**Rutgers, the State University of New Jersey**

**Department of Spanish and Portuguese**

# ONLINE COURSE INFORMATION

**SPANISH 101: Elementary Spanish I Section B1 SUMMER 2018**

## INSTRUCTOR: Sandra C. Medina Email: Sandra.medina@rutgers.edu

**IMPORTANT NOTICE: All students must read the following information, sign the agreement page at the end of this document and submit it to *Dropbox* in Sakai by Sunday, June 3rd, 2018 (6/3/18) by 11:00 pm EST.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COURSE DESCRIPTION:**

Welcome to Spanish 101, the first of a four semester series for students who have had little or no exposure to the Spanish language. This course features ***Dicho y hecho: En vivo edition***, (textbook), which is accompanied by an online activities manual–*WileyPlus Premium*.

This course can be completed individually by listening to the lessons in the LEARN&PRACTICETOGETHER sessions, attending virtually language coaching sessions, completing all the activities and submitting all the assignments by the deadlines. However, students that prefer a more ONE-ON-ONE lesson approach, can attend synchronous classes with the instructor via Meetings (Big Blue Button) in the Sakai web-site. To request these meetings, e-mail your instructor at [Sandra.medina@rutgers.edu](mailto:Sandra.medina@rutgers.edu) to make arrangements. These students must still complete all the activities in the Learn&PracticeTogether sessions and all the assignments by the deadlines.

**ELIGIBILITY:**

**IMPORTANT NOTICE:**

As per SAS policy on foreign language, please note that you will not receive credit for SPA 101 or SPA 102 if your transcript from high school indicates that 1) you have taken two or more years of Spanish, or 2) you are a home-background Spanish speaker. You MUST take the placement test if you meet any of the above criteria. It is your responsibility to verify that you are enrolled in a course that corresponds to your placement level, even if Webreq allowed you to register for the course. Please go to <http://sasundergrad.rutgers.edu/academics/courses/registration-and-course-policies/foreign-language-courses> to learn of the SAS academic policy on foreign languages. You may also visit the Department of Spanish and Portuguese website <http://span-port.rutgers.edu/undergraduate>

Placement exam results can be found in Degree Navigator under your course list. Results will be at the bottom of the page. If you have doubts about your placement, contact Prof. Dámaris Otero-Torres, Undergraduate Director, via e-mail at [dotero@spanport.rutgers.edu](mailto:dotero@spanport.rutgers.edu) during the first two weeks of classes (before the end of the drop/add period). It is your responsibility to be enrolled in the language course that corresponds to your placement.

**It is the sole responsibility of the student to verify that they are indeed registered for the appropriate course that corresponds to your placement.**

**I. COURSE OBJECTIVES and EXPECTATIONS**

This course aims to help students acquire communication skills in both oral and written Spanish through the interpersonal, interpretive, and presentational modes. Upon successful completion of this course, you should be able to:

1. **DEMONSTRATE COMPREHENSION** of spoken Spanish with sufficient ability to grasp the main idea and some supporting details in short conversations, both spontaneous and taped, that relate to daily life and represent authentic situations.
2. **SPEAK** Spanish well enough to have short conversations with native speakers about topics such as describing activities and events in the present, giving commands, advice and recommendations, expressing emotions and feelings, providing or obtaining specific information for survival, as well as being able to talk about customs, pastimes, health, and quality of life.
3. **READ AND DEMONSTRATE UNDERSTANDING** of newspaper articles, classified ads, and brief segments taken from various forms of literature that touch on many different topics.
4. **WRITE** a coherent string of sentences with some organization in a paragraph-like format of varying lengths on topics that relate to personal situations and experiences as well as more general topics that deal with world events and situations that occur in daily life.

The course objectives, expectations, outcomes and study/work time are the same as for face-to-face classes offered at the New Brunswick campus. The delivery, exams and due dates are geared for students whose work / study load prevents them from attending a regular class schedule. **Students that take this on-line course should not expect this course to be a “lighter” version and to have less of a workload than the face-to-face class.** For a detailed description of the expectations for this course, please consult “Spanish Online Course Expectations” document. To see if you are a student that could succeed in an on-line course go to <http://languageinstitute.rutgers.edu> under Taking online section for more information.

**II. REQUIRED COURSE MATERIALS:**

You can buy the required materials at any Rutgers University Bookstore in a package or you can go to wileyplus.com

to buy them directly from the publisher:

### OPTION 1: Physical package

|  |
| --- |
| Screen%20Shot%202016-08-23%20at%2012**DICHO Y HECHO : Beginning Spanish ISBN**  **9781119430476**  **Authors: Potowski, Sobral & Dawson**  **Edition** 10th/ **Publisher:** Wiley & Sons  **Package includes Book + WileyPLUS Prem (**Reg Code (printed card) (includes e-book)**:** |

### OPTION 2: Digital package

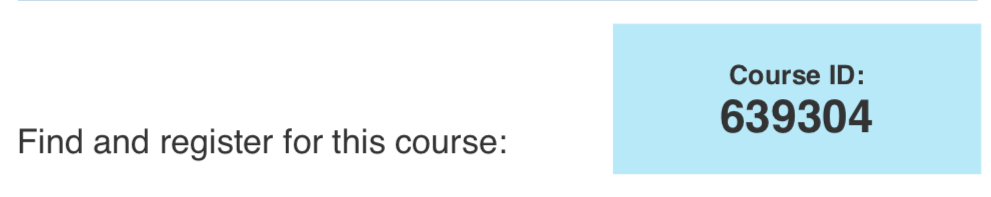
Includes e-book-WP access alone: **9781118996201**

### Must Haves:

* Plug-in audio headset with microphone [Internal computer audio and mike will not be sufficient.]
* Web-CAM
* Microsoft Word & Power Point 2007 or newer version
* **Sakai technical requirements**; [*https://sakai.rutgers.edu/portal*](https://sakai.rutgers.edu/portal)
* **Wiley Plus technical requirements**; [www.wileyplus.com](http://www.wileyplus.com)

## WEB-SITES:

* *Sakai’s Spanish course page;* [*https://sakai.rutgers.edu/portal*](https://sakai.rutgers.edu/portal)
* *WileyPlus (digital Student Activities Manual):* [www.wileyplus.com](http://www.wileyplus.com)



***Please Note:***

\*When logging into *Wiley Plus*, make sure that you disable your pop-up blocker.

**III. LEARNING ACTIVITIES, TASKS and ASSESSMENT**

**REMEMBER: Your instructor is always available synchronous via SAKAI –Meetings to review or practice any of the material of the course. You must still complete all activities. To request a one-on-one meeting, e-mail your instructor**.

**A. LEARN & PRACTICE TOGETHER (APRENDER & PRACTICAR JUNTOS) LESSONS & ACTIVITIES:**

There will be five (5). These Learn & Practice Together sessions contain the same grammar lessons, dialogues and vocabulary models, and practice activities that are presented in the face-to-face classes. These activities will be completed using Sakai-Voicethread. We will cover chapters 1 thru 5 in the textbook.

**You must complete them using a Web-cam (Your face must be clearly seen). Audio must be clear with proper volume. You must identify yourself with your complete name, and your attire and surroundings must be appropriate.**

For the **LEARN & PRACTICE TOGETHER (APRENDER & PRACTICAR JUNTOS)*.*** You must:

1. Download the Power Point files under ALL ASSIGNMENTS in Sakai.
2. Listen and practice the vocabulary and dialogues, learn the grammar lessons, complete the activities assigned.
3. Then record your answers to the activities assigned in VoiceThread.
4. Your VoiceThread recording will be graded according to the rubric in ALL ASSIGNMENTS in Sakai

**B. STUDENT ACTIVITIES MANUAL (SAM) “HOMEWORK: WILEYPLUS:** These activities are contained within the [www.wileyplus.com](http://www.wileyplus.com) Website. All Student Manual Activities (SAM) Students will find that if they do not keep up with the homework assignments they will fall behind and their participation grade will be greatly affected. You are required to listen and practice the vocabulary for every chapter.

## C. ONE-ON-ONE MID-TERM EXAM AND PRACTICE:

1. There will be one (1) **ONE-ON-ONE MID-TERM EXAM (week 4)** with the instructor. This meeting will be conducted via the Meetings section of SAKAI with prior scheduled appointment. During this 10 to 15 minute meeting you will demonstrate the grammar functions, the dialogues and vocabulary that you have learned in the course. This meeting will be graded according to the rubric in Resources- ALL ASSIGNMENTS.
2. There will be ONE (1) **ONE-ON-ONE PRACTICE SESSION** with the instructor during the semester to practice for the Mid-Term (**week 3**).

## D. OTHER ASSIGNMENTS:

In addition, you will have (2) PORTFOLIOS and (5) STUDENT ACTIVITY MANUAL and (1) FINAL ORAL EXAM PROJECT.

**SUMMARY OF ASSESSMENT:**

* (5) LEARN & PRACTICE VOICETHREAD ACTIVITIES for chapters 1-5
* (1) ONE-ON-ONE MID- TERM EXAM
* (2) ONE-ON-ONE with Instructor
* (1) FINAL EXAM PROJECT
* (2) Portfolios (Tasks: Writing, Reading and Video Assignments.)
* (5) Student Activity Manual for chapters 1-5

## **V. SUBMITTING ASSIGNMENTS:**

Taking Spanish online is a different experience from most online courses you might take. Unlike some courses that allow you to complete all of the work in the last few days, online **Spanish XX requires** you to ***work continuously throughout the semester***. Details about all assignments and exams will be made available on SAKAI and **ALL** assignments and Exams **MUST BE** completed by the corresponding deadlines **at 11:00 pm** **Eastern Standard Time**.

**Make-up policy forexams and other assignments:**

All assignments must be turned in by the established due date. If a student cannot comply with the assigned due date, s/he must contact the instructor **IMMEDIATELY** and/or **24 hours before** the deadline for **a one (1) time only make-up for the missed task**. **NO MAKE UP POLICY for assessment** unless you have evidence of a valid reason and you have been completing all requirements of the course to that point. **This policy does not apply for all tasks due at the end of the semester.**

|  |  |
| --- | --- |
|  | **DUE DATES SUMMARY:**  ✔ **CHECK WHEN COMPLETED**  **TASK DEADLINE LOCATION** |
| **\_\_ T**  **\_\_ T**  **\_\_ T**  **\_\_ T**  **\_\_ T**  **\_\_ T**  **\_\_ T**  **\_\_ T**  **\_\_ T**  **\_\_ A**  **\_\_ A**  **\_\_ A**  **\_\_ T**  **\_\_ T**  **\_\_ T**  **\_\_ T**  **\_\_ A**  **\_\_ A** | W1Student Agreement 6/03 by 11:40 pm EST Submit in Sakai, ALL ASSIGNMENTS  W1Student Profile 6/03 by 11:40 pm EST Submit in Sakai, ALL ASSIGNMENTS  W1Student Schedule 6/03 by 11:40 pm EST Submit in Sakai, ALL ASSIGNMENTS  W1Voicethread Activity-Tutorial 6/03 by 11:40 pm EST Submit in Sakai, ALL ASSIGNMENTS  W1Learn & Practice Together 1 6/03 by 11:40 pm EST Submit in Sakai, ALL ASSIGNMENTS  W2Learn & Practice Together 2 6/10 by 11:40 pm EST In Sakai, video recorded in VoiceThread  W2SAM C1 & C2 6/10 by 11:40 pm EST In WileyPLUS under Assignments  W3Learn & Practice Together 3 6/17 by 11:40pm EST In Sakai, video recorded in VoiceThread  W3SAM C2 6/17 by 11:40 pm EST In WileyPLUS under Assignments  W3 One-On-One with Instructor 6/11-6/15 By appointment via Sakai-Meetings  W4One-On-One Mid-Term 6/18-6/22 By appointment via Sakai-Meetings  W4Porfolio part 1 6/24 by 11:40 pm EST Submit in Sakai, ALL ASSIGNMENTS  W5Learn & Practice Together 4 Voc. 6/24 by 11:40pm EST In Sakai, video recorded in VoiceThread  W4SAM C3 6/24 by 11:40 pm EST In WileyPLUS under Assignments  W6Learn & Practice Together 5 7/1 by 11:40 pm EST In Sakai, video recorded in VoiceThread  W5 SAM C4 &5 7/1 by 11:40 pm EST In WileyPLUS under Assignments  W6 Portfolio 2 7/6 by 11:40 pm EST Submit in Sakai, ALL ASSIGNMENTS  W6Final Exam Project 7/6 by 11:40 pm EST In Sakai, video recorded in VoiceThread |
|  |  |

**T= TASKS, ACTIVITIES (GREEN) A= ASSESSSMENT (YELLOW)**

Details about all assignments and exams will be made available on <https://sakai.rutgers.edu> under **ALL ASSIGNMENTS**.

1. **DO NOT SEND or SUBMIT ASSIGNMENTS VIA E-MAIL**.Submissions sent via e-mail will not be graded and will receive a ZERO.

**2. Submitting and labeling your documents to Sakai (ALL ASSIGNMENTS).**

a.Write your complete name as it appears on the Sakai roster.

b. Write the course, section and term; ***Spanish 101: Summer 2018***

c. Write the name of the assignment; e.g. ***Writing Assignment 1****.*

d. Submit in Sakaiunder the correct assignment in the ALL ASSIGNMENTS tab.

## V. GRADING SCALE & GRADE DISTRIBUTION:

|  |  |  |
| --- | --- | --- |
| **A 92%-100%**  **B+ 87%- 91%**  **B 82%- 86%**  **C+ 77%- 81%**  **C 70% -76%**  **D 69%-60%**  **F 0% -59%** | Weekly Learn and Practice Together Activities (5) [Sakai-Voicethread] | 25% |
| Porfolio 1 (tarea de escritura, lectura y auditiva) [Sakai] | 13% |
| Porfolio (2) [(tarea de escritura, lectura y auditiva) [Sakai] | 13% |
| Oral exam 1 [Sakai] | 14% |
| Oral Final PRESENTATION [Sakai] | 13% |
| ONE-ON-ONE MEETING with professor (1) [Sakai-Meetings] | 10% |
| SAM (Student Activities Manual) (5) [On WileyPlus] | 12%  100% |

**Final grades will not be rounded up.**

## VII. POLICIES AND REQUIREMENTS:

A. ACCESSIBILITY OF ONLINE COURSES: Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: [https://ods.rutgers.edu/students/documentation-guidelines](https://ods.rutgers.edu/students/documentation-guidelines" \t "_blank). If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the ODS web site at: [https://ods.rutgers.edu/students/registration-form](https://ods.rutgers.edu/students/registration-form" \t "_blank).

B. ACADEMIC INTEGRITY:The objective of all assignments and exams is for students to demonstrate their knowledge of the material presented. THEREFORE, all assignments **MUST BE** in **THE STUDENT’S OWN WORDS AND USING THE VOCABULARY AND GRAMMAR PRESENTED IN THE CHAPTERS.** Any assignment that uses other vocabulary or grammatical functions **not covered in the course will be given a zero** even if the vocabulary or grammar in the assignment is correct.

With regard to written assignments, **students are not allowed to use computer-assisted translation or seek outside help in any form**. In other words, the writing is to be entirely your own work (words and ideas). If you are using material produced by another person under any circumstances, you must acknowledge it. Any outside help is considered unacceptable collaboration and will be dealt with accordingly. You are responsible for reviewing the University’s definitions and policies for plagiarism and academic dishonesty ([http://](http://www.scc.rutgers.edu/douglass/sal/plagiarism/intro.html)academicintegrity.rutgers.edu/integrity.shtml).The following definition has been developed as part of the Policy on Academic Integrity at Rutgers.

***Plagiarism*** *is the representation of the words or ideas of another as one's own in any academic exercise. To avoid plagiarism, every direct quotation must be identified by quotations or by appropriate indentation and must be properly cited in the text or in a footnote. Acknowledgment is required when material from another source stored in print, electronic or other medium is paraphrased or summarized marks in whole or in part in one's own words. To acknowledge a paraphrase properly, one might state: 'to paraphrase Plato's comment...' and conclude with a footnote identifying the exact reference. A footnote acknowledging only a directly quoted statement does not suffice to notify the reader of any preceding or succeeding paraphrased material. Information which is common knowledge such as names of leaders of prominent nations, basic scientific laws, etc, need not be footnoted; however, all facts or information obtained in reading or research that are not common knowledge among students in the course must be acknowledged.*

## **VIII. NETIQUETTE OR ACADEMIC CONDUCT:**

“Online manners” are commonly known as Netiquette. They are important for communication associated with assigned activities for online courses. You are expected to address your instructor and classmates with absolutely respect and in a formal manner. Read the following detailed guide for Netiquette: <http://www.albion.com/netiquette/corerules.html>

**1. In Class:** As a general rule, you should follow the same classroom conduct that you would "off-line" in a face-to-face course.

Be aware of the following:

* Avoid writing messages in all capital letters because it is UNDERSTOOD AS SHOUTING.
* Be careful what you put in writing.
* Grammar and spelling matter. Online courses demand the same standard of academic communication.
* Never use profanity in any area of an online course.
* When responding to messages, only use "Reply to All" when you really intend to reply to all.
* Avoid unkindly public criticism of others or “flaming”
* Do not use emoticons such as ☺, ;( , etc.

*Source:* <http://www.distancelearning.org/howtosucceed.html>

**2. Emailing your instructor.** As a general rule, be careful of the way you address your instructor in written private or public communication. Before e-mailing your professor please consult: <http://www.wiu.edu/advising/docs/Email_Netiquette.pdf>. Some useful tips:

1. Include your course information in the Subject line

2. Address your instructor appropriately.

3. Be precise, concise and clear

4. Use your full name and identify the course in which you are enrolled

**STUDENT'S AGREEMENT**

**FOR**

**SPANISH 101: Elementary Spanish I Section B1 SUMMER 2018**

**Instructor: Sandra C. Medina**

**IMPORTANT NOTICE: All students must read the following information, sign the agreement page at the end of this document and submit it to *Dropbox* in Sakai by June 3rd, 2018 (6/3/18) by 11:00 pm EST.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Write your name) have read the *Calendar*, the *Course Information* and the *Spanish Online Course Expectations* documents for **ELEMENTARY SPANISH 101: Section B1 SUMMER 2018**, and **I agree to abide by the policies and requirements for this course**.

1. I agree to read carefully, sign and upload the Course Information and Syllabus by June 3rd of 2018 by 10:00 pm EST under ALL ASSIGNMENTS.

2. I agree to read all the INSTRUCTIONS tabs from the Main Menu on our Sakai Course Page.

3. I agree to get familiarize and prepare for my first LEARN & PRACTICE Session by completing all tutorials.

4. I agree to get and have all the materials; textbook, WileyPlus, plug-in headphones and microphone, Web-Cam, Word and PowerPoint programs.

5. I agree to complete all the assignments **by the due dates**.

6. I agree to have checked all technical and technology requirements for this course.

7. I understand all policies regarding **netiquette**.

8. I understand the make-up policy.

9. I understand **that if I do not complete** the Learn & Practice sessions, **do not turn in assignments on time**, make arrangements to complete all the Learning Activities, tasks and Assessments on the weeks assigned and **do not contact my instructor and the Undergraduate Director at the Department of Spanish and Portuguese immediately to explain** and possibly make other arrangements, **I will be in danger of failing** this course.

10. I understand **that enrolling in this course and purchasing** the text and materials **will not guarantee** me a passing grade or credit for the course.

11. I also understand that in order to receive credit for this course I must have been placed or have approval. If you have doubts about your placement, contact Prof. Dámaris Otero-Torres, Undergraduate Director, via e-mail at [dotero@spanport.rutgers.edu](mailto:dotero@spanport.rutgers.edu)  before the end of the drop/add period. It is your responsibility to be enrolled in the language course that corresponds to your placement.

12. I also understand that **taking an online course is not any easier than a face-to face course** and **it will**

**require time, responsibility and self-discipline.**

13. I understand that I can request an extension to complete the course task in case of an emergency. However, the granting of an extension does not necessarily imply that I will pass the course. All requests must be done as soon as the emergency arises and it must be done in writing and via e-mail to the instructor and the Undergraduate Director, Prof. Dámaris Otero-Torres, at [dotero@spanport.rutgers.edu](mailto:dotero@spanport.rutgers.edu).

14. **I will check my email** and **log in to Sakai daily** to read any announcement from my professor.

15.  I am ready to begin this course and complete all assignments.

**(WRITE your NAME and DATE**. Submit in **Sakai** under **ALL ASSIGNMENTS**, **Student Agreement**)

|  |
| --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |