

Spanish 3 Policies - Spring 2014

Pennsylvania State University
Department of Spanish, Italian and Portuguese
Spanish as a Basic Language Program

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

Mr. Borja Gutiérrez, Spanish 2 and 3 Administrative Supervisor.

Office: Marion Place, Suite 408-410 (Room 2), 135 E. Nittany Ave.

Email: bxg207@psu.edu

Sections Taught: 3, 6, 9, 13, and 22.

Office hours: MW 3:30-4:30 & TR 4:30-5:30.

Or by Appointment (made via email).

Telephone: (814)-865-6587.

Course Materials

The textbook, *Mosaicos Spanish 3 for Penn State University (3rd Custom ed.)*, 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 or discard your receipt until you are sure you are in the appropriate level.

Your textbook includes an access code to grant you access to the online course material. If your textbook does not have an access code, return it to the bookstore and get a new copy.

You will also need the following course materials:

- An active PSU email account.
- A good bilingual dictionary.
- A binder (to hold the textbook).
- Headphones or speakers for audio activities online.

If you do not own a computer, you can still complete your online assignments at any of the computer labs on campus.

Course Description and Goals

Welcome to Spanish 3 at Penn State. This hybrid course is for students who are native speakers of a language other than Spanish. As explained in the following paragraphs, this four-credit course will consist of online and offline learning. Two weekly hours of this one-semester course are completed in class and the rest (instruction + assignments) is fulfilled online and offline. The purpose of this course is to develop and improve communication skills when listening, reading, speaking, and writing in Spanish. Spanish 3 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.

Computer-enhanced Learning

This course employs 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 most online assessments more than once and thus be able to learn from your errors.

Easy access: you can complete your online assignments from any computer that accesses the Internet through a reliable Internet browser.

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

In-class Learning

You will meet with your classmates and me twice a week. Class time is tailored to promote speaking skills through communicative activities using the structures and vocabulary that you will have practiced online prior to class. Therefore, I will not provide extensive grammar and vocabulary instruction. Instead, my role in the classroom is that of a “communication facilitator.” If you need help with grammar and/or vocabulary see me during office hours. You are encouraged to take advantage of this opportunity. However, please do not expect me to repeat a class that you have missed nor to answer questions about online assignments that you have not covered online. Do this work first and then see me if you have questions. Finally, please keep in mind that you are responsible for having the required materials for class with you.

Level of Proficiency and Enrollment Policies

Spanish 2 is designed for students who have successfully completed Spanish 1 at PSU, the equivalent level at another university, or who have taken and successfully completed 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, the equivalent level at another university, or 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. There are no exceptions to this policy.

For more information, please see the *Placement Policy for Penn State Foreign Language Courses*: http://bulletins.psu.edu/bulletins/bluebook/general_information.cfm?section=Placement2.

Also, if you have taken the AP exam and have received a score of 3 or above, or if you have taken the IB exam and have received a score of 5 or higher on the Higher Level exam, you will receive the 12 credits required to fulfill the language proficiency requirement and will therefore not be able to take Spanish 2 or Spanish 3 for credit. There are no exceptions to this policy.

Native Spanish speakers and students with life-long contact with Spanish **may not** enroll in Spanish 2 or 3. Those wishing to improve grammar / writing skills in Spanish should enroll in Spanish 100A or 301 (check with the Department of Spanish, Italian and Portuguese for course offerings).

If you are interested in demonstrating and certifying proficiency at the Spanish 2 or 3 levels, please contact Becky Cross (215 Ritenour Building, 814-863-5417) for information on the process and any applicable fees.

If you believe you are qualified for a course that is more advanced than the level into which you were placed, you may take the **Diagnostic Exam** on:

Wednesday, January 15 or Tuesday, January 21.

Both sessions from 7:00 to 9:00 p.m.

Place: Testing Center, 104 Pollock Building

This free Diagnostic Exam assesses your level of proficiency and it counts towards your foreign language requirements. However, it does not give credits or grades. If you wish to take the Diagnostic Exam, you must pre-register by using the form on the SBLP website: <http://sip.la.psu.edu/blp/diagnostic-exam-register.shtml>. 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 (215 Ritenour Building, 814-863-5417).

Student/Instructor Communication

How you can communicate with me:

Email and office hours: I will provide my 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>).

Mailbox: Use this system only for leaving notes, **not assignments**, and keep in mind that I may not check my mailbox every day. Mailboxes can be found in 215 Ritenour.

In case of an emergency: If you cannot reach me in the event of an emergency or if you have an issue with my instruction, please contact the Assistant Director: Adriana Linnebur, ail3@psu.edu, 814-865-6587. Please do not call the main office of the Department of Spanish, Italian and Portuguese.

How I will communicate with you:

I will contact you via the ANGEL email service and/or your Penn State email account (WebMail). Make sure that you check both email accounts at least every 48 hours. You may set up ANGEL to automatically forward your email to your Penn State email address. If my email requires an answer, please do so promptly. Please do not use the class email list or send information that is not directly related to the course.

Grading Scale (based upon department 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%-0%	F

Assessment Components

Please note that **course grades are not curved or rounded**. The assessment components for Spanish 3 are:

Online Assignments	12%
Offline Writing Assignments:	
First Version of <i>Escrituras</i>	6%
Final Version of <i>Escrituras</i>	3%
In-class Participation	14%
Exams	
Exam 1	20%
Exam 2	20%
Exam 3	20%
Oral Exam	5%

Online Assignments: Lessons and Assessments

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

Grammar and vocabulary: these folders include various lesson components (normally videos with English explanations for grammar and PowerPoint presentations for vocabulary), as well as assessment components (consisting of questions based on the presentation and examined in a structured input and structured output format).

Pronunciation: 1 assessment per chapter.

Listening comprehension and culture: 1 audio/video assessment per week.

Reading comprehension and culture: 1 assessment per week.

The first online assignments (folder 9.3) will be completed in ANGEL and no access code will be needed. In order to have access to these assignments you will have to complete the following activities (located under the *lessons* tab in ANGEL) in the following order:

1. Fill out the diagnostic questionnaire.
2. Score 100% on the quiz about the course policies and syllabus.
3. Read and sign the academic integrity form.

Check the syllabus for deadlines. There will NOT be an extension or a grace period for the completion of these first assignments.

Starting in Week 3, you will need to use the course management system called “My Spanish Lab” (abbreviated from here on as “MSL”) to do your online assignments. Click on www.myspanishlab.com to obtain basic information about this system. I will not address questions related to technical problems. 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 (e.g. for accents, following instructions, formatting when needed, etc.) carefully before you submit each of your assessments. You will have one attempt for assessments with only 2 possible answers and two attempts for other types of 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. In order to receive full credit, all assessments in the week’s homework folder must be completed by the deadline. Please refer to the syllabus for the content and deadline for each MSL online assignment folder. **Note:** late MSL assignments may be submitted until 10 days after the due date, but this will result in a 10% deduction for each day that they are late.

Access to online assignments in MSL: In order to access the MSL online assignments, you will need to register for the online component of your course. To do this, follow the step-by-step instructions given in the file *How to fill out the Course Registration Form*, located under the *lessons* tab of your ANGEL course. During this course-registration process, you first will have to create a Pearson Education Account (if you do not already have one); then, you will need to enter the access code that comes inside the cover of your textbook; and, finally, you will have to enroll into your course using the Course ID provided by me. You only have to register once through the *Course Registration Form*. However, when accessing the weekly MSL online assignments, you will be asked to authenticate, using your “Login Name” and the “Password” that you created during the course-registration process. Additionally, prior to completing any MSL online assignment, please make sure to carry out a “Browser Tune-Up”, which will ensure that your computer has the right browser and plug-ins. Go to www.myspanishlab.com and click on “Run the tune-up now” on the

bottom-right corner. If the tune-up indicates that you need to download any software, please do so; this will guarantee optimal and full functionality.

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 may appear in ANGEL on your profile page. Please make sure to complete your online assignments under the Course Materials tab, so as to have access to all instructional content and assigned activities. The weekly MSL online assignment folders are deactivated 10 days after the deadlines stated on the syllabus. **Technology failures are not an excuse for unfinished work.** Please plan accordingly. If you are unable to access the materials from your own computer, it is your responsibility to go to a lab on campus to complete the assignments on time. I recommend that you do the assignments ahead of time since this has the added benefit of allowing you enough time to contact me to address questions you may have. Making up online assignments without penalization will only be allowed by presenting original documentation for one of the following two situations:

An extended illness. Email me about your situation as soon as possible. You must present original medical documentation to me, in person, upon return to class.

Attendance of university-approved curricular and extracurricular activities (such as field trips, debate trips, choir trips, and athletic events which require your participation). You must turn in your original documentation to me, in person, **at least one week ahead of time.**

Offline Writing Assignments

There will be **three writing assignments** (*escrituras*), worth 10 points each. *Escrituras* must be a minimum of 85 words long for Spanish 3. Non-Spanish words and proper nouns do not count towards the word total. Each *escritura* will have a first version and a final version. 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>.

Escrituras: First versions

First versions will be written **in class** on the dates indicated on the syllabus. I will provide the topic in class on that day. You may use your textbook, notes, a non-digital dictionary, any book with verb conjugations, and verb charts. You **may not** use any digital device (computer, tablet, cell phone, digital dictionary or translator, etc.). You also **may not** use sentences partially or totally copied from any book, the class PowerPoint presentations or any other published or printed material. **The *escritura* must be 100% your own work.** Failure to comply with this policy will result in a zero for the entire assignment, that is, for both the first and final versions of the *escrituras*.

If you miss class on the day an *escritura* was written, you will have to provide a documented excuse within two class periods in order to write the *escritura* in my office. If you did **not** provide a documented excuse within two class periods, you will have the opportunity to write the final version of that *escritura* in my office within the following week. This *escritura* will be graded according to the *Written Expression Criteria for the First Version*, but the grade will be recorded as the grade for the final version.

Escrituras: Final versions

Final versions are a rewrite of the first versions, done **outside of class** and following my editorial comments. The main content of the final version must be the same as what you wrote in the first version.

They are due at the beginning of class on the days specified on the syllabus. They have to be typed with Arial 12 point font, double spaced, 1" margins, legible and printed out. If the final

version is not typed, there will be a 0.5-point deduction in the *escritura's* grade. You must turn in the first version with the final version to me. **Failure to do so will result in a zero for the final version.** If you receive 10 points for the first version of an *escritura*, you do not have to submit a final version for that *escritura*. In that case, you will automatically receive 10 points for the final version. However, if you receive less than 10 points for the first version, you must submit a final version. Failure to do so will result in a zero for the final version. You will **not** simply receive a duplicate grade from the first one.

You are expected to hand in *escrituras* on time and in class. If you are not in class the day a final-version *escritura* is due, **you must email it to me by the time class begins on the day it is due. Do not leave any escrituras in my mailbox.** I may still ask you to supply me with a hard copy of the *escritura* upon your return to class. If you do not turn in a hard copy of 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 the beginning of class on the due date and 1 additional point for each day thereafter.

While working on the final version of an *escritura*, you may consult with me in preparation for graded work and you may use dictionaries, grammar reference materials, or www.wordreference.com. You **may not** use an online translator to translate chunks of text (words, sentences, paragraphs, etc.) from English to Spanish. You **may not** ask another person (e.g., friend, tutor, relative, etc.) for help with the writing, editing or correcting of any activity on which you will be graded, and for which you will receive points towards your final grade. You may talk with another person about the grammar content you will be using in your written work, but **what you write must be produced by you, not written, corrected, or edited by someone else.** If your assignment is partially or totally taken from an external source such as published information (book, web page, etc.), the class PowerPoint presentation, or is produced by a translation program or by another person, you will receive a zero in the assignment, this incident will be reported to the College of Liberal Arts as academic dishonesty, and it will remain on your student record.

In-class Participation

Each week, from week 3 until week 14, I will evaluate your in-class participation performance and determine your participation grade for the week (maximum 100 points.) See *Evaluation Criteria for Participation* at: http://sip.la.psu.edu/blp/files/criteria_part.pdf. You may contact me during office hours to review your participation grades. If there is any disagreement, you should resolve it immediately with me. No excuses will be accepted to recover participation points lost because of absences that were not approved within a 2-class period after you returned to class. If you provide original written documentation about your absence(s), and I approve it, your participation grade will be adjusted accordingly. **During the entire class, all cellular phones, laptops and any other electronic devices must be turned off.** However, laptops and tablets may be used for taking notes as long as you have my permission.

Attendance Policy

Active class participation is vital in learning a second language, and, quite simply, you cannot participate if you are not in class. Regardless of 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 you arrive more than 20 minutes late, or leave 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 illnesses, 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 me 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 university organizations must provide me with original documentation before the event takes place.

Medically documented illnesses or injuries. You need to show original medical documentation to me, in person, and within 2 class periods of your absence. Significant prolonged illnesses or injuries resulting in absences from classes will require you to provide verification from University Health Services.

Flight tickets or other documents not included above are **not** valid documentation for an absence to be approved.

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; if you are absent during a prolonged period, and your absence is approved, your weekly participation grade will be based on your average participation grade during the semester).

Family emergencies and accidents: If you must miss assignments, exams or classes due to an emergency, such as the death of a direct family member, an accident or other circumstances beyond your control, you must contact *Student and Family Services*, 129 Boucke Building, at 814-863-4926; the *Student and Family Crisis Line* (814-863-2020); or follow the link: <http://www.sa.psu.edu/sd/sfs>. The office will inform me 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 original documentation directly related to the reason of the absence, presented within 2 class periods of an absence, and without my approval of said excuse. Falsification of said documentation 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, late drop or withdrawing from a course or from the university period, 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 and procedures on adding and dropping courses, as well as withdrawal from the university, click on *Undergraduate Advising Handbook*:

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

Exams

There are four closed-book exams in Spanish 3. **Exam grades are not curved or rounded.**

Exams 1, 2, and 3 take place at the Testing Center, 104 Pollock Building. They are not cumulative and include five sections: listening, grammar, vocabulary, reading, and writing. Exam dates are specified in the syllabus. These exams are representative of the type of instruction, content and practice offered in Spanish 3.

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 take the exam without the headphones, but you will not be able to listen to the script in the listening section of the exam. The Testing Center will provide you with a piece of bar-coded paper to use during the exam. **You must SCAN and RETURN the entire sheet of bar-coded paper before leaving the Testing Center. Failure to do so will result in an F for your final course grade.**

During your exam, you can only have your Penn State ID, headphones, a pencil/pen, and the bar-coded paper. Because these are closed-book exams, you will not be allowed to have anything else with you during the exam (including your cell phone, books, notes, etc.). Your sentences in the exam, including those in your composition, must be your own work. You **cannot** totally or partially copy/use sentences from the reading section or from any other section of the exam in your answers. If you do so, this will result in a zero in the exam, this incident will be reported to the College of Liberal Arts as academic dishonesty, and it will remain on your student record.

It is also your responsibility to notify the staff at the Testing Center check-in desk immediately of any technical or medical issues. Re-taking exams after you have left the Testing Center will not be allowed under any circumstances. During the exam's week, you can re-schedule your exam if there are still seats available at the Testing Center. If there are no seats available, you will have to contact me and present a valid documented excuse, so I can schedule your make-up exam in the very same week.

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

The **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 you 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 conversation, but **you will not be allowed to have anything with you during the presentation**. The oral exam will take place in class during week 15 and will be graded individually based on the *Evaluation Criteria for Oral Expression*: http://sip.la.psu.edu/blp/files/criteria_oral.pdf.

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. Remember that Spanish 3 is a four-credit course, which means that you should expect to dedicate, on average, each week 8-12 hours to mastering course content.

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

FREE Tutoring: Penn State Learning offers free drop-in tutoring. For location and schedule, call Penn State Learning at 814-863-8183 or visit their website at: <http://pennstatelearning.psu.edu/tutoring/spanish>.

University and Program Academic Integrity Policies: At the beginning of the semester you will be required to sign the *SBLP Academic Integrity Form* in order to access your first online assignments.

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 the Spanish Basic Language Program. 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 partial or complete 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 Andrea L. Crews, alc25@psu.edu.

I am 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 my instruction, please immediately contact me first and we will try to resolve the disagreement together. If the disagreement cannot be resolved, contact the Assistant Director (see page 3). 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. **All grade disputes, for whatever type of assignment, should be addressed no later than a week after the grade has been submitted in ANGEL.**

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 me as soon as possible so that your needs can be met in a timely fashion. Questions about disability access can be referred to Bill Welsh via wjw9@psu.edu or 814-863-1807.

Deferred Grades: If you want to request a deferred grade, please contact me by the beginning of Week 14. You will have to complete all the work for the course within 10 weeks after the course-end date. Deferred grades are not recommended unless you have completed at least 75% of the course material.

Academic Conduct: The Spanish Basic Language Program supports the authority of its instructors, and encourages the spirit of respect and academic discipline in the classroom. For other general university policies regarding academic conduct please see the *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). You may also want to register for PSUTXT by going to <http://psutxt.psu.edu/>. This system sends alerts as text messages to cellphones or as emails to a designated account. (**Note:** messaging and data fees may apply, depending on your carrier and cellphone plan).