

Spanish 2 and 3

Fall 2011

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

Instructor: Borja Gutiérrez

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Email: bxc207@psu.edu.

Sections: 7, 12, 17, and 21.

Office hours: M & W 2:30-3 p.m. + 4:45-5:45 p.m.

Or by appointment

Office Phone: 814-863-9688.

Required Course Materials

The textbook has been created especially for Penn State and is 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 page 3 “Access to audio and video files”.)

For Spanish 2:

Mosaicos for Penn State University Spanish 2.

For Spanish 3:

Mosaicos for Penn State University Spanish 3.

For both 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 or higher 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 2 and 3 at Penn State. Spanish 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 + assignments) is fulfilled online and offline. The purpose of these courses is to develop and improve communication skills when listening, reading, speaking, and writing in Spanish. The courses follow 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 2 is designed for students who have successfully completed Spanish 1 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 2 will not receive credit for Spanish 2. There are no exceptions to this policy.

Spanish 3 is designed for students who have successfully completed Spanish 2 at PSU, or the equivalent level at another university. Spanish 3 is the minimum entry level course for students who have taken and successfully completed 4 years of high-school Spanish within four years immediately preceding admission to college. Students with course work equivalent to the level of Spanish 3 will not receive credit for Spanish 3. 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 3. Those wishing to improve grammar / writing skills in Spanish should enroll in Spanish 100A or 301 (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 Becky Cross (202-F Burrowes Bldg., 863-5417) 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 Exam** on:

Wednesday, August 24 or

Tuesday, August 30

Both sessions from 7 to 9 p.m.

Place: Testing Center, 104 Pollock Building

-it counts towards foreign language requirement

-it assesses level of proficiency

-it does not give credits or grades

-it is free of charge

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.

For more information, contact Becky Cross (202-F Burrowes Bldg., 863-5417.)

Student/Instructor Communication

How you can communicate with your instructor:

Email and office hours: Your instructor will provide his/her email and office hours the first day of classes, after which you are responsible for obtaining the above information from the program website (<http://sip.la.psu.edu/blp>.) 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 his/her mailbox everyday.

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

Spanish 2 Supervisor, cco106@psu.edu,
814-865-6587

Spanish 3 Supervisor, mxl30@psu.edu,
814-865-6587

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

Adriana Linnebur, ail3@psu.edu,
814-865-6587

If there is a **consistent** problem with your 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 and 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 email list with all the students in your section. You must check your email 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

Spanish 2 and 3 are computer-enhanced courses, which 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 provides the following advantages:

- **Self pacing:** you can take the time you need to do the online portion of the course (the weekly assignments) as long as you submit the assessments by the deadline.
- **Immediate feedback:** you will receive your results immediately.
- **Opportunity for improvement:** you can submit online assessments more than once and thus be able to learn from your errors.
- **Easy access:** you can complete online assignments 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 assessment types accommodates different learning styles.

Online assignments: Lessons and Assessments

Online 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 online assignments (contained in the weekly ANGEL Homework folder):

Grammar and vocabulary: each grammar and vocabulary folder includes a lesson part (normally a video with English explanations for grammar, and a PowerPoint presentation for vocabulary), and an assessment part (questions

based on the presentation, structured input and structured output.)

Pronunciation

(1 assessment per week).

Listening comprehension and culture

(1 audio/video assessment per week).

Reading comprehension and culture

(1 assessment per week).

You will need to use the course management system called “ANGEL” to do your online assignments. Click on <https://cms.psu.edu/> to obtain basic information about this system. Your instructor will not address questions related to technical problems with either ANGEL or your online assignments. These questions should be addressed by filling out the help form at the following address: <http://sip.la.psu.edu/blp/helpform.shtml>

Make sure that you review your answers (accents, following instructions for lowercase, capital letters, formatting when needed, etc.) carefully before you submit each of your assessments. You will have one attempt for pronunciation assessments with only 2 possible answers, and two attempts for those with 4 possible answers; two attempts for grammar, vocabulary and reading-comprehension assessments, and three for audio/video assessments. If an assessment does not follow these guidelines, this will be indicated in the instructions.

The final grade of an online assessment will be based on the highest score you received on that assessment. **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, and click on the Online Grade Report link). **In order to receive full credit, all assessments in the week’s Homework folder must be completed (approximately 15 quizzes each week).** Please refer to the syllabus for the deadline for each ANGEL Homework folder.

Access to audio and video files: In order to access the audio and video files that you will

find in your online assignments you will need to enter a password when asked. You can find the password inside the front cover of your textbook. 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 online 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 weekly 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. **The weekly ANGEL folder is deactivated after its deadline. Technology failures are not an excuse for unfinished 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 who 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. Inform your instructor at least one week ahead of time and provide original documentation.

Offline assignments

Writing assignments (*escrituras*):

You will write a total of 4 *escrituras* (worth 10 points each), two of which are due at the beginning of the class on dates indicated in the syllabus (see syllabus for topics and length). You are expected to hand in *escrituras* on time and in class. 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.

Your instructor may still ask you to supply him/her with a hard copy of the *escritura* at the next class period, upon your return. If you do not turn in your *escritura* on this new due date, it may be considered and treated as a late assignment.

Late *escrituras* will receive point reductions. They 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 *escritura* is not typed, there will be a 0.5-point deduction in the *escritura's* grade (unless your instructor accepts hand-written *escrituras*.)

The remaining 2 *escrituras* must be written in class on the dates specified on the syllabus. Your instructor will provide the topic in class on that day. You will be allowed to use your textbook, notes and dictionary. If you miss class on one of these days, you will have to provide a documented excuse within 2 class periods, and your instructor must accept the excuse, in order to allow you to write the *escritura* in his/her office.

You will do 2 versions of each *escritura*. After you receive the first version back from your instructor with his/her comments, you will have 1 week to incorporate those suggestions, make corrections, and submit the final version to your instructor, with the first version attached to it. **Turning in the final version without the first one will result in a zero for the final version.** The final versions of the *escrituras* written in class must be typed.

Grades for first and final versions of the *escrituras* are based on Evaluation Criteria for Written Expression:

<http://sip.la.psu.edu/blp/evaluation.shtml>

For reference or to look up an individual word, you may use a Spanish-English dictionary, or www.wordreference.com. **The use of an**

electronic or online translator is forbidden in this class.

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, will be reported to the University as academic dishonesty, 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 online 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 online assignments that you have never covered online. 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 (maximum 100 points.) See [Evaluation Criteria for Participation](#) at:

http://sip.la.psu.edu/blp/files/criteria_part.pdf

You may contact your instructor during office hours to review your participation grades. If there is 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 20 minutes late to class or who leave more than 20 minutes early.

During class, all cellular phones, laptops 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, 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:

- **2 unexcused absences** throughout the semester. These days are to cover things such as minor illness, weddings, funerals, job interviews, etc. These are not 'free' days; use them wisely. (These 2 absences cover your first two absences.)
- **Religious observances.** You must let your instructor know about your intended absence in advance.
- **Officially documented university or military-sponsored curricular and extracurricular activities.** Student athletes, band members, and members of other such university organizations should provide the instructor with an *original* letter from their supervisor of their specific department by the fifth day of instruction indicating the dates they will miss class.
- **Medically documented illness.** You need to show **original** medical documentation to your instructor within 2 class periods of your absence.

Flight tickets or other non-medical documents are **not** a valid document for an excused 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 medical documentation for illness for one day, your participation grade for that week will be based on the day you are present).

Family emergencies, accidents. If you must miss assignments or classes due to an emergency, such as the death of a family member, an accident, or other circumstance beyond your control, you must contact **Student and Family Services**, 135 Boucke Building, at 814-863-2020, or follow the link: <http://www.sa.psu.edu/sd/sfs>. The office will notify your instructor informing them that you are going to miss class and when you 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, and without the acceptance by the instructor of said excuse. 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 period, 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 are four exams in these courses. Please note that exam/course grades are not curved.

Exams 1, 2, and 3 include five sections: listening, grammar, vocabulary, reading and a 50-word essay. These exams are not cumulative and will take place at the Testing Center, 104 Pollock Building. Exam dates are specified in the syllabus.

These exams will be representative of the type of instruction, content and practice offered in the course.

You must bring your Penn State ID and your own **headphones** to these exams. Computers in the Testing Center do not have speakers, and there are no headphones for you to borrow. You may still take the exam without hearing the script, but you will still have to answer the questions in the listening section.

It is also your responsibility to notify the staff person at the Testing Center check-in desk immediately of any technical issues. Re-taking exams after you have left the Testing Center will not be allowed under any circumstances.

If you cannot make your scheduled exam time, you will have to contact your instructor, present a documented excuse, and your instructor must accept the excuse, so you can be permitted to make up the exam.

For more information about the Testing Center, please follow this link: <http://testing.psu.edu/>

Oral exam consists of a 5-minute dialogue between two students. 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, vocabulary, 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.**

The oral exam will take place in class towards the end of the semester, and will be graded based on Evaluation Criteria for Oral Expression:

http://sip.la.psu.edu/blp/files/criteria_oral.pdf

Assessment Components

Please note that the course grades are not curved. The assessment components for this course are:

Participation	15%
Online assessments	10%
Writing assignments:	
First-version of <i>escrituras</i>	6%
Final-version of <i>escrituras</i>	4%
Exams	
▪ Exam 1	20%
▪ Exam 2	20%
▪ Exam 3	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 week and per credit.

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

FREE Tutoring: The Penn State Learning Center, in cooperation with the Dept. of Spanish, Italian and Portuguese, offers free drop-in tutoring in two locations: 7 Sparks Building and 102 Wagner Building. For more information, call the Penn State Learning Center at 863-8183 or click on:

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

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, using electronic or online translators, 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.

Instructors are required to report all cases of academic dishonesty to the University. This may result in expulsion from Penn State. Employers are now able to request judicial records of potential employees.

Disagreements and grade disputes:

If you disagree with a grade or have problems with your instructor, **please contact your instructor first and try to resolve the disagreement together.** If the disagreement cannot be resolved, contact the course supervisor (see page 2.) S/he 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. 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. Deferred grades may only be approved when the student has covered at least 75% of the course material.

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>

Delays/closures due to bad weather: Check <http://www.psu.edu>, TV-channel 3, or radio-WPSU (FM 91.5).