MUSKEGON COMMUNITY COLLEGE
SPANISH 101, Basic Spanish, 4 Credit Hours
Winter, 2013

Instructor: Ismael Enríquez
MCC Phone #: (231) 777-0442
Section & Contact Hours:
W02: 4 class hours per week (M-TH: 10:10am – 11:05am)
W04: 4 class hours per week (M-TH: 12:20am – 1:15am)
W05: 2 class hours per week (M&W: 5:00am – 7:00am)

and 5 required conversation practice sessions (25 minutes each) outside of class
(not required for the evening class)

Office: Rm. 243 -A
Office Hours: M-TH 8:00-9:00; M & W 1:30 – 4:30; or by appointment
E-mail: ismael.enriquez@muskegoncc.edu
Vistas Online: http://vhlcentral.com
Communication: All email communication from MCC to students will be via their MCC email account.
CHECK YOUR MCC EMAIL (firstname.lastname@muskegoncc.edu) OR FORWARD IT!

COURSE DESCRIPTION AND OBJECTIVES
Spanish 101 is an elementary introduction to the Spanish language and to Spanish-speaking cultures. This course is designed for students who have little or no experience with Spanish; however, the course proceeds at a rapid rate. Students with two or more years of high school Spanish should see the instructor before continuing in this course. The student will progress toward developing a basic ability to speak and comprehend spoken Spanish, as well as, to read and write Spanish. Of course, a student’s progress is dependent on consistent attendance, daily preparation and active participation during class. The course includes an Internet component. All students must complete assigned Vistas Internet Supersite exercises that correspond to the textbook. There is no laboratory requirement, but the student is required to spend five sessions with a native speaker for small group conversation practice outside of class.

PROGRAM OR DEGREE:
Associate in Science and Arts Degree
Four year college transfer students (MACRAO Agreement)
Office Systems Education - International A.A.S.

COURSE OBJECTIVES:
This course covers the first 6 lessons of the textbook which includes: common expressions, pronunciation, numbers, telling time, dates, adjectives, present tense of regular and irregular verbs, stem changing verbs, preterit tense of regular verbs; possessive adjectives, ser vs. estar, and direct and indirect object pronouns, and demonstrative adjectives and pronouns. The primary vocabulary includes common expressions, the classroom, verbs, adjectives, professions, nationalities, family, pastimes, vacations, shopping, clothing, some food and drinks, and places. The course will be conducted primarily in Spanish and the students are expected to speak in Spanish while in class.
TEXT AND MATERIALS

Note: MCC Bookstore and Vistas website www.vhldirect.com sell the Vistas textbook and individual items for purchase.

Required:
- Vistas, Fourth Edition by José A. Blanco and Philip Donley
- Vistas Supersite Access Code (bound into new textbook and sold separately on-line)
- A 1½-2 inch three ring binder for organizing textbook, packet, notes, assignments, tests

Highly Recommended:
- Spanish-English Dictionary: Larousse English Spanish Pocket Dictionary

Optional:
- English Grammar for Students of Spanish by Emily Spinelli

INSTRUCTOR EXPECTATIONS OF EACH STUDENT... If you want to get an A or B you should...

1) Attend class every day and participate actively. Bring your textbook and materials needed to class. Please turn off cell phones during class and exams and store them in a backpack, not in your pocket. If you use/take out your phone during class, you will be asked to leave the classroom. Computers are not allowed during class time.

2) Do course work at least 2 hours every day (1 hour doing Internet activities and homework). You are expected to:
   - Do assigned daily homework and projects assigned.
   - Do Lesson Internet activities on Vistas Supersite Practice sections.
   - Memorize and practice vocabulary using Internet (or handwritten) Flashcards and vocab lists.
   - Read the textbook on material covered in class. Read ahead to the next topic.
   - Review/rewrite notes from class. Review material from previous classes.
   - Recommended: Review material using Tutorials and Exercises on Vistas Supersite.
   - Optional: Rosetta Stone computer self study courses (available free on MCC library computers).

3) Be prepared for class, including homework and other projects. If you do not have your homework ready on a given day, do not skip class, come to class but please inform the instructor that you are not prepared. A grade penalty will be imposed if you are not ready for a scheduled conversation evaluation, composition, presentation and other major project.

4) Listen attentively to all discussion, questions, and be respectful of other students as well as the instructor. Make optimum use of class time by mentally answering all questions.

5) Try to speak in Spanish in class at all times. You must attempt to speak in Spanish and if unable you may request permission to speak in English. You will double your learning by speaking only Spanish in class.

6) Do your own work in class and outside of class. Do NOT use tutors, translation services or native speakers to do your work!

ATTENDANCE
Attendance is required by Board and by Departmental policy. In order to learn a foreign language one must listen to and practice speaking the language. The principal way to practice and master these skills is to actively participate during each class. If you are absent, you cannot participate and practice and for this reason daily class attendance is CRUCIAL. Missing class can also be very detrimental in that you will miss the presentation and practice of new concepts.

**ATTENDANCE POLICY:** There will be no penalty for the first four (4) missed classes. It is not necessary to explain why you missed class. After 4 absences, each absence will reduce your final grade by one percentage point, regardless of the reason. You have 4 free absences, use them wisely. Reserve your absences for when you are really sick, doctor’s appointments, funerals, athletic activities, family emergencies, etc.

**ARRIVING LATE AND LEAVING EARLY:** In general, walking into class late or leaving early is disruptive to the class and will count as ½ absence and will be factored into your grade. Please try to arrive on time!

**REQUIRED SMALL GROUP CONVERSATION PRACTICE**
The student is required to attend a minimum of five conversation sessions (25 minutes each session) with our native speaker, Sra. Raguse, throughout the term outside of class time. A schedule will be created during the first week of class for you to sign up. You may attend more than once a week for extra practice but only one attendance per week will be counted toward the required five sessions. Failure to attend the five sessions will result in a lowered overall grade for the course. Each session missed will lower your FINAL overall grade by 3 percentage points. This grade is worth fifteen (15%) percent of your semester grade. However, each session in addition to the five required will give you 10 extra credit points (to a maximum of 50 pts.)! Make sure to verify your attendance with Sra. Raguse each time you attend. During the last two weeks of class, Sra. Raguse will be conducting the final oral examination for each student. All regular sessions must be completed before the oral exams begin.

**HOMEWORK**
For your homework grade, you are required to do the corresponding Vistas Internet Supersite activities for which you will receive a percentage grade. Other homework will be assigned from the textbook and/or handouts given by the instructor. The Supersite, textbook homework and handouts are a means of learning the grammar, proper writing and vocabulary topics of each lesson. You are expected to complete assignments prior to class, not in class! If you are consistently unprepared for class, your grade will be affected.

**ABSENCE AND HOMEWORK:** You are responsible for finding out from your instructor (or from a classmate) what was covered in class and the assignment(s) given during your absence(s) in order to have the work ready to submit on the next class day. Absence is not an excuse for being unprepared!

**ORAL COMMUNICATION**
Your Oral Work grade will be based on:

1. your overall class participation, being prepared, attitude and attempting to speak primarily in Spanish. Note: a high grade (A-B) requires active participation (participating when not called upon and volunteering) not passive participation (answering only when called upon).
2. one conversation evaluation (in front of instructor only). You will be paired with a classmate and be asked to carry a conversation for a set number of minutes. No notes will be allowed. Fluency and ability to maintain a conversation will be evaluated.

3. mini presentation(s) and one final oral presentation to the class. These presentations will consist of speaking in Spanish for a minimum of 2 minutes.

TESTS, QUIZZES & EXAMS
1. Chapter Tests: There will be four chapter tests given for chapters 1, 2, 4, 5 & 6.
   - Each lesson test will have listening, reading, writing, vocabulary, and grammar sections.
   - It is imperative that you attend class and do all of the homework to prepare for these tests.
2. Chapter Quizzes: Each chapter has a good amount of vocabulary and grammar topics that you are responsible for learning.
   - You will have a matching or spelling quiz for the vocabulary and a grammar quiz for the grammar topics.
   - It is imperative that you study your vocabulary lists and do the web activities as well as the grammar activities that are assigned for each chapter.
3. Exams: There will be two major exams:
   - Midterm Exam: combination of chapters 1-3
   - Final exam: summation of the 6 chapters covered
   - Each exam will have listening, reading, writing, vocabulary, and grammar sections. The final exam will also have a spoken component.
   - Both the midterm and the final exam are cumulative.

MAKE-UP POLICY:
If you know that you will not be able to take an exam or chapter test on the scheduled date and you have a legitimate excuse, see the instructor to arrange an alternate time to take the exam. If you are absent the day of the Midterm or Final exam, you must present documented proof of illness or of some other calamity in order to be able to make it up. Otherwise, you will receive a zero.

FINAL EXAMS KEPT ON FILE
Final Exams will be kept on file for one month following the exam date. If you wish to see your exam you must contact the instructor within one month of the exam. After that date, the exams will be destroyed.

GRADING: Final Grade: Components and Weighting

<table>
<thead>
<tr>
<th>Component</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Tests &amp; Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
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<tr>
<td>Homework (Vistas Supersite)</td>
<td>15%</td>
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<tr>
<td>Oral Communication (alone or with partner)</td>
<td>15%</td>
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<tr>
<td>Small Group Conversation (5 sessions)</td>
<td>15%</td>
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Grading Scale:

- A: 93-100
- A+: 87-92
- B+: 83-86
- B: 80-82
- B-: 77-79
- C+: 73-76
- C: 70-72
- C-: 67-69
- D+: 63-66
- D: 60-62
- E: 59 and below
NOTE: If you have completed ALL assignments and have a straight A average (93-100%) in the class without extra credit, you are exempted from taking the final exam.

TUTORING
The Foreign Language Department recommends tutoring for anyone who is studying a foreign language for the first time. A foreign language can become overwhelming very quickly! We also recommend tutoring for anyone who feels they could use a little extra help or practice. MCC provides free tutoring services through the College Success Center (CSC). If you are interested in receiving tutoring, please request a tutor through CSC. I recommend you sign up early so that a tutor can be found and the arrangements made. Get a head start by getting a tutor. Take advantage of all the resources available!

COURSE WITHDRAWAL
You may withdraw from the course at any time up until the Friday before the last day of class on WebAdvisor or in person at Registration. You do not need instructor permission. At the end of the term, if your name remains on the class roster you will receive the grade earned in the class. If you stop attending class and are still on the roster, the final grade will indicate the last date of attendance.

STATEMENTS ON STUDENT ASSESSMENT AND ACCREDITATIONS
Muskegon Community College is fully accredited by the Higher Learning Commission located in Chicago (http:ncahlc.org/). The Higher Learning Commission accredits degree granting postsecondary educational institutions in the North Central Region. Accreditation helps ensure students that they are receiving a quality education and can transfer to other colleges and universities with ease and confidence. MCC is committed to an essential part of the accreditation process: assessing student learning. You will likely be asked to participate in assessment activities as part of MCC’s assessment of programs and general education.

STATEMENT ON MCC EMAIL
All email Communication originating from MCC to students will be via their email account. CHECK YOUR MCC EMAIL FREQUENTLY.

STATEMENT ON STUDENT BEHAVIOR
Muskegon Community College is a community of scholars whose members include administrators, faculty, staff, and students. Mutual respect and civility are expected in the classroom or other college academic settings, as well as, in any communication.

- MCC has the duty of providing students with privileges, opportunities, and protections that best promote learning;
- Students have the right to a non-threatening learning environment;
- Students have the responsibility to refrain from infringing on the right of others to learn or the right of teachers to teach; and
• Any student whose behavior disrupts learning may be subject to disciplinary action as outlined in the Muskegon Community College Student Handbook/Planner.

ACADEMIC INTEGRITY POLICY
Muskegon Community College expects that all faculty and students will adhere to high standards of personal and academic honesty. This means that all academic work will be done by the student to whom it is assigned without unauthorized aid of any kind. Faculty members, for their part, will exercise care in the planning and supervision of academic work so that honest effort will be positively encouraged. Academic dishonesty consists of, but is not limited to:

• Cheating. Cheating is defined as using or attempting to use, giving or attempting to give, and obtaining or attempting to obtain, materials or information, including computer material pertaining to a quiz, examination, or other work that a student is expected to do alone.
• Plagiarism. Plagiarism is defined as the use of another’s words or ideas without acknowledgement.
• Penalties for violation of these standards of conduct may result in sanctions of up to and including suspension or expulsion from MCC.

STATEMENT ON DISPUTE RESOLUTION PROCESS
Should a student not agree with a faculty member’s decision or actions as they may relate to this policy, the following steps shall be followed:

1. A student suspected of academic dishonesty shall be notified in writing within two school days of the time the violation is discovered. Copies of the written notification shall also be filed with the department chair and Vice President of Student Services.
2. The student should try to reach resolution of the matter through direct discussion with the involved faculty member within three (3) school days of the written notification.
3. If the matter is not resolved in Step 2, the student shall bring the matter to the attention of the department chairperson of the involved faculty member.
4. If the matter is not resolved at the department chairperson level, the student shall bring the matter to the attention of the Vice President for Academic Affairs who shall render a decision within five school days of the receipt of the dispute information.
5. If a satisfactory solution is not reached at the Step 4 level, the student may file a written request with the Vice President of Student Services for a hearing before the disciplinary board. This meeting shall be held not more than 20 days following the written request. A student may request a hearing before the disciplinary board. The disciplinary and judicial procedures are outlined in the Muskegon Community College Student Handbook/Planner.