COURSE DESCRIPTION
The Workplace Conversational Spanish class is an introduction to the Spanish language and culture, with particular emphasis on applying acquired skills in the workplace environment. The students will progress towards developing a basic ability to speak and understand spoken Spanish, as well as, to read and write Spanish. A student’s progress is dependent on attendance, preparation, and active participation during the class.

COURSE OBJECTIVES
This course covers the first 5 episodes of the text book which includes: Common expressions, pronunciation, numbers, telling time, dates, adjectives, the verbs ser, gustar, tener, hay, ar-verbs. The primary vocabulary includes classroom objects, verbs, family, days, months, places, and workplace vocabulary. The course will be conducted primarily in Spanish and the students are expected to speak in Spanish while in class.

TEXT AND MATERIAL – Available at the MCC Bookstore or direct from the publisher at www.vhldirect.com

Hola, ¿Qué tal? by Vista Higher Learning includes 24 months of internet access to flash cards, exercise and video practice.

Highly recommended: Spanish –English Dictionary

Hola, ¿qué tal? Supersite account code (included with the purchase of a new book)

INSTRUCTOR’S EXPECTATIONS OF EACH STUDENT
If you want to get an A or B you should:
1. Attend and participate actively in every class.
2. Bring your text and all your materials to class.
3. Study at least 2 hours every day so you are prepared for the next class.
4. Do your own work.
5. Try to speak in Spanish in class.
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. These skills can only be acquired and mastered through constant practice. The principal way to practice these skills is to prepare and actively participate during every class. If you are absent, you can not participate and practice and for this reason daily class attendance is CRUCIAL.

ABSENCES: Since each class meets 3 hours, it is very important to attend each class or part of the class. There will be no penalty for the first missed class. The first absence will be excused, use it wisely After that, however, each absence will reduce your oral participation score by 1.5 points.
ARRIVING LATE AND LEAVING EARLY: In general, walking into class late or leaving early is disruptive to the class and will lower your grade.

HOMEWORK
Homework will be assignments from the textbook, handouts and internet as indicated by the instructor. You are expected to complete assignments prior to class, not in class!
Your absence is not an excuse for not being prepared for class. Due to an absence, students are expected to turn in homework, take a quiz or test upon returning class. You are responsible for finding out what was covered in class and the assignment(s) given during your absence(s).

GRADING CRITERIA AND FINAL GRADE
1. Oral Work: Oral participation and Oral Exams 50%
2. Written Work: Compositions 10%
3. Midterm Exam: 20%
4. Final Exam: 20%

Oral Work: Your Oral Work grade will be based on:
1. Your overall class participation, being prepared, attitude and attempting to speak primarily in Spanish.(20%)
2. Two oral exams can be taken individually or in groups.(30%)

Written Work
You will write short compositions throughout the term, outside and inside the class. Each composition will need to incorporate the topics, grammar, and vocabulary covered in class. The compositions will be evaluated according to these areas: Content and Organization, Vocabulary, Grammar, Spelling and Punctuation.

Exams
There will be two major exams: a Midterm Exam and a Final Exam.
1) QUIZZES: No make ups except...
2) TESTS/EXAMS: NO MAKE UPS except...
If you know that you will not be able to take an exam or a 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 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 Scale:

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<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
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<tr>
<td>A-</td>
<td>90-92</td>
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<td>77-79</td>
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<td>0-59</td>
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**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 fast! 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 early so that a tutor can be found and the arrangements made. Get a head start by getting a tutor. Take advantage of the resources available.

**COURSE WITHDRAWAL**

You may withdraw from the course at any time up until the last day of class (before the final exam) 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.

If you stop attending class for more than two weeks without notifying the instructor you will be automatically withdrawn from the course.

**STATEMENT ON STUDENT ASSESSMENT AND ACCREDITATION**

Muskegon Community College is fully accredited by the Higher Learning Commission located in Chicago. The College is currently seeking reaccreditation by completing a two year process called a self-study. 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 achievements 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.

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

STATEMENT ON MCC EMAIL
All email communication originating from MCC to students will be via their email account. CHECK YOUR MCC EMAIL FREQUENTLY OR FORWARD IT. Please be sure to empty your MCC email or you will not receive important emails.

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 students 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.
• Lunch and Learn: water or coffee is permitted. FOOD is not allowed in the class. The instructor may assign designate seating at any 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:
A. Cheating. Cheating is defined as using or attempting to give, and obtaining or attempting to obtain, materials or information, including computer material pertaining to a quiz, exam, 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.

B. Plagiarism. Plagiarism is defined as the use of another’s words or ideas without acknowledgement.

C. Penalties for violation of these standards of conduct may result in a sanction 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 are followed:

1. A student suspect 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 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.
HOLAQUETAL Supersite account

OVERVIEW
In order to see your assignments and due dates, receive important announcements, you will need to set up an account on the HOLA QUE TAL Supersite, and then enroll as a registered student in your instructor's course.

Instructions:

1. Go to the Student Registration page (the link will open in a new window). The URL is http://holaquetal.vhlcentral.com/?registration/
2. On the "Already have an account?" screen, follow the on-screen instructions. Select the choice that best applies, then click continue to move to the next step.
3. On the "Login information" screen, follow the on-screen instructions. You will be asked to either:
   - Enter a username and password if you already have an existing account. Click Verify after entering the requested information. Once you receive a boxed, red confirmation message that the information you entered is valid, click Continue to move to the next step.
   - Or enter a username and email address if you do not have an account or are not sure. Click Search after entering the requested information. Once you receive a boxed, red confirmation that the information you entered or chose is valid, click Continue to move to the next step.
4. On the "Instructor or student" screen, select student, then click Continue to move to the next step.
5. On the "Enter your passcode" screen, follow the on-screen instructions. Note that you can redeem passcodes for different sections of the Supersite. Be sure to read the on-screen instructions carefully. After entering your passcode(s) and clicking Redeem, wait for a boxed, red confirmation that the passcode(s) is valid. After the confirmation message appears, click Continue to move to the next step.
6. On the "Confirm information" screen, you need to review your account information and enter your personal information. When done, click Continue to move to the next step.
7. On the "School Region" screen, find your school by selecting Colleges/Universities in Michigan.
8. On the "School Name" screen, select Muskegon Community College from the list of schools.
9. From the list of available courses on the "Course information" screen, select Workplace Conversational Spanish I taught by instructor Jocelin Lindell, from March 12, 2013 to April 30, 2013 and the section labeled: "Span 090  W01":
   - Location: Room 241
   - Day(s)/Time(s): Tuesday and Thursday(6- 9pm)
10. You are now at the "Complete" screen. Click the Print link to print a copy of your account information for future reference.