topics. Oral presentations will be scheduled in advance. Make sure that you are waiting online via Skype, 5 minutes before your scheduled exam. These presentations will take place via Skype. Please make sure that you are in a quiet location during these few minutes. You can find more information on the topic in the **Important Documents Tab** in Blackboard. Failure to meet the minimum time requirement will reduce your presentation grade by 35 points. Make sure you practice and time yourself.

ORAL INTERVIEW/ CONVERSATION (10%)

You will have a one on one interview with your professor during the second half of the semester. You can find information on the topic in the **Important Documents Tab**.

QUIZZES (20%):

There will be 4 quizzes throughout the semester that will take place via QUIAWEB. I will send you a link to our class and your login and password. Make sure to keep this information in a secure location. You will use it throughout the semester to take exams and quizzes. Your quizzes will be timed. All quizzes are CLOSED BOOK, NOTEBOOK, NO OUTSIDE ASSISTANCE is permitted. You are to take the quiz as if you were in the classroom.

EXAMS (35%):

Exams will also take place via QUIAWEB. As mentioned above in the quizzes section, I will provide you with a link to our class, your login and password. There will be *three **cumulative** written exams* assessing your comprehension of the material discussed in class and covered in the workbook. They will cover all material previously handled, but will focus on the most recent chapters. **Exams are not curved.** There will be three (3) exams covering the following material **Exams are not curved.** There will be three (3) exams covering the following material: Exam 1 (Chapters 1-2); Exam 2 (Chapters 3-4); Exam 3 (Cumulative with emphasis on chapter 5). All exams will be timed. All exams are CLOSED BOOK, NOTEBOOK, NO OUTSIDE ASSISTANCE is permitted. You are to take the exam as if you were in the traditional classroom.

HOMEWORK (15 %): All of your assignments for BOTH the Chapter Assignments and Learnsmart activities are located in the McGraw Hill Website (Tu mundo Connect). Information on how to access assignments and their due dates are located in your IMPORTANT DOCUMENTS tab.

Chapter Assignments (12%):

NO LATE WORK WILL BE ACCEPTED . Plan ahead. Write down your due dates. You can find your due dates within the McGraw Hill Website (Tu mundo Connect).

All students need to purchase a McGraw Hill Centro access code (packaged with the textbook). All workbook assignments must be completed by the due date stated on the syllabus. You have 3 opportunities to get the right answer. You will also have the opportunity to have hints to gear you towards the right answer. The highest grade prevails. This is here to help you further practice the four cornerstones to learning a language: listening, speaking, reading, and writing.

Find the necessary information to sign up for this under the **Important Documents Tab** in Blackboard. Activities range from individual recording activities to group recording activities as well as writing activities.

Students are advised to pay special attention to the specific grammatical components of each chapter (found at the end of each chapter “the blue pages”), as well as the sections on vocabulary and culture.

The student’s daily homework consists of doing both the reading and the exercises under the *Infórmate* section of the chapter being covered (found at the end of each chapter).

In the Chapter Assignments, some assignments are automatically corrected, others may need to be corrected by your professor.

Online Workbook (LearnSmart) (3%):

NO LATE WORK WILL BE ACCEPTED . Plan ahead. Write down your due dates. You can find your due dates within the McGraw Hill (Tu mundo Connect) website.

This section is graded on completion of the assignment. I highly recommend you complete this prior to beginning each chapter or at the very beginning. It will highlight what you may already know or grasp well and at the same time, it will point out some challenge areas. Most students find this incredibly helpful!

Find the necessary information to sign up for this under the **Important Documents Tab** in Blackboard.

Access Code for McGraw Hill (Tu mundo Connect)

All students need to purchase a McGraw Hill Centro access code (packaged with the textbook). All workbook assignments must be completed by the due date stated on the syllabus.

Again, direct any technical issue to McGraw Hill (Tu mundo Connect). Plan ahead to be prepared for any glitches.

Participation-Class Decorum: Students are expected to check in **DAILY** into Blackboard. Students are **ALSO** expected to maintain communication with the professor which requires them to check their course messages and announcements daily.

VIII. Course Schedule and Topic Outline

Course calendar: **This schedule is subject to change. Any necessary change will be announced ahead of time. Check your course messages and announcements DAILY**

IMPORTANT: HOW TO UNDERSTAND THE SYLLABUS

- What is listed in Trabajo en casa/online (the third column) is an OVERVIEW of what will be covered during the week. You should be **reading and studying this material and completing the exercises that are located within those pages**. This is **ESSENTIAL** to your success in the course.
- To access the actual assignments, you need to go to McGraw Hill to find your due dates and assignments for your online Chapter Assignments and LearnSmart.
- Note you will be given additional short writing assignments within Quia. You will be given notice ahead of time. They are not currently listed in the syllabus. Check your course messages and announcements.

Semana y Fecha día		Trabajo en casa/online	Fechas importantes: Tareas.
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Semana 1	21 agosto- 25 agosto	SYLLABUS Cap 1, pp 1-5 Introductions/Alphabet Cap 1, pp 6-8 (1-1, 1-2) Colores/ Numbers/ Ser/subject pronouns	<ul style="list-style-type: none"> • Download and print syllabus • MANDATORY Skype interview with your professor DUE DATE, August 25th • Class Questionnaire due to your professor via course messages as an attachment DUE DATE, August 25th • Quia web activity DUE DATE, August 25th
Semana 2	28 agosto - 1 septiembre	Cap 1, pp. 9-12 (1-3, 1-4) Descripción de las personas Cap 1, pp. 13-16 Los saludos	
Semana 4	4 septiembre - 08 septiembre	September 5th LABOR Day NO SCHOOL Cap 1, pp.17-19 Los apellidos hispanos Cap 2, pp. 32-36 (2-1) Los cumpleaños/edad/tener Cap 2, pp.37-40 (2-2) Salón de clase/mandatos	Tu Mundo Assignment and Learnsmart Chapter 1 due: September 8th, 11:59 p.m EST <u>Quiz 1: Vocabulary and Grammar Chapter 1 Due Date, September 7th-8th 11:59 p.m E.S.T</u> -
Semana 5	11 septiembre - 15 septiembre	Cap 2, pp. 41 (2-3) El cuerpo humano/estar/adjetivos Cap 2 . 42-46 (2-4,) Amigos sin fronteras/ser/estar	Tu Mundo Assignment and Learnsmart - Chapter 2 due September 15th, 11:59 p.m EST <u>Exam 1: Chapter 1 AND Chapter 2 September 14th-September 15th 11:59 p.m E.S.T</u>
Semana 6	18 septiembre - 22 septiembre	Cap 3, pp. 62-65 (3-1) Las actividades/gustar Cap 3, pp. 66-69 (3-2) Telling Time (La Hora) Cap 3, pp. 70-72 (3-3) Actividades diarias / regular verbs	

Semana 7	25 septiembre - 29 septiembre	Cap 3, pp. 70-72 Regular verbs, continued Cap 3, pp. 73-78 (3-4) El Tiempo (weather) / Demonstratives	<u>Quiz 2: Vocabulary and Grammar Chapter 2 and 3 Due Date, September 28th- September 29th 11:59 p.m E.S.T</u>
Semana 8	02 octubre - 06 octubre	Cap 3, pp. 78-82 Amigos sin fronteras / Review Chapter 3 (This is the foundation for conjugating regular verbs.)	Tu Mundo Assignment and Learnsmart - Chapter 3 due October 6 th , 11:59 E.S.T p.m
Semana 9	09 octubre - 13 octubre	MIDTERM WEEK- No Midterms. HOWEVER you will have assignments to work on. For full details: Check your announcements.	
Semana 10	16 octubre - 20 octubre	Cap 4, pp. 107-110 (4-3) Begin Chapter 4 Cap 4, pp. 99- 101 (4-1)La familia/Possessives Cap. 4, pp. 102-106 (4- 2)Preferencias/preferir/querer	Essay #1 (Quia Web) Due October 20th, 11:59 p.m E.S.T
Semana 11	23 octubre - 27 octubre	Oral Presentations Cap 4, pp. 110-113 (4-4) Hacer planes/pensar/tener ganas de Cap 4, pp. 114-117 Amigos sin fronteras/Repaso	Thursday, October 26th Oral Presentations Tu Mundo Assignment and Learnsmart - Chapter 4 due October 27th, 11:59 p.m E.S.T. <u>Quiz 3: Chapter 3 AND 4 Grammar and Vocabulary October 26th- October 27th- 11:59 p.m E.S.T</u>
Semana 12	30 octubre- 03 noviembre	Cap 5, pp. 130-135 (5-1) La rutina diaria/Reflexivos	<u>Exam 2: Chapter 3 AND Chapter 4 November 2nd -November 3rd-</u>

Semana 13	06 noviembre - 10 noviembre	Cap 5, pp. 130-135 (5-2) Stem-changing verbs Cap 5, pp 136-138 (5-3) Las comidas/Indirect object pronouns	
Semana 14	13 noviembre - 17 noviembre	Cap 5, pp. 139-143 (5-4) Verbos irregulares Cap 5, pp. 143-146 Los estados físicos y anímicos	<u>Quiz 4: Chapter 4 AND 5 Grammar. and Vocabulary. November 16th and 17th 11:59 p.m E.S.T</u>
Semana 15	20 noviembre - 24 noviembre	Cap. 5, pp 148-151 Amigos sin fronteras/Repaso NO SCHOOL THANKSGIVING BREAK November 23-24	
Semana 16	27 noviembre- 1 diciembre		<p>Tu Mundo Assignment and Learnsmart - Chapter 5 due November 27th * <i>Note: Because of Thanksgiving Break I have extended your due date to Monday instead of your usual Friday due date, 11:59 p.m E.S.T.</i></p> <p>Oral Exam Wednesday, Thursday November 29th and November 30th</p> <p><u>Exam 3: Chapter 5 (and other chapters covered in course it is a cumulative exam) November 30th and December 1st</u></p> <p><u>11:59 p.m E.S.T.</u></p> <p>Last day of our semester!</p>

IX. Grading Criteria

Final Grade:

a. Essay/Short writing assignments	10%
b. Oral Presentation	10%
c. Oral Interview	10%
c. Quizzes	20%
e. Exams	35%
f. Tu Mundo/Assignments	12%
g. Tu Mundo/LearnSmart	3%
TOTAL GRADE	100%

Grading Scale:

		A	94-100		A-	90-93
B+	87-89	B	84-86		B-	80-83
C+	77-79	C	74-76		C-	70-73
D+	67-69	D	66-60			
F	59 and below					

X. Course Policies

Academic Integrity:

XI. University Policies

Students should visit <http://www.nova.edu/academic-affairs/nsu-syllabus-policy.html> to access additional required college-wide policies. It is your responsibility to access and carefully read these policies to ensure you are fully informed. As a student in this class, you are obligated to follow these college-wide policies in addition to the policies established by your instructor.

The following policies are described on this website:

- Academic misconduct
- Last day to withdraw
- Email policy
- Student course evaluations
- Student responsibility to register
- Student responsibility for course prerequisites

Academic Resources

Nova Southeastern University offers a variety of resources that may aid in student success. Among these resources are:

Accommodations for students with documented disabilities: For more information about ADA policy, services, and procedures, students may call the Office of Student Disability Services at 954-262-7189 or visit <http://www.nova.edu/disabilityservices>.

Tutoring and testing center:

Students are encouraged to use the free, individualized tutoring services offered by the Tutoring and Testing Center (TTC). TTC provides a supportive atmosphere in which tutors and students work collaboratively on improving students' writing, math and/or science skills. <http://www.nova.edu/tutoring-testing/index.html>