



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.

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

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Cengage Learning, Inc.

2020

2nd

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

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.

Note: For online classes, students are required to complete Oral discussion boards and record themselves having a conversation with a partner with the purpose of practicing their oral and listening skills.

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.

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

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.

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.

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.

Instructor Response Times & Regular Interaction Expectations

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.

Key Dates to Remember

[Full Academic Calendar](#)

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 password reset and Canvas support, visit the [Student Technology Guide](#) website.

Accessibility/Privacy Policies for all Technology Tools Used

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

Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

Academic Support and Resources

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

Student Support and Resources

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and](#)

[Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

College Policies and Resources for Current Students

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

Contagious diseases and your responsibility:

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

Safety on campus and your responsibility:

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet

via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.