SPANISH 102, Basic Spanish, Second Semester, 4 Credit Hours
Winter, 2013

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)
and 5 required conversation practice sessions (25 minutes each) outside of class

Course Dates: January 7, 2013 – May 1, 2013
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://vhlcenral.com (See page 6 for Vistas 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@muskegoncc.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, preterit 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 2” 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 may 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 homework and practice).
   You are expected to:
   - Do assigned daily homework and special projects - refer to Supersite Homework Calendar and weekly Deberes (Weekly To Do list).
   - 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 and ask questions while in class! Make optimum use of class time by mentally answering all questions. Contribute to discussions and be respectful of other students as well as the instructor.

6) Speak in Spanish in class at all times. You must attempt to say it in 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 ½ absence. Please try to arrive on time! The class door will be locked from the outside after 5 minutes for security and safety. If you arrive late you will need to knock on the door.

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 Venezuela, 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. 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 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 Practice activities for which you will receive a percentage grade. See page 6 of the syllabus for signup instructions and pages 31-32 in the Span 102 Packet 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) 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
   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.
3) 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 are assigned on the Supersite with each lesson. Quizzes for lessons 7-9 will count as one test grade, quizzes for lessons 10-12 will count as one test grade.
TEST, EXAM MAKE-UP POLICY - NO MAKE UPS except...
if you know that you will not be able to take a 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

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Oral Comm.</td>
<td>5%</td>
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<tr>
<td>Reading Comprehension:</td>
<td>5%</td>
</tr>
<tr>
<td>Lesson Exams:</td>
<td>15%</td>
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<tr>
<td>Compositions:</td>
<td>15%</td>
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<tr>
<td>Listening Comprehension:</td>
<td>5%</td>
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<tr>
<td>Midterm Exam:</td>
<td>15%</td>
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<tr>
<td>Homework:</td>
<td>10%</td>
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<tr>
<td>Final Exam:</td>
<td>20%</td>
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</tbody>
</table>

Grading Scale: A 93-100  B+ 87-89  C+ 77-79  D+ 67-69  E 1-59
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 (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.
- 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. 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.

VISTAS INTERNET COURSE SET UP

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 vhcentral.com.
NEW STUDENTS
If you are new to Vista Higher Learning, complete these steps:

Step 1 - Go to vhlcentral.com
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 07, 2013 and Apr 30, 2013.
  - Click the radio button for your course section "Spanish 102 W01" or "Spanish 102 W03"
  - Location: Room 239
  - Day(s)/Time(s): (W01) MTWTH 10:10am – 11:05am (W03) MTWTH 12:20pm – 1:15pm

Click Save. You should see a confirmation that you successfully enrolled in your instructor's course.