MUSKEGON COMMUNITY COLLEGE

SPANISH 102-W02 BASIC SPANISH

WINTER, 2013

Instructor: Raquel Raguse

MCC Phone #: (231)777-0273 (leave message)

Credit Hours: 4

Contact Hours: 4 class hours per week (T-TH: 5:00 – 7:00 pm) Room 237

Course Dates: January 08 – April 30

Office Hours: Tuesdays and Thursdays 4:30 – 5:00 pm in Room 234-6 or classroom

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.

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. Students are encouraged to ask basic questions in Spanish, asking for permission, for repetition, instructions, etc. Students should expect to
practice speaking Spanish in pair and group activities. New concepts and topics are introduced every time, and thus it is important to review constantly and be prepared.

**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 2 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 one (1) point on your oral participation. 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.**
OPTIONAL: Small Group Conversation Practice

If you have time off during the morning hours you have the option of participating in the small group conversation practice with Sra. Raguse. A schedule will be done by the first week of class and will be posted in room 234-6. If you are interested you can earn 10 extra credit points for each session you attend, up to 50 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 3 minutes without notes.

EXAMS AND TESTS:

- 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 short vocabulary quiz for each lesson and also for Panorama.

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, test or quiz 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 CRITERIA AND FINAL GRADE:

- Oral work ........................................ 10%
- Compositions (2) ............................... 10%
- Homework ....................................... 15%
- Vocabulary quizzes ............................ 15%
- Listening Comprehension (3) ............ 5%
- Reading Comprehension (3) .............. 5%
- Lesson Tests (3) ............................... 20%
- Final Exams .................................... 20%

GRADING SCALE:

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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 through the PALab. 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 (http://nca.hlc.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.