

# SPAN 1200

## VERANO 2023

**This syllabus contains important information regarding this course. Make sure you read it carefully and understand it thoroughly before deciding to stay in this course, as you will be expected to adhere to the policies and regulations that it states. Note that the syllabus and course calendar are subject to changes by the professor if needed.**

**If you have any concern, please reach out to me, WELCOME!**

### COURSE DESCRIPTION

Spanish 1200 is the second course in the elementary Spanish sequence at MU. It is designed for students who have taken Spanish 1100 or an equivalent class. Students will develop skills in four primary language areas: reading, speaking, listening, and writing as relates to a wide range of grammar structures and six thematic units: daily routine, food, celebrations, health, technology, and the household. In order to expose you to as much Spanish as possible and to develop your listening and speaking skills, **this class is conducted almost entirely in Spanish from day one.** You will see that you will be able to develop your ability to understand and to respond rapidly. By the end of this summer course you should be able to understand simple dialogues and texts, engage in brief conversations on everyday topics. You will learn enough vocabulary to communicate with native speakers on a basic level.

### SPANISH USAGE

Many teaching and education researches have proved that students who are exposed to Spanish consistently perform better than those who do not. Thus, teaching and interacting in Spanish is a vital part of our commitment to offer you the best instruction possible.

**To avoid using English in class, recall these useful expressions:**

Tengo una pregunta --> I have a question.

¿Qué significa X? --> What does X mean?

Repíte, por favor --> Please repeat.

¿Cómo se dice X? --> How do you say X?

If you don't understand something, express yourself, we will be happy to clarify. **Always feel free to ask questions at the end of class or via email.** Learning a new language can be very rewarding, and we hope that your experience is positive and productive.

## USE OF VIDEO CAMERA

Classes taught via Zoom are considered an extension of the face-to-face modality. Being on camera is the equivalent of students showing up in person for each class. To experience a more engaging and more direct connection among students and professors during class, **it's necessary to have your camera on to get attendance points each Zoom class. Note that you will lose 2.5 points per class if you do not turn on your camera.** Your camera should be also on while working in pairs/groups in "breakout rooms".

To keep your privacy, you can use a background. Microphones can be muted while professor is lecturing or while another student is speaking, but it should be turned on when you are asked a question or when asked to repeat something for pronunciation practice purposes.

## REQUIRED PAPERS



Portales 2 by José A. Blanco and Philip R. Donley, Vista Higher Learning.

*Code + Physical print:*

- **Portales 2.0 SE(LL) + Code (vText) (2-TERM)** 978-1-54337-437-7

*Code ONLY:*

- **Portales 2.0 Code (vText) (2-TERM)** 978-1-54336-829-1

*Portales is also used in SPAN 1100 and SPAN 2100.*

- **Computer with camera, microphone and a Google browser.**



## TESTING AND GRADING SYSTEM

Our communicative philosophy of teaching is also reflected in our testing. Therefore, our tests are not only composed by multiple choice or mechanical fill-in-the-blank exercises. They also include numerous contextualized activities that will offer you the opportunity to use what you have learned in the most authentic and productive way. **This is why daily attendance is required to better perform on any assessment.**

The EXAMS will be available and include questions that will test your ability to utilize the grammar and vocabulary from the textbook **chapters (7-12)**, to communicate ideas, and to understand a short reading comprehension/analysis. The exams will also have a listening comprehension portion. **You will take an exam per chapter.** As you cannot become proficient in a language without understanding the cultures that speak it, you will also be responsible for demonstrating your understanding of the cultural information included in each lesson.

**The FINAL EXAM** consists of two parts. **The first part is the listening comprehension exam**, which will take place in class during the final before finals week. The final written exam will be comprehensive covering all of the chapters studied during the semester and will be given online on VHL Central (Portales Online). The best preparation for both exams will be your daily active participation in activities through the course both in class and outside of class.

You will not be provided with study guides for any test or composition. At this academic level, you must use your own study techniques and strategies. To prepare for the exams, you should use your notes, the practice activities done in and out of class, and the textbook. (Notes cannot be used during the exam.) You should complete beforehand all of the assigned homework related to an exam or composition. **This is why daily attendance is crucial to perform well on any examination.**

In addition, you will need to participate in **FIVE DISCUSSION FORUMS**. Some questions using the content studied in class will be posted. You will be asked to record yourself answering those questions. You will need to see other classmates videos make comments on them and answer to the comments of your colleagues on your own videos. You will need to submit the script of what you will say in your record as a comment. In these forums, you will have to use the required grammar that will be covered in Chapters 7, 8, 9, 10 and 11. This activity is to show that you can construct sentences and communicate in both levels oral and written using your knowledge of the Spanish language. The grade will depend upon your correct use of grammar, vocabulary and your active participation interacting with your classmates.

**All these activities must be taken on or turned in on the dates specified on the class calendar. “Make up” exams or discussions forums after the assigned date will not be available or accepted.**

The programs **Smarter Proctoring** and **Lockdown Browser** are going to be used with all online exams to prevent academic dishonesty. To use one of these programs you need to have the **Google Chrome Browser** installed, a working camera and microphone on your computer. **You are going to be required to show a valid ID and have video of your exam session recorded.** You are not allowed to use any electronic device such as cellphones and tablets, neither have any person on your session during your exams. Any personal data (webcam, recording, browser activity) will be kept confidential and only viewed by your instructor if cheating (e.g. plagiarism, translator use) is suspected.

## GRADE

Your grade will be based on the following criteria:

FIVE unit exams (5x80)	400 pts.	40%
Participation	160 pts.	16%
VHL homework.	100 pts.	10%
Discussion Forums	160 pts.	16%
Final Written Exam (on VHL Supersite)	140 pts.	14 %
Final Listening Exam (In-class)	40 pts.	4%
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<b>TOTAL:</b>	1.000 pts.	100%

### LETTER GRADES

92 % - 100 % **A**  
90 % - 91.9 % **A-**  
88 % - 89.9 % **B+**  
82 % - 87.9 % **B**  
80 % - 81.9 % **B-**  
78 % - 79.9 % **C+**  
72 % - 77.9 % **C**  
70 % - 71.9 % **C-**  
68 % - 69.9 % **D+**  
62 % - 67.9 % **D**  
60 % - 61.9 % **D-**  
59.9 % or below **F**

Note that **we do not use bell curves** in this course, and there is no “grade policy” (i.e.: instructors have not been given directions as to how many students can get a certain grade).

**There are also no extra credit assignments available** in order to maintain equity and fairness across all sections of Spanish 1200. All instructors use the same textbook, the same syllabus, the same calendar, and follow the same grading policies to ensure fairness in all sections. We follow a very strict grading policy.

It is recommended that you be proactive about reaching your target letter grade in the course from the beginning of the semester. If your grade on the first exam is below your expectations, talk with your instructor immediately to see if together you can diagnose what went wrong. **Do not wait until it is too late:** a grade of “C- “ is the minimum required to go on to Spanish 3. Remember that this is a four-hour course of two months. You should be studying on your own for at least one hour for each hour of class at the very minimum.



## DAILY ROUTINE AND PREPARATION FOR CLASS

Your daily routine is laid out in detail in the course calendar that accompanies this syllabus. Your instructor will start each class with a brief warm-up activity that typically covers the previous day's material and then continue with the day's new lesson assuming that you have already read and prepared for it. If you have not done that, you will not be prepared for class. In order to be prepared for class, you should have looked over the assigned pages in the textbook outlined on the calendar and completed the online homework assigned on [www.vhlcentral.com](http://www.vhlcentral.com) before the day of class.


This is a four-credit hour course. In a traditional in-seat course you would expect to spend for hours in class at least 4 hours completing homework outside of class for a total of 8 hours. Since this is not an in-seat class, you should expect to spend **AT LEAST 8 HOURS TOTAL PER WEEK online** to complete course assignments. Therefore, **your daily routine revolves around two main activities: homework on VHL and attending classes on Zoom.**

The online homework is due at midnight the night before each class: **Sunday to Wednesday.** VHL Supersite **homework is graded for accuracy, not just completion**, but you will always have 3 attempts to complete each homework activity, except for instructor-graded activities, true/false exercises, and other activities that only have two potential answers. Past due homework on VHL Supersite can be completed for 50% credit until the last week of class.

Additionally, your instructor may assign extra homework, as they feel appropriate. If you miss a class, it is your responsibility to find out whether there is extra homework; **missing a class is never an excuse for not doing it.**

## PARTICIPATION

Active participation is essential for your own learning and development in class. The participation grade you receive in this Spanish class is a combination of many factors. **Merely attending class does not mean a good participation grade.** Our classes on Zoom include a variety of activities both individual and in groups, so you will be expected to follow instructions, respond when called on and volunteer. **You need to make every effort to speak Spanish** when called on, when you are working with your classmates, and when asking questions to your instructor or classmates.



Attending classes on Zoom will require that you have a quiet study space, stable internet connection and functional microphone and camera. You should contact your professor after class to discuss your participation and progress in the course to verify that your perception of your participation is the same as your professor's.


Note that participation covers a high percentage of your overall grade. You will be evaluated on this every week (20 points/ 8 weeks). **These participation grades will be posted about every week.** See our expectations and criteria for participation below:

A good score requires being prepared and engaged. You must get involved in what is being done and show your instructor that you are well prepared for the class lesson. **You cannot participate if you are not in class.** Regardless of the reason for your absence, failure to attend class always results in missed opportunities to hear and speak Spanish. Therefore, in order to learn and succeed in this course, and to earn a good participation grade, **you should attend every class,** participate at all times voluntarily when called on, and complete all the work assigned in the class. This is a language class, so **you should always speak** in Spanish and stick to appropriate conversation topics.

**A (90%-100%)** The student volunteers to participate in every class, demonstrates that they are always prepared for the lesson, and responds when called on. The student consistently interacts in Spanish with other students and the instructor in all activities in the class and shows leadership in pair or group activities. The student never uses any electronic devices (cellphone, laptop, etc.) unless authorized by the instructor.

**B (80%-89%)** The student is usually well-prepared and is willing to participate, even though their answers show that they did not study as thoroughly as an A student. The student rarely resorts to English. Frequently, cooperates in all the activities.

**C (70%-79%)** The student rarely volunteers, often takes time to respond when spoken to, and is sometimes unprepared or responds inappropriately. The student uses English at times. Their answers in Spanish tend to be one-word utterances. The student cooperates only a bit or sometimes reluctantly in pair or group activities. The student sometimes uses electronic devices without been authorized by the instructor.



**D (60%-69%)** The student displays only minimal participation beyond simply being in the classroom or usually comes to class unprepared. When called upon they produced only limited responses. The student asks his/her classmates to translate what the teacher says and/or does not cooperate in group work. Sometimes, the student's behavior may be distracting to their classmates.

**F(59% or below)** The student does not participate in class activities, always relies on others, and never volunteers to answer questions or respond to exercises. The student uses more English than Spanish. The student's behavior is disruptive and seriously hampers other students' learning, or rarely understands what is happening. The student rarely contributes to the learning environment in a positive way.

## ATTENDANCE POLICY

Attendance on Zoom classes is crucial and mandatory to develop your language skills. To be counted as present on Zoom, **NOT ONLY do you need to be connected to the class meeting (with your camera on), but you also need to respond actively.** If the instructor calls on you two opportunities and you do not respond, you may be counted as absent.

**Every time you miss class, you will lose participation points.** (If you are not in class, you are not participating!). If you need to miss a class (only for reasonable reasons) and want to get credit for participation, you will need to follow these steps:


- E-mail your instructor\* as soon as feasible, preferably the day before.
- Provide a valid reason for missing class; the instructor may request documentation depending on the situation.
- You must complete any make-up or extra assignment your instructor assigns.

\*when emailing your instructor or reaching out to her, do it in a respectful and appropriate way, otherwise **you will be deducted points:**

**E.G.** "Hey xx, can you send me a make-up work assignment? " it is not a respectful manner to address your professor.

**NOTE:** You are allowed to follow this process **only 3 times** during the course. Once you exceed these number of excused absences just by sending an email, you will need an official document to justify your next absences.





Failure to follow these steps will lead to you losing participation points and accumulating more absences. In addition, you will be penalized with deductions from your final grade due to excessive absences. These deductions will be as follows: **5-7 absences -25 points, 8 or more absences -50 points.**

It is your responsibility to arrive to class on time. **You will lose one participation point for each tardy (a tardy being defined as arriving more than 5 minutes late to class).** Arriving ten minutes late will be considered a complete absence, unless pre-approved by your instructor.

**If it is your intent to drop this class, you must follow the procedures stipulated by the University by filling out and submitting all of the required paperwork before the deadlines.**

## LATE WORK POLICY

**No late work will be accepted under any circumstance,** unless you can provide a valid excuse (documented medical excuse or family emergency). **You must contact your instructor prior to your class period and provide your instructor with an official written excuse within one week before to have your case considered.** You may email (recommended) your instructor, with respectful and appropriate manners. **DO NOT plan to take vacations or to leave early for a Holiday that will conflict with an examination.** You will not be allowed to make-up any exams or work in these situations. (There is one exception to this policy: Past due homework on VHL Supersite can be completed for 50% credit until the last week of class.)


## USE OF ELECTRONIC DEVICES

**Cellphone use is prohibited during class,** as it is disrespectful and distracting from others' language learning. Laptops or tablets may be used with the prior approval from your instructor. However, this approval will be revoked if you are using them for any other purpose besides classwork.

## E-MAIL

It is your responsibility as a student to check the Canvas site and your MU e-mail periodically to avoid missing any important notifications about this class or any assignments that your instructor might send via this communication medium. You are prohibited from using mass e-mails to communicate with other students enrolled in Spanish 1200. It is an intrusion upon the privacy of others to send mass e-mails.





**You must e-mail/communicate with your instructor using your MU e-mail account. Any e-mails sent using other addresses or accounts (google, yahoo, etc.) or disrespectful messages\* with no subject will be ignored.**

\*see the note of getting appropriately in contact with your instructor in the Attendance Policy section.

## **STUDENTS WITH DISABILITIES**

If you anticipate barriers related to the requirements of this course, if you have important medical information to share, or if you need to make arrangements in case the building must be evacuated, please let us know as soon as possible. **DO NOT expect accommodations** for conditions that you did not inform about previously. In order to receive disability- related accommodations (i.e. a note taker, extended time on exams, captioning), you must first establish an accommodation plan with the MU Disability Center <https://disabilitycenter.missouri.edu/> and then notify your instructor of your eligibility for reasonable accommodations. Such accommodations cannot be applied retroactively. For other resources for persons with disabilities, click on “Disability Resources” on the MU homepage.

## **MENTAL HEALTH**

Many college students nationwide experience mental health issues such as anxiety, depression, etc. If you experience such conditions, and especially if they may affect your attendance or performance in the course, we recommend being in touch with your instructor and/or the MU Disability Center <https://disabilitycenter.missouri.edu/> to discuss ways to document and set up accommodations. You can also take advantage of wellness resources at <https://counseling.missouri.edu/>

## **ACADEMIC DISHONESTY**

Academic integrity is fundamental to the activities and principles of a university. All members of the academic community must be confident that each person's work has been responsibly and honorably acquired, developed, and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. The academic community regards breaches of the academic integrity rules as extremely serious matters. Sanctions for such a breach may include academic sanctions from the instructor, including failing the course for any violation, to disciplinary sanctions ranging from probation to expulsion.

**Any use of translators, plagiarism, collaboration, or any other form of cheating on course assessments is prohibited and any violations of this policy will be reported to the Office of Academic Integrity. To avoid such issues, it is best to minimize the use of advanced vocabulary or grammar on course assignments that are not covered in Chapters 1-12 of Portales.**



## INTELLECTUAL PLURALISM

The University community welcomes intellectual diversity and respects student rights. Students who have questions or concerns regarding the atmosphere in this class (including respect for diverse opinions) may contact the departmental chair or divisional director; the director of the Office of Students Rights and Responsibilities; the MU Equity Office, or [equity@missouri.edu](mailto:equity@missouri.edu). All students will have the opportunity to submit an anonymous evaluation of the instructor(s) at the end of the course.

Likewise, if at any time the content of the class or the behavior of anyone in the class makes you feel uncomfortable, whether based on religion, gender, sexual orientation, ethnicity or otherwise, please do not hesitate to contact your instructor and/or the course coordinator. Your concerns will be taken seriously.

## EXECUTIVE ORDER #38, ACADEMIC INQUIRY, COURSE DISCUSSIONS & PRIVACY

University of Missouri System Executive Order No. 38 lays out principles regarding the sanctity of classroom discussions at the university. The policy is described fully in section 200.015 of the Collected Rules and Regulations. In this class, students may NOT make audio or video recordings of course activity, except students permitted to record as an accommodation under section 240.040 of the Collected Rules. All other students who record and/or distribute audio or video recordings of class activity are subject to discipline in accordance with provisions of section 200.020 of the Collected Rules and Regulations of the University of Missouri pertaining to student conduct matters.

Those students who are permitted to record are not permitted to redistribute audio or video recordings of statements or comments from the course to individuals who are not students in the course without the express permission of the faculty member and of any students who are recorded. Students found to have violated this policy are subject to discipline in accordance with provisions of section 200.020 of the Collected Rules and Regulations of the University of Missouri pertaining to student conduct matters.

*Stewie!*