

SPANISH 102, Basic Spanish, Second Semester, 4 Credit Hours

Winter, 2012

Instructor: Elena García
MCC Phone #: (231) 777-0445
Home Phone #: (231) 798-4016
Section & Contact Hours: **W01:** 4 class hours per week (M-TH: 10:10am - 11:05am)
W02: 4 class hours per week (M-TH: 11:15am - 12:10pm)
and 5 required conversation practice sessions (25 minutes each) outside of class
Course Dates: January 9, 2012 - May 2, 2012
Office: Rm. 243 -A
Office Hours: M,T,W,Th: 8:00am - 9:00am; M, T, W 1:30 - 3:30 pm or by appointment
E-mail: Elena.Garcia@muskegoncc.edu
Vistas Online: <http://vhlcentral.com> (See pages 6-8 for 4e setup and instructions)
Communication: All email communication from MCC to students will be via their MCC email account.
CHECK YOUR MCC EMAIL (firstname.lastname@musekgoncc.edu) OR FORWARD IT!

COURSE DESCRIPTION:

Spanish 102 is a fast paced continuation of basic Spanish language skills and cultures. This course is designed for students who have completed Spanish 101 at Muskegon Community College or who have completed one term at a college level or who have had at least two years of high school Spanish. The student continues to develop a basic capacity to read, write, speak and understand Spanish. The course includes an Internet component of exercises that correspond to the textbook. There will be occasional sessions on cultural matters. There is no laboratory requirement, but the student is required to spend five sessions with a native speaker for small group conversation practice.

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:

In this course we will cover lessons 7-12 in the textbook. By the end of this course, students will be able to use the following grammatical structures: commands, present tense, preterite tense, imperfect tense, subjunctive, reflexive verbs, gustar like verbs, direct and indirect object pronouns, >se= constructions and comparisons. The primary vocabulary covered in this course will be food, celebrations, body parts, health terms, the home and technology. The students will improve speaking and writing by participating actively in Spanish in class, writing compositions and reading and listening for comprehension. 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 (included with new textbook and sold separately on-line)
 Spanish 102 Packet for Instructor Elena García (sold only in bookstore)
 Spanish-English Dictionary - Recommended: *Larousse English Spanish Pocket Dictionary*
 A 1½ inch three ring binder for organizing textbook, packet, notes, assignments, and tests.

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

INSTRUCTOR'S 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 102 Packet to class.**
- 2) Please **turn off your cell phone** during class and exams and **store it in a backpack, not in your pocket.** If you use/take out your phone during class, you will be required to put it in on the front table till the end of the class. Computers are not allowed during class time.
- 3) **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 special projects - refer to Deberes (Weekly To Do list).
 - 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).
- 4) **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.
- 5) **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.
- 6) **Speak in Spanish** in class at all times. You must attempt to say it is Spanish and if unable you may request permission to speak in English. **You will double your learning by speaking only Spanish in class.**
- 7) **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 five (5) missed classes. It is not necessary to explain why you missed class. **After 5 absences each absence will reduce your final grade by one percentage point, regardless of the reason.** You have 5 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. Every three times will be counted as an absence. Partially missed class (more than 15 minutes) will count as $\frac{1}{2}$ absence. Please try to arrive on time!

NOTE: Perfect attendance is rewarded with extra credit points.

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 from Mexico, Sra. Hernández, 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.** For example, if you have a 91 (A-) as your final grade and you have missed one session, your final grade will be 88 (B+), with 2 sessions missed 85 (B); with 3 sessions missed 82 (B-), etc. 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 Mrs. Hernández each time you attend. During the last two weeks of class, Sra. Hernández 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.** See page 6 of the syllabus for signup instructions and pages 7-8 for how to use the Supersite. Other homework will be assigned from the textbook and packet as indicated by the instructor. 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!***

WRITING

You will be required to write several short compositions throughout the term. You will have the opportunity to correct your mistakes on most compositions to improve your grade. Please follow the instructions as listed in your packet. Compositions are designated with a hand on the monthly calendar.



ORAL COMMUNICATION

Your Oral Work grade will be based on the following.

- 1) Each student is required to meet with the instructor for 15 minutes in her office (during office hours or by appointment) once before midterm to discuss needs, problems, and any education related issues.
- 2) 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).
- 3) One conversation evaluation (with instructor only)
You will meet individually with the instructor and carry a conversation.
No notes will be allowed. Fluency and ability to maintain a conversation will be evaluated.
- 4) Two oral presentations to the class
These presentations will consist of speaking in Spanish for a minimum of 2 minutes.



LISTENING AND READING COMPREHENSION

There will be several listening and reading comprehension tests. The listening and reading components will be weighed separately in the final grade calculation as indicated on the next page.

EXAMS AND TESTS

Exams: There will be two major exams: 1) Midterm Exam; 2) Final exam.
Both the midterm and the final exam are cumulative.

Tests: There will be a test given for each lesson as it is covered in the term.



Quizzes: Short vocabulary and/or grammar quizzes will be given occasionally - all together - will count as one test grade. These quizzes may be given during the first 5 minutes of class.

QUIZ, TEST, EXAM MAKE-UP POLICY

NO MAKE UPS except...

if you know that you will not be able to take a quiz, test or exam on the scheduled date **and** you have a legitimate excuse, see the instructor to arrange an alternate time to take the test. **If you are absent the day of the test, 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*

Oral Comm.

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<i>Grading Scale:</i>	A 93-100	B+ 87-89	C+ 77-79	D+ 67-69	E 1-59
	A- 90-92	B 83-86	C 73-76	D 63-66	
		B- 80-82	C- 70-72	D- 60-62	

NOTE: If you have completed ALL assignments and have a straight A average (93-100%) in the class without extra credit and before some low scores are dropped at the end of the term, you are exempted from taking the final exam.

EXTRA CREDIT - Some extra credit may be available, such as extra group conversation sessions, perfect attendance, designated MCC events, and other approved items. HOWEVER, extra credit is only available if all major assignments (compositions, orals, tests) are completed and you have less than 6 absences. Extra credit cannot take the place of a required component of the course.

TUTORING

The Foreign Language Department recommends tutoring for anyone who is studying a foreign language for the first time. We also recommend it 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. Also, **if you feel you have strong Spanish skills you could be a tutor for Spanish 101 students.** Being a tutor is a good way to review and practice. When you explain or practice a concept you reinforce your knowledge of the language. It also looks good on a résumé. Go to the CSC to sign up!

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.

STATEMENT ON STUDENT ASSESSMENT AND ACCREDITATION

Muskegon Community College is fully accredited by the Higher Learning Commission located in Chicago. 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 reaccreditation process: assessing student learning. You may be asked to participate in assessing student academic achievement this semester by doing such things as:

- Evaluate your class and your instructor by completing a Student Opinion Survey, usually given toward the end of the semester.
- In some classes, you will find that one hour of class time may be devoted to completing a test of your general knowledge. Your performance on this test will not affect your grade in this course or your status in the College.
- You may also be asked to be part of a group of students who will be interviewed or surveyed about their views of the College's strengths and weaknesses.

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If you have any comments you would like to make about the quality of education at MCC, please email the College's assessment coordinator at this address: studentscount@muskegoncc.edu

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*.
- **Please turn off cell phones during class and exams and store them in an appropriate non-visible place. Computers are not allowed during class time.**

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. **Please note that this includes the use of outside native speakers, translation services available through the Internet or any other language services available.**
- 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. The disciplinary and judicial procedures are outlined in the *Muskegon Community College Student Handbook/Planner*.

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Setting up your VISTAS4E Supersite account and enrolling in your Instructor's course

Overview

In order to see and submit your assignments, receive important announcements, and communicate with your Instructor, you will need an account, a Supersite code, and you will need to enroll in your Instructor's course.

RETURNING STUDENTS

If you have an existing account for VHLCentral, for your textbook's Supersite, or for another Vista Higher Learning textbook, complete these steps:

- Go to VHLCentral (the link will open in a new window): vhlcentral.com.
- Log in using your existing account information.

- To redeem a new Supersite code, click the "Redeem a code" link. Then complete the items below in "Step 3 - Activate Code" of the NEW STUDENTS section.
- To enroll in your Instructor's course, click the "Enroll in a course" link. Then complete the items below in "Step 5 - Select a Course/Class" of the NEW STUDENTS section.

NEW STUDENTS

If you are **new** to Vista Higher Learning, complete these steps:

Step 1 - Go to VHLCentral

To begin, go to vhlcentral.com (the link will open in a new window).

Step 2 - Create an Account

- In the "Login Information" section of the account creation page, enter a username of your choice.
- Enter the email address you would like to associate with your account.
- Enter and confirm a password of your choice.
- In the "Personal Profile" section, enter your first and last name as you wish them to appear in your Instructor's roster.
- Select the year of your birth from the drop down list.
- Enter a student ID (optional).
- In the "Security Information" section, you will provide the answer to a secret question, which may later be used to help you access your account if you forget your password.
- After you enter all of the information, click "create an account."
- Click "agree." (Before your account is created, you must agree to the terms and conditions of use policy.)

Step 3 - Activate Code

- On the code activation screen, enter your Supersite code.
- Click "activate code" to continue.
- Look for a flash alert confirming that the code was successfully redeemed.

Step 4 - Select a School

- Locate your school by typing your school's name. To narrow the search results, include the city and state (or country, if outside of the USA) in which your school is located.
- Click "find." If the terms you entered did not result in a successful search, follow the on-screen tips to revise your search.
- Select your school from the list by clicking the radio button next to the school name.
- Click "select school" to add the school to your account.
- Look for a flash alert confirming you successfully added the school.

Step 5 - Select a Course/Class

- From the list of available classes at your school for your textbook's Supersite, look for Instructor "Garcia" and the course "Spanish 102" taught between Jan 09, 2012 and Apr 25, 2012.
- Click the radio button for your course section "Spanish 102 – W01" or "Spanish 102 – W02". The room and class time will appear.
- Click Save. You should see a confirmation that you successfully enrolled in your instructor's course.

ESPAÑOL - VISTAS 4th Edition SUPERSITE GUIDELINES

VISTAS SUPERSITE CODE

Vistas Supersite Code accesses: Lesson Tutorials, Practice (Texbook and other exercises), Assessment, My Results, vText

Supersite code is included with a NEW textbook or can be purchased separately at www.vhldirect.com

ENROLLMENT ON INTERNET SITE

To use the Vistas Supersite you must first set up your account and enroll in your instructor's course. See instructions on page 6 of the syllabus.

OVERVIEW OF VISTAS INTERNET ACTIVITIES

You are required to do the PRACTICE and some ASSESSMENT exercises for each lesson. The exercises are designed to help you understand and practice the concepts covered in class. You should do the required exercises and other practice options available on the Supersite as the topics are covered in class. Try to use the Internet site at least one hour per day. If you do not have a fast connection at home, use the computers available in the Library and other locations at MCC or your personal laptop.

Before you begin, be sure to select one of the sections below and a lesson. You can switch between these sections by clicking on one of these tabs at the top of each lesson.

Tutorials	Practice	Web-SAM	Assessment	My Results	vText
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TUTORIALS:

Use this section to practice vocabulary (flash cards) and practice grammar with games and other exercises. If you missed class or wish to review, grammar concepts are explained under Estructura.

PRACTICE:

You are required to complete the exercises indicated by a date. If you do not see a date then you are not enrolled in my class. These exercises relate directly to the textbook (internet activities in the textbook are identified with a mouse, video or S within a circle). There are various reading and audio exercises to improve your skills. Some fun activities include the Cultura, Flash Cultura and En Pantalla.

WEB-SAM: NOT REQUIRED (Not used by MCC)

ASSESSMENT:

Required practice quizzes and tests are indicated with a date. Others are optional and highly recommended as a review.

MY RESULTS: Check this section to see your current grade for the Lesson.

VTEXT:

Your entire textbook is available on-line. You can listen to pronunciation of words; do any exercise indicated with a mouse, videos and other activities. The vText Supersite activities will automatically take you to Practice and Tutorials.

HOW TO USE THE VISTAS SUPERSITE:

DO NOT COMPLETE REQUIRED EXERCISES BASED ON THE “NEXT 10 ASSIGNMENTS DUE” LIST located on the right side of the screen under student tools. WHY? Because they are not in the same order as topics are covered in class. Select an activity either through Vtext , Tutorials or Practice.

IMPORTANT TO KNOW....

- 1) Information on how to do things on the Supersite is located under **“Show Me” and “Student User Guide”** located at the bottom of the right hand column of your start up screen. Be sure to check there first if you are having a problem or you are not sure how to do something.
- 2) If you have had previous Spanish, before you begin a lesson you can do the **Diagnostic Quiz - Recapitulación** under Assessments. This diagnostic tool will help identify areas in which you may need further study or review.
- 3) As a grammar concept is covered in class, there will be corresponding exercises on the Internet. In the textbook every grammar section is identified by a sub number, for example, 1.4 Telling Time is in Lesson 1, subsection 4. The same number is used on the Internet exercises. So, for example after covering 1.4 Telling Time in class you should:
 - Review the grammar concepts (Estructura 1.4) under **“TUTORIALS”** if needed
 - Do the PRACTICE for Lesson 1, section Estructura 1.4Do the grammar sections on the day it is covered to practice the concept and bring any questions to class the next day.
- 4) On most exercises you will have **TEN attempts** (except T/F) to complete the exercise. Please note: spelling and accents will cause answer to be incorrect. If you are not able to complete the exercise after 10 attempts, please see the instructor who can help you understand the problem and reset the exercise for you to try again.
- 5) Practice pronunciation and vocabulary on the TUTORIALS Flash Cards and PRACTICE Vocabulary
- 6) After all or most of the grammar is covered in the lesson, do the Fotonovela exercises in PRACTICE. The Fotonovela will include vocabulary and most grammar concepts of the lesson.
- 7) Read the Panorama section of the Textbook before you do the exercises on PRACTICE
- 8) At the end of a lesson, if you did not do the Recapitulación as a diagnostic assessment, do the Recapitulación under the ASSESSMENTS tab on the Supersite to practice all the grammar before the exam.
- 9) Do the Assessment Prueba de Práctica test under the ASSESSMENT tab on the Supersite for each lesson before the exam as a review.
- 10) The homework grade is based on total percentage of Total Points Earned (graded and credit)
- 11) These exercises are designed to help you understand the concepts and apply them. Feel free to do additional exercises (those not required).
- 12) **DO NOT WAIT TILL THE DAY BEFORE THE DUE DATE TO DO ALL THE ONLINE ASSIGNMENTS. You will not have enough time or you may encounter difficulties with your computer or the internet site. Do a little each day! Extensions will not be granted.**
- 13) **PLAN TO USE THE COMPUTERS AT MCC or your laptop connected by WiFi if you do not have fast internet access at home.**
- 14) **HAVE FUN! If you have any problems or need help ...JUST ASK!** The supersite is a great tool! 8