



SPAN 1110 G-Spanish I section name section credit hours Credits **Syllabus**

Course Information

Meeting times and location: section meeting_times section location

Catalog description: Designed for students with little exposure to Spanish, this course develops basic listening, speaking, reading, and writing skills and basic intercultural competence in interpretive, interpersonal and presentational modes of communication at the Novice Level of proficiency based on ACTFL guidelines. During this course, students perform better and stronger in the Novice Mid level while some abilities emerge in the Novice High range. This is an introductory course aimed at helping the student to communicate in Spanish in everyday familiar situations via recognition and production of practiced or memorized words, phrases, and simple sentences.

Prerequisites: course prereqs

Terms offered: All Semesters

Section-specific Course Description:

Course Level Objectives

1. Students can communicate on very familiar topics using a variety of words and phrases that they have practiced and memorized.
2. Students can present information about myself and some other very familiar topics using a variety of words, phrases, and memorized expressions.
3. Students can write short messages and notes on familiar topics related to everyday life.
4. Students can often understand words, phrases, and simple sentences related to everyday life.

5. Students can recognize pieces of information and sometimes understand the main topic of what is being said.
6. Students can understand familiar words, phrases, and sentences within short and simple texts related to everyday life.
7. Students can sometimes understand the main idea of what they have read.

General Education Student Learning Outcomes

This course meets the requirements set forth by the state of New Mexico for a general education course that is transferable to any public institution of higher education in New Mexico. Each general education course addresses three essential skills as outlined in the table below.

General Education Content Area	Essential Skills Associated with the Content Area
Communication	Communication, Critical Thinking, Information & Digital Literacy
Creative and Fine Arts	Communication, Critical Thinking, Personal & Social Responsibility
Humanities	Critical Thinking, Information & Digital Literacy, Personal & Social Responsibility
Mathematics	Communication, Critical Thinking, Quantitative Reasoning
Science	Critical Thinking, Personal & Social Responsibility, Quantitative Reasoning
Social & Behavioral Sciences	Communication, Critical Thinking, Personal & Social Responsibility

For further information on the Essential Skills, visit the [General Education Essential Skills](#) page.

Required Texts and/or Materials

Conectados

978-0-357-03022-6

Marinelli, P. & Fajardo, K.

Cengage Learning, Inc.

2020

2nd

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

Course Requirements

Students will do the following activities:

- Homework: A list of weekly assignments are posted on CANVAS.
- Prepare for each class session by going over the grammar presentations and vocabulary to be covered in class and complete the assignments in MindTap.
- Write, study, listen to and practice your pronunciation saying the lesson's vocabulary in MindTap.
- Listen to grammar presentations and write a grammar summary with charts, examples, and sentences for each lesson.
- Study the grammar presentations on Canvas and do all the assignments in MindTap for each presentation before coming to class.

- Write journal entries for each topic or lesson covered.
- Complete the practice activities in MindTap.
- Complete the Oral assignments with the tutor.
- Take a chapter test in Canvas at the end of each chapter.

1. Journals:

- Throughout the semester, you will write journal entries in Spanish that will include the topics, vocabulary, and grammar that are covered in each lesson. The instructions for the journals are available on Canvas. The journals should be typed using a 12 point font and be double-spaced.
- You will have a total of 6 journals.
- These journals will help you prepare for your final essay and presentation.

2. Oral Practice:

- Oral Assignments with the tutor:
 - Specific oral assignments will be given to practice Spanish with the tutor in an online platform. An oral assignment summary must be turned in upon completion.
 - An oral assignment consists of having a conversation in Spanish with the tutor.
 - Make an appointment with the tutor soon after the oral assignment has been assigned to prevent overcrowding the tutor before the assignment's due date.
 - Look over your Oral Assignment before you meeting the tutor.
 - Prepare the questions you are going to ask the tutor. Practice and have a rough draft before you meet with the tutor. The tutor is available to guide you and help you understand the lessons and assignments.
 - You will write a summary of your conversation with the tutor in an essay format in first and third person. Include a brief description of what you talked about with the tutor. You will share similarities and differences. **You are not going to write a dialogue.**
 - Your summary must be typed in Spanish and it should be written in an organized manner and double spaced. I will not accept incomplete homework.
- Vocabulary Practice:
 - You will practice saying the words on the vocabulary lists for each section of each lesson in MindTap.
 - Go to the vocabulary link on the weekly homework. This link will take you to Quizlet where you can find the vocabulary list for you to practice.
 - Go to the pronunciation module on MindTap and click on the vocabulary practice for the day.

3. MindTap:

- Specific assignments will be assigned each week in MindTap for you to practice the vocabulary and grammar concepts. These assignments do not show on your

Canvas “To do list”.

- You must complete the Learn it! MindTap activities before you come to class. It is recommended you do these assignments after you watched the grammar tutorial videos in the weekly homework on Canvas.
- Other activities on MindTap need to be completed after class. These activities will help you reinforce the the skills and content covered in class.
- You have to access them through the Cengage link found in the Modules of your Spanish course in Canvas.

4. Tests:

- After every chapter you will have to take a timed test in Canvas, in which you are going to apply the topics, vocabulary, and grammar concepts you learned.
- All tests must be taken individually without using notes or online translators. Canvas monitors your progress in the test and red flags every time a student looks at a different website.
- It is crucial to study before taking the test because you only have one attempt to complete it.
- On the tests you will use Spanish to apply the topics, vocabulary, and grammar concepts you learned in each lesson.
- Students will **NOT** be able to take a test **AFTER** the closing date in Canvas.

5. Mid-Term and Final Presentations:

- At the mid semester, you will have a mid-term that consists of a written essay and a recording of yourself reading your essay. This Midterm will be timed.
- At the end of the semester, you are expected to write an essay and create a presentation to share with the class on the day of the final.

COVID Safe Practices for Being on Campus

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services:

disabilityservices@sanjuancollege.edu or call (505) 566-3271. Hand sanitizer stations are at all building entrances, please “wash in, wash out”--clean your hands when you enter and before you leave. Classrooms and labs have been arranged to allow for social distancing; please respect your classmates and instructors by staying 6 feet away from everyone. You will be expected to disinfect your table or area prior to class and after class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas, instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

Student Support

Student Services and Support

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

Academic Support

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

Participation and Attendance Policy

- Daily attendance and active class participation through Zoom.us are necessary and mandatory for improving your communication skills and your understanding of the language.
- Active participation is very important in a synchronous Spanish course. Participation is evident in your willingness to be actively involved, turning in assignments, emails to the instructor, checking your grade on a weekly basis, checking your assignments daily, and participating with other classmates.
- In addition to active participation, you need to do the following:
 - Check Canvas daily and on a frequent basis.
 - Start early and allocate enough time to complete the assignments.
 - Complete all vocabulary practices, journals, and assigned activities in MindTap on time.
 - Participate in class discussions.
 - Follow instructions, guidelines and advice for completing assignments
- It is important to log into Canvas frequently to check for homework and emails. You must have good communication with your instructor.
- Communicate with me about any problems related to the course and your ability to complete the assignments and understand the material. If a problem arises, email or call me as soon as possible - do not wait until the assignment is due.

Please use CANVAS email to communicate with me. Keep in touch and ask for help.

- Numerous absences prevent you from learning core objectives to the class
- Punctuality is expected. Coming late to class disrupts your instructor, classmates and everyone's learning. We will frequently be working in groups and your tardiness will affect the group's assigned work. Come to class on time and be prepared. No matter what the reason for the tardiness or absence, failure to attend class always results in missed opportunities to hear and speak Spanish.
- Daily class activities receive a "Participation" grade that cannot be made up. Absences will affect your grade. In case of absence, it is your responsibility to communicate with me. You are required to go on Canvas and see what assignments need to be completed.
- If you are absent, the required assignments are still due on the designated due date.
- Please do not ask me to make exceptions for you as it is not fair to the rest of the class.

Other Classroom Policies and Expectations

1. Zoom Meeting Etiquette:

- Mute your audio if you are not speaking.
- Have your camera on during class.
- Remember this is a class and we need to dress appropriately.
- Setting should be a quiet place without distractions. Do not sit in front of windows or doors.
- Be prepared with your vocabulary and grammar concept notes.
- Don't interrupt other people when they are speaking (or attempt to speak over them).
- Test all technology before the meeting.
- Don't work on other tasks (like checking email) during the class.
- Only post chat messages relevant to the lessons.
- Pay attention and participate

2. Please refrain from using Online translators to translate entire sentences and/or paragraphs. One of the goals of this course is for you to learn how to express yourself in Spanish. Online translators are not always accurate and will not help you achieve your learning goals in this class. Using an Online translator is a form of plagiarism as it is not your work. If I recognize the use of an Online translator for an assignment you will receive a zero.

3. Late assignments turned in up to two days after the due date will be graded on 90% if you have made prior arrangements with me; if you have not, you will receive a zero. I will not accept assignments after two days pass their due date.

4. If you miss a test, you have two days from the date of the test to make it up. You must communicate with me and make arrangement to make up the test.
5. Please keep your cell phone on mute. If you forget to turn off your cell phone, please do not take the call during class; turn it off immediately. Cell phones in the classroom are disruptive to me as well as your classmates. Absolutely no texting during class!
6. Please respect me and your classmates by following these guidelines. If it becomes an issue, it will affect your participation grade.

Canvas Participation and Expectations

A list of your weekly assignments will be posted on Canvas. You are expected to log into Canvas every day after class to check and do your homework.

Homework assignments are due at the beginning of class on the assigned due date. If you do not understand your homework, talk to me before it is due so that you always come to class prepared.

Use Canvas email to communicate with me and your classmates. Check your Canvas email daily.

Instructor Response Time

Communicate with me about any problems related to the course and your ability to complete the assignments and understand the material. If a problem arises, please email or call me as soon as possible. Please use the CANVAS email to communicate with me. During the week I will respond to phone calls or e-mails within 24 hours. During weekends I will respond to phone calls or e-mails within 48 hours. I will post grades up to two days after you turn in an assignment during the week and three days during the weekend. All grades will be posted on Canvas. Keep in touch and ask for help.

Course Time Commitment

You should be prepared to dedicate at least 12 - 15 hours a week or more on assignments, homework, and viewing, studying, and reading course material.

Grading

Final grades are calculated based on the following...

Category	Weight
Daily participation	20
Journals	15
MindTap	15
Oral Practice	15
Tests	15
MidTerm and Final Essay and Presentation	20

Key Dates to Remember

[Full Academic Calendar](#)

College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

1. **Academic Accommodations - American with Disabilities Act (ADA)**

If you believe you need academic accommodations due to physical or learning disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to [Disability Services Office](#), click the button for "Request for Services" and complete all the steps.

You can also contact the college's disability coordinator in the Advising/Counseling Center at 566-3271 or disabilityservices@sanjuancollege.edu. More information is available on the website listed above.

2. **The Family Educational Rights and Privacy Act (FERPA)**

Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with anyone unless I have your permission.

3. **Academic Honesty Rules**

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College (July 2006).

4. **Student Conduct Statement**

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in

a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

5. Student Safety

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College’s emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with [Rave](#). When registering, please make sure that your mobile status is “confirmed.”

The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333.

In the event of an emergency, a Rave message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.

6. Non-Discrimination, Sexual Harassment, and Retaliation.

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran’s status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College’s [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at

(505) 566-3515 or allens@sanjuancollege.edu.

7. Drop for Non-Attendance and/or Non-Participation

Class Attendance and Participation Expectation:

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

8. Failure to Meet Class Participation Expectation:

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

9. Grading Policies

Incomplete: Incomplete Grade Assignment ([Incomplete Grades Information](#))

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control.

Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

10. **Grade Appeals**

The policy for grade appeals is in the Academic Catalog. ([Grade Appeal Policy](#))

Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)