

Spanish 002

Spring 2009

Pennsylvania State University, Dept. of Spanish, Italian and Portuguese, Spanish as a Basic Language Program
<http://sip.la.psu.edu/blp>

Instructor: Borja Gutiérrez.

Sections: 12 and 15.

Office: 341 Burrowes Building, C.1.

Office hours: Mondays (11-12); T & R (1-2). Or by Appointment.

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Required Course Materials

Note: These texts have been created especially for Penn State and are available only at the Penn State and State College bookstores. New and used books purchased elsewhere will not meet the requirements for the course. Do not open your book until you are sure you are in the appropriate level and also retain your receipt. (See p. 4 “Access to audio and video files”.)

For Spanish 1:

- ❑ *Mosaicos for Penn State University Spanish 1.*

For Spanish 2:

- ❑ *Mosaicos for Penn State University Spanish 2.*

For Spanish 3:

- ❑ *Mosaicos for Penn State University Spanish 3.*

For all levels

- ❑ A good bilingual dictionary (e.g., *The Bantam New College Spanish & English Dictionary*, by Edwin B. Williams)
- ❑ An active PSU email account
- ❑ Headphones or speakers for audio activities online.
- ❑ QuickTime 7.1.6 plug-in. This can be downloaded from Apple’s website <http://www.apple.com/quicktime/download/> if you do not already have it on your computer. There is a Windows version at this website.

- ❑ Flash plug-in. This can be downloaded on your computer from <http://www.macromedia.com/downloads/>

Course Description and Goals

Welcome to Spanish at Penn State. Spanish 1, 2 and 3 are courses for students who are native speakers of a language other than Spanish. Two hours of these 4-credit one semester courses are completed in class and the rest (instruction + homework) is fulfilled on-line. The purpose of this course is to develop and improve communication skills when listening, reading, speaking, and writing in Spanish. The course follows a communicative information-based task approach, which springs from the idea that languages are best learned when real world information becomes the focus of students’ activities. Therefore, during the semester, you will exchange real-life information about yourself and your classmates.

Level of Proficiency

Spanish 001 is designed for students who have not previously taken any Spanish or who have completed a maximum of one high school Spanish course within four years immediately preceding admission to college. Students with more course work in Spanish will not receive credit for Spanish 001. There are no exceptions to this policy.

Spanish 002 is designed for students who have successfully completed Spanish 001 at PSU, or

the equivalent level at another university, or who have had the equivalent of two or three years of high school Spanish within four years immediately preceding admission to college. Students with course work equivalent to the level of Spanish 002 will not receive credit for Spanish 002. There are no exceptions to this policy.

Spanish 003 is designed for students who have successfully completed Spanish 002 at PSU, or the equivalent level at another university. For students who have taken and successfully completed 4 years of high school Spanish within four years immediately preceding admission to college, Spanish 003 is the minimum entry level course. Students with course work equivalent to the level of Spanish 003 will not receive credit for Spanish 003. Also, individuals who have taken the AP exam and have received a score of 3 or above or who have taken the IB exam, and have received a score of 5 or higher on the Higher Level exam will receive the 12 credits required to fulfill the language proficiency requirement and will therefore not be able to take Spanish 3 for credit. There are no exceptions to this policy. Native speakers and students with life long contact with Spanish may not enroll in Spanish 1, 2 or 3. Those wishing to improve grammar/writing skills in Spanish should enroll in Spanish 100A or 397A (check with the Dept. of Spanish, Italian and Portuguese).

If you are interested in demonstrating and certifying proficiency at the Spanish 3 level, please contact the Spanish Department office (237 Burrowes Building, 865-4252) for information on the process and charges to do this.

Students who believe they are qualified for a more advanced course than the level they place into may take the:

Diagnostic test:

- counts for foreign language requirement
- assesses level of proficiency
- does not give credits or grades
- is free of charge

More information: 237 Burrowes Bldg.

Dates: Wednesday, January 14, 7-9:00 PM

Tuesday, January 20, 7-9:00 PM

Place: Refer to syllabus

If you demonstrate proficiency on this exam and choose to move to the next level course and receive a C or better in that course, you may petition for the back credits.

You may also choose:

Credit-by-exam test:

provides credit and grade

costs \$30 per credit (\$120 for 4 cr.)

More information: 237 Burrowes Bldg

Student/Instructor Communication

How you can communicate with your instructor:

E-mail and office hours: Your instructor will provide her/his e-mail and office hours the first day of class, after which you are responsible for obtaining the above information from the program website (see above). Although ANGEL provides email service, please use your instructor's regular PSU email account to contact him or her. Your instructor will **not** check email within ANGEL.

Mailbox: Use this system only for leaving **notes not assignments** and keep in mind that your instructor may not check her/his mailbox everyday.

If there is an emergency: If you must contact your instructor urgently and can not reach him/her, please contact:

Span 001 Supervisor,

span1sup@psu.edu

865-6587

Span 002 Supervisor,

span2sup@psu.edu

865-6587

Span 003 Supervisor,

span3sup@psu.edu

865-6587

If you cannot find your supervisor, please contact the Assistant to the Director:

Carol McCabe, cjm43@psu.edu,
865-6560

If there is a **consistent** problem with an instructor such as late arrival, short class periods, unreturned or ungraded assignments, etc., contact the supervisor **immediately**.

Please, try not to call the main office of the Dept. of Spanish, Italian & Portuguese, and do not use the beginning/end of the class for asking your instructor questions not directly connected to the material being discussed that day.

How your instructor will communicate with you:

Your instructor will create an electronic list with all the students in your section. You must check your e-mail every 48 hours, except during weekends. Please do not use the list for individual questions or to post information that is not directly related to the course.

Computer-enhanced learning

Span 001, 002 and 003 are computer-enhanced courses, which means that we will employ technology to achieve more one-on-one interaction among you, your classmates, and your instructor during class time because you will prepare for class ahead of time. Learning Spanish by means of a computer-enhanced course will provide the following advantages:

- **Self pacing:** you can take the time you need to do the online portion of the course as long as you submit the activities by the deadline.
- **Immediate feedback:** you will receive your results immediately.
- **Opportunity for improvement:** you can submit online activities more than once and thus be able to learn from your errors.
- **Easy access:** you can complete online activities from any computer which accesses the internet through a reliable internet browser (preferably Explorer), and with QuickTime 7.1.6 plug-in and Flash plug-in (links to the plug-ins are located on page 1 of this document).

- **Varying activity types:** the wide variety of activity types accommodates different learning styles.

On-line learning

On-line instruction concentrates on the acquisition of grammar and vocabulary, the development of listening, reading and writing skills, and exposure to Hispanic culture. Each week, you will devote a **minimum** of 6 hours to complete the following on-line assignments:

Grammar and vocabulary: each grammar and vocabulary folder includes a presentation (normally a video with English explanations for grammar and a PowerPoint presentation for vocabulary), questions based on the presentation, structured input and structured output.

Pronunciation (1 activity per week).

Listening comprehension and culture

(1 audio/video activity per week).

Reading comprehension and culture

(1 activity per week).

You will need to use a program called "ANGEL" to do your online homework. At the beginning of the semester, you will receive training on how to use this program (see syllabus for details). Click on <https://angel.psu.edu/> to obtain basic information about this program. Your instructor will not address questions related to technical problems with ANGEL/online homework. These questions should be addressed by filling out the help form at the below address:

http://sip.la.psu.edu/angel_tech/helpform.htm

Make sure that you review your answers (accents, following instructions for lowercase, capital letters, formatting when needed, etc.) carefully before you submit your assignments. You will have one attempt for pronunciation activities with only 2 possible answers and two attempts for those with 4 possible answers; two attempts for grammar, vocabulary and reading comprehension activities, and three for audio/video activities. If an activity does not

follow these guidelines, this will be indicated in the instructions. The final grade of an online activity will be based on the highest score you received on the activity. **It is strongly recommended that before you log off, you check to see that your work has been properly recorded** (i.e., click on the Tools tab, then click on On-line Grade Report link). **In order to receive full credit, all activities in the week's folder must be completed (approximately 15 quizzes each week).** **Please refer to the syllabus for due dates and times.**

Access to audio and video files: In order to access the audio and video files that you will find in your on-line homework you will need to enter a password when asked. You can find the password inside the front cover of your text book. Once you have completed the authentication process, you will not need to do it again. In the event that you do not have a password inside of your book, please return it to the bookstore and get another copy. You can complete your on-line assignments at any of the computer labs on campus. To access the audio and video files from home, you will need to have the QuickTime 7.1.6 plug-in and Flash plug-in installed on your computer (links to the plug-ins are located on page 1 of this document).

Please keep in mind that you are responsible for checking the syllabus for assignments, and completing *and submitting* on time all assignments indicated for that week. You must also check for any announcements that appear in ANGEL on your profile page. **Assignments turned in after the deadlines (dates and times) will not receive credit. Technology failures do not excuse late work.** Please plan accordingly. If unable to access the materials from your own computer, you are responsible to go to a lab on campus to complete the assignment on time. We recommend that you do the assignments ahead of time, since this has the added benefit of allowing you enough time to contact your instructor to address questions you may have. Students that show original

documentation of attendance to university-approved curricular and extracurricular activities (such as field trips, debate trips, choir trips, and athletic contests) will have the opportunity to make up work, provided they inform the instructor at least one week ahead of time and provide original documentation.

Off-line homework

Writing assignments (*escrituras*):

During the course of the semester you will write a total of 8 *escrituras*, 5 of which are due at the beginning of the class on dates indicated in the syllabus (see syllabus for topics and length). If you are not in class the day an *escritura* is due, you must email your *escritura* to your instructor **by the time class begins** on that day. Do not leave any *escrituras* in your instructor's mailbox. You are still responsible for supplying your instructor with a hard copy of the *escritura* at the next class period. Late *escrituras* will be downgraded by 1 point if received after class on the due date, and 1 additional point for each day thereafter. These *escrituras* must be typed, double-spaced, and printed with Arial 12 point font, 1" margins, and legible. If an assignment is not typed, there will be a .5 point deduction in the *escrituras* grade. The remaining 3 *escrituras* must be written in class on the dates specified on the syllabus. Your instructor will provide the topic in class on that day and you can use your textbook, notes and dictionary. If you miss class on one of these days, you will have to contact your instructor and provide a documented excuse within 2 class periods to make arrangements to write it in his/her office. All *escrituras* are worth 10 points each. Grades are based on Evaluation Criteria for *Escrituras*. http://sip.la.psu.edu/blp/BLPsyllabi/files/criteria_writing.doc. Assignments that are totally/partially taken from an external source such as published information (book, web page, etc.), produced by a translation program or by another person will receive no credit and will be reported to the University and will remain on the student's record.

In-class learning

You will meet with your instructor and your classmates twice a week. Class time is tailored to promote speaking skills through communicative activities using the structures and vocabulary that students will have practiced on the computer prior to class. Therefore, your instructor will not provide extensive grammar and vocabulary instruction. Instead, the instructor's role in the classroom is that of a "communication facilitator." If you need help with grammar and/or vocabulary see your instructor during office hours. You are encouraged to take advantage of this opportunity. However, please do not expect your instructor to repeat a class that you have missed nor to answer questions about on-line assignments that you have never covered yourself on-line. Do this work first and then see your instructor if you have questions. Finally, please keep in mind that you are responsible for having the required materials for class.

Participation Criteria

Each week, your instructor will evaluate your participation level and determine a grade. See Evaluation Criteria for Participation, http://sip.la.psu.edu/blp/_files/criteria_part.doc to see the grading criteria. You will have the opportunity to earn **100 points for each week**.

You may contact your instructor during office hours to review your participation grades. Should there be any disagreement, you should resolve it immediately with your instructor. No excuses will be accepted to recover participation points lost because of absences. If you provide written documentation about your absence(s) and your instructor considers it acceptable, your participation grade will be adjusted accordingly.

Your instructor has the prerogative to give no participation grade or exams to students who arrive more than 10 minutes late to class or who leave more than 10 minutes early.

During class, all portable phones and pagers must be turned off.

Attendance Policy

Active class participation is vital in learning a second language, and, quite simply, you cannot participate if you are not in class. No matter what the reason for the absence is, failure to attend class always results in missed opportunities to hear and speak Spanish. You will be responsible for contacting other classmates to obtain any missed information. If a student arrives more than 20 minutes late, or leaves more than 20 minutes early, it will be considered an absence.

Approved absences include one of the following four situations:

- **religious observances**
- **2 unexcused absences** throughout the semester. These days are to cover things such as illness, weddings, funerals, job interviews, etc. These are not 'free' days; use them wisely. (These 2 absences cover your first two absences.)
- **Officially documented university- or military-sponsored curricular and extracurricular activities.** Student athletes, band members, and members of other such university organizations should bring an *original* letter from their supervisor of their specific department by the fifth day of instruction indicating the dates they will miss class.
- **Valid excused medical absences** Flight tickets or other non-medical documents are not a valid document for an excused absence. You need to show *original* medical documentation to your instructor within 2 class periods of the absence. The main difference between approved and unapproved absences is that you do not receive any participation points for unapproved absences. However, if you have approved absences, your final participation grade will be adjusted accordingly (e.g., if you have a valid excuse for illness for one

day, your participation grade for that week would be based on the day you are present).

- ☛ **Family emergencies, accidents** If you must miss class due to an emergency, such as the death of a family member, an accident or other circumstance beyond your control that requires missing class, you **must** contact STUDENT AND FAMILY SERVICES at 863-1260 or tlr11@sa.psu.edu. The office will notify the student's academic departments informing them that the student is going to miss class and when they are expected to return.

No late work will be accepted, and **no make-up work or exams will be given without a documented excuse presented within 2 class periods of an absence.**

Falsification of excuses will be considered a form of academic dishonesty and will be dealt with in accordance with Penn State University Senate Policy 49-2.

It is your responsibility to **drop** the course if you decide to no longer attend. For the dates of the drop-add period, the filing period for conflict final exams, late drop, withdrawing from a course or from the university, please see the university calendar for the semester at:

http://registrar.psu.edu/academic_calendar/calendar_index.cfm

For further information on PSU's policies on adding and dropping courses, withdrawal from the university, and procedures to do so, click on [Undergraduate Advising Handbook](#),

<http://www.psu.edu/dus/handbook/>

Exams

There will be four exams in this course: two exams, one final exam, and one oral exam. Please note that exam/course grades are not curved.

Exams 1 and 2: these exams will include listening comprehension, grammar, vocabulary and a short essay (50 words).

These exams are not cumulative. The exams will take place **during regular class** time on the dates specified in the syllabus.

Final exam: the final exam is cumulative and is divided into two parts:

A) Part I will consist of listening comprehension and writing (SPAN 1: 50 words; SPAN 2: 75 words; SPAN 3: 100 words) and will take place in class during your last class period.

B) A 1-hour 50-minute section (Part II) will consist of the following sections: grammar, vocabulary, and reading. Date and location will be announced during the semester. **Do not make any plans (e.g., travel) for the week of final exams until you are notified via email by the Registrar of the date and time of the exam. Even though someone else makes travel plans for you, you are responsible to be at the exam on the day it is given.** You are responsible for petitioning for a conflict final exam if necessary. Petitions for conflict final exams must be handled through eLion.

See university calendar:

(http://registrar.psu.edu/academic_calendar/calendar_index.cfm) for filing period for conflict final exams.

The oral exam: The oral exam consists of a 5-minute dialogue between two people. The pair will receive a card with a brief description of the topic for the dialogue and will be given 5 minutes to prepare the presentation prior to the dialogue. The dialogues will provide the students with the opportunity to use the verb tenses and other material learned during the semester. You can use the textbook, a dictionary and your notes to prepare for the presentation, but you will **not be allowed to have anything with you during the presentation.** These dialogues will take place in class at the end of the semester, and will be graded based on the Evaluation Criteria for Oral Expression:

http://sip.la.psu.edu/blp/BLPsyllabi/files/criteria_oral.doc

Assessment Components

Testing procedures will be representative of the type of instruction, content and practice offered in the course. The assessment components for this course are:

Participation	15%
On-line assignments	10%
Writing activities (escrituras)	10%
Exams	
▪ Exam 1	20%
▪ Exam 2	20%
▪ Final exam	20%
▪ Oral exam	5%

Grading Scale (based upon dept. guidelines)

95.0-100%	A		
90.0-94.9%	A-	75.0-79.9%	C+
87.9-89.9%	B+	70.0-74.9%	C
83.3-87.8%	B	60.0-69.9%	D
80.0-83.2%	B-	59.9%	F

General Administrative Issues

❑ Expected Time Required (approximate)

A general guideline for the amount of time you should plan to dedicate to this and any other university course is 2-3 hours of homework per hour spent in class.

❑ **Extra Credit:** No extra credit will be given under any circumstances.

❑ **FREE Tutoring:** The University Learning Resource Center (ULRC), in cooperation with the Dept. of Spanish, Italian and Portuguese, offers free drop-in tutoring in the language center, located in 7 Sparks Building. For more information, call the ULRC at 863-2296 or click on [ULRC](http://www.ulc.psu.edu/):

<http://www.ulc.psu.edu/>

❑ **Academic Integrity: Academic Integrity:** Penn State defines academic integrity as the pursuit of scholarly activity in an open, honest and responsible manner. All students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an

environment in which all can succeed through the fruits of their efforts (Faculty Senate Policy 49-20).

Dishonesty of any kind will not be tolerated in this course. Dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Students who are found to be dishonest will receive academic sanctions and will be reported to the University's Judicial Affairs office for possible further disciplinary sanction. Questions about academic integrity can be referred to Ashley Tarbet, aet143@psu.edu.

❑ Disagreements and grade disputes:

If you disagree with a grade or have problems with your instructor, **please approach your instructor first and try to resolve the disagreement together.** If it cannot be resolved, contact the course supervisor, for your course (see page 2.) He/she will ask you for written documentation of your version of the dispute before meeting with you. Please understand that supervisors, coordinators, department heads and higher administrators cannot require an instructor to change a grade, but can only serve as mediators

❑ **University Policy on Disabilities:** The Pennsylvania State University encourages qualified persons with disabilities to participate in its programs and activities and is committed to the policy that all people shall have equal access to programs, facilities, and admissions without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. If you anticipate needing any type of accommodation in this course or have questions about physical access, please tell the instructor as soon as possible so that these needs can be met in a

timely fashion. Questions about disability access can be referred to Bill Welsh wjw9@psu.edu or 863-1807.

- ❑ **Deferred Grades:** If you want to request a deferred grade, contact your instructor by week 14. If a deferred grade is approved, you will need to go to the dean of your college, process the deferred grade paperwork, and ask your instructor to sign. You will have to make up all the work for the course by the end of the 6th week of the next semester in which you are enrolled at PSU.
- ❑ **Academic conduct:** The Spanish Basic Language Program supports the authority of the instructors, and encourages the spirit of respect and academic discipline in the classroom. For other general university policies regarding academic conduct please click on [Student Guide to General University Policies and Rules](http://www.sa.psu.edu/ja/pdf/policiesrules.pdf): <http://www.sa.psu.edu/ja/pdf/policiesrules.pdf>
- ❑ **Delays/closures due to bad weather:** Check <http://www.psu.edu>, TV-channel 3, or radio-WPSU (FM 91.5).