

MUSKEGON COMMUNITY COLLEGE

SPANISH 102-S01 BASIC SPANISH

SUMMER, 2012

Instructor: Raquel Raguse
MCC Phone #: (231)777-0273 (leave message)
Credit Hours: 4
Contact Hours: 5 class hours per week (T-TH: 5:30 – 8:00 pm) Room 239
Course Dates: May 15 – August 2
Office Hours: Tuesdays and Thursdays 5:00 – 5:30 pm in Room 239
E-mail: Raquel.Raguse@muskegoncc.edu
Vistas Online: <http://vistas.vhlcentral.com> (sing-in instructions are on the last page)

COURSE DESCRIPTION:

Spanish 102 assumes that the student has taken Spanish for at least one semester at the college level or who have had at least 3 years of high school Spanish. The student continues developing a basic ability to speak, read, write and understand the language and the culture. The grammatical importance is on identifying and using a variety of tenses. The course includes an Internet component; all students must complete assigned Vistas Internet Supersite exercises that correspond to the textbook. **This class is designed to progress at a much faster pace than during the fall/spring semester classes.**

PROGRAM OR DEGREE: Associate in Science and Arts Degree
Four Year College Transfer Students (MACRAO Agreement)
Office Systems Education-International A.A.S

COURSES OBJECTIVES:

This course covers from lesson 7 to 12 of the textbook which includes: common expressions, time expressions, daily routine, food descriptions, personal relationships, reflexive verbs, preterite, double object pronouns, comparisons, irregular preterits, the imperfect, por and para, the present subjunctive and subjunctive with verbs of will and influence. **This 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

Required: **Vistas, Fourth Edition** by José A. Blanco and Philip Donley

Vistas Supersite Access Code included with the purchase of a new book.

Highly Recommended: Spanish-English Dictionary

INSTRUCTOR'S EXPECTATION OF EACH STUDENT

If you want to get an A or B you should:

- Attend and participate actively in every class.
- Bring your text and all your material to class.
- Study at least 3 hours every day so you are ready for the following class.
- Listen to the class attentively.
- Try to speak in Spanish in class at all time.
- Do your own work. **Please DO NOT use 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. These skills can only be acquired and mastered through constant practice. The main way to practice the language is to be prepared and actively participate during every class. If you are absent, you cannot practice and participate and for this reason **daily class attendance is CRUCIAL.**

ABSENCES:

There will be no penalty for the first three (3) missed classes. After that, however, each absence will reduce your oral participation. The first three absences will be excused, use them wisely. Reserve your absences for when you are really sick, doctor's appointment, 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 lower your grade. Remember attendance is important. **Note: Perfect attendance is rewarded with extra credit points.**

HOMEWORK:

Homework will be assignment from the textbook, internet and handouts as indicated by the instructor. You are expected to complete assignments prior to class, **not in class**. If you are absence, this is not an excuse for not being prepared for class.

WRITING:

You will be required to write several short compositions in class and during tests. The compositions will need to include the topics, vocabulary and grammar. The composition will evaluate the following four criteria: Content and organization, vocabulary, grammar, spelling/Accents/Punctuation.

ORAL COMMUNICATION:

Your oral work will be base on:

- Being prepared, speak Spanish during class
- Do two oral presentations in front of the class. The presentations consist of speaking Spanish for a minimum 2 minutes **without** notes.

EXAMS, TESTS AND QUIZZES:

- Exam: there will be one major exam; Final Exam
- Tests: there will be a test given for every two lesson as it is covered in the semester.
- Quizzes: there will be a vocabulary quiz for each lesson.

TEST, EXAM MAKE- UP POLICY:

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

GRADING CRITIRIA AND FINAL GRADE:

- Oral work in class 10%
- Compositions 15%
- Homework 15%
- Vocabulary quizzes 10%
- Reading Comprehension 5%
- Listening Comprehension 5%
- Lesson Tests 20%
- Final Exams 20%

GRADING SCALE:

A 93-100	B+ 87-89	C+ 77-79	D+ 67-69	
A- 90-92	B 83-86	C 73-76	D 63-66	
	B- 80-82	C-70-72	D- 60-62	E 0-59

FINAL EXAM KEPT ON FILE:

Final exam will be kept on file for one month following the exam date; if you wish to see your exam you should contact the instructor within one month of the exam. After that, the exam will be destroyed.

TUTORING

Get 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. If you are interested in receiving tutoring, please request a tutor through the PALab (lower level of library). 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 Final Exam. 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 another 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.

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 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 students, faculty, staff, and administrators. Mutual respect and civility are expected in the classroom, or other college related academic settings, as well as in any communication.

- The college has a duty to provide student privileges, opportunities, and protections that best promote learning.
- Students have the right to a non-threatening environment.
- Students have the responsibility to refrain from infringing on the right of others to learn, or the right of teachers to teach.
- **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.**

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. **Please note that this includes the use of outside native speakers, translation services available through the Internet or any other language services available.**

STATEMENT ON DISPUTE RESOLUTION PROCESS

A student who experiences a conflict with an instructor should follow the steps outlined below in an attempt to resolve the complaints:

1. Talk with the instructor.
2. Talk with the department chairperson.

If a complaint is not satisfactorily handled at the departmental level with a faculty member, department chair or supervisor, the student may address the complaint to the President or the appropriate Dean.

