

# SPAN 1411.701 BEGINNING SPANISH I

## Syllabus

### Basic Information

**Professor name:**

OFFICE: MB4148

OFFICE PHONE: (432) 552-3307

E-MAIL: [moreno\\_j@utpb.edu](mailto:moreno_j@utpb.edu)

OFFICE HOURS:

### Prerequisites

**Beginners and students with fewer than two years of high school Spanish should register for this course. This course is not designed for heritage or native Spanish speakers.**

This course is a Web Course and is conducted within Canvas at <http://utpb.instructure.com>. Academic assistants may be used within this course. The academic assistant is responsible to the instructor and will be assigned specific tasks.

### Materials

Ábrego, Perla. *Extramuros. Beginning Spanish*. Kendall-Hunt, 2017. **E-book\* (required)**

**ISBN: 978-1-5249-4121-5**

\*Codes can be purchased at the UTPB Bookstore or through the publisher website here:

<https://he.kendallhunt.com/product/extramuros-beginning-spanish>

**Other required materials:** *Webcam and Microphone.*

### Course Description

**Course Catalog Description:**

Spanish 1411 is the first in the lower and intermediate level Spanish language classes offered by UTPB and is designed to acquaint the student with the four basic skills: listening, speaking, reading, and writing. It will also include an introduction to Hispanic culture.

In **SPAN 1411** students will acquire novice low to mid proficiency in Spanish (ACTFL guidelines) in all four skill areas: listening, speaking, reading, and writing.

**Listening:** Students will be able to understand some short, learned utterances, particularly where context strongly supports understanding and speech is clearly audible. Comprehends some words and phrases from simple questions, statements, high-frequency commands and

courtesy formulae about topics that refer to basic personal information or the immediate physical setting.

**Speaking:** Oral production continues to consist of isolated words and learned phrases within very predictable areas of need, although quantity is increased. Vocabulary is sufficient only for handling simple, elementary needs and expressing basic courtesies. Some Novice-Mid speakers will be understood only with great difficulty.

**Reading:** Students will be able to recognize the symbols of an alphabetic and/or syllabic writing system and/or a limited number of characters in a system that uses characters. The reader can identify an increasing number of highly contextualized words and/or phrases including cognates and borrowed words, where appropriate.

**Writing:** Able to write simple, fixed expressions and limited memorized material and some recombination thereof.

**A VERY IMPORTANT NOTE:** The course requires continuous and independent work to consolidate the knowledge and linguistic skills developed during the semester. Because of the nature of this course, learning is built up on previous material. To be successful, you must have determination, good study habits, and be able to meet deadlines. Remember you are responsible for your own learning!

The beginning student of Spanish, to build a strong foundation in the basics of the target language and to be able to expand toward good conversational, reading, and writing abilities, should master the following:

- the Spanish alphabet
- basic phonetic system and syntax (word order)
- the subject pronouns, and definite/indefinite articles
- approximately 650 vocabulary words
- the meaning and conjugation of the most common of the -AR, -ER and -IR verbs
- the meaning and conjugation of some common irregular verbs
- the formation of questions
- the concept of masculine and feminine gender
- the placement and agreement of adjectives
- possessives adjectives and pronouns

### **Measurable Learning Objectives and Outcomes:**

This Spanish course pays equal attention to developing all four language skills (listening, speaking, reading, and writing), with a special emphasis on the oral aspects of the Spanish language. After studying all materials and resources presented in the course, the student will be able to:

- CO.1** Engage in conversations using level-appropriate grammatical structures including narrating events that take place in the present and produce questions and responses on

a variety of topics dealing with everyday life in discussion forums.

**CO.2** In terms of level-appropriate spoken Spanish, develop speaking and pronunciation skills through voice recordings and one oral exam.

**CO.3** Write simple sentences and organize them into short paragraphs in compositions assignments. Rewrite and revise those compositions for grammar accuracy.

**CO.4** Interpret level-appropriate texts in Spanish by answering questions in complete sentences, and/or expressing reactions and opinions in reading assignments.

**CO.5** Identify and discuss traditions, customs, and values of the Hispanic world through discussion forums.

**CO.6** Apply grammar skills covered in this course to the completion of evaluation sheets, one midterm exam and one final exam.

## Important Academic Dates

UTPB Academic Calendar: <https://www.utpb.edu/calendar/iframe/academic-calendar.pdf>

## Course Overview

### 1. Midterm and Final Exams (1 MT) X (10%) + (1F) X (10%) = (20%)

The midterm and the final exams consist of all the material studied up to that point. They will include different type of activities related to:

1. a) Listening and reading comprehension
2. b) Short or extended writing
3. c) Linguistic contents (functional uses of the language, grammar, and vocabulary)
4. d) Cultural and reading material

The final exam will be administered during Final Exam Week. There will be no alternate date for the final exam, so plan accordingly.

### 2. Compositions (1 Essay) = (15%)

You will write one composition. Complete sheet of instructions will be posted in Canvas at least one week in advance.

Your instructor will return your composition to you in a week for a rewrite (*versión final*). Rewrite is required for the composition and is due before or by the date listed on your Course Calendar. No late work will be accepted. If you fail to turn in a composition or a rewrite, or it is late, your instructor will give you feedback, but you will receive "0" for that assignment.

### 3. Hispanic Culture Discussion Forums (3 Forums) X (5%) = (15%)

A topic related to Hispanic culture sections will be discussed on Canvas. Some assignments will

be in English, others in Spanish. You will have to post two comments for each discussion.

#### 4. One oral exam (10%)

You will complete this exam by recording a voice message. Specific instructions will be given at least one week in advance.

#### 5. Voice-Recordings and Readings (15%)

You will complete voice-recordings and reading assignments (1 or 2 per module). The recordings will be used to practice your speaking ability and pronunciation. The reading assignments will be used to practice your reading and writing abilities.

#### 6. Evaluation Sheets (Hojas de evaluación) (4 Modules) X (6.25%) = (25%)

Practice is the most important activity of the course. Your interaction with the exercises and activities will have a strong influence on your overall performance. *Hojas de evaluación* include written and listening activities. It is not simply “more of the same” but rather an integral component of the course. Students should note that a direct correlation has been observed between final grade in the course and regular completion of the E-textbook exercises, with students who work regularly generally attaining higher grades in the course. Please remember that exams will be closely related to the textbook exercises, and that you will not be able to be successful in exams unless you do your homework tasks.

Canvas is the platform for the communication tools for use in this class —such essential items as syllabus, announcement, assignments, formats, and other resources. Because all important information is located on Canvas, you must access it daily.

#### Grading:

Course Activity	#	%	Percentage of Total Grade	
Voice-Recordings/Readings	10	1.5%	15%	
Midterm Exam	1	10%	10%	
Final Exam	1	10%	10%	
Compositions	1	15%	15%	
Discussions	3	5%	15%	
Oral Exam	1	10%	10%	
Hojas de evaluación	4	6.25%	25%	
			100%	

#### Grading Scale:

Grade Range	Letter Grade
90 and above	A
80 to 89	B
70 to 79	C
60 to 69	D
Less than 59	F

*\*Unless otherwise stated, all materials, activities, and assessments are required and are not optional.*

Students are responsible for maintaining progress of their own grades through the semester. The instructor will only calculate final grades when the course ends.

**Communication, Grading & Feedback:** I will be available by email. Emails will be responded within 48 hours. I will also be available during my virtual office hours for tutoring and advising. Graded assignments will be returned, and feedback will be provided one week after the deadline.

**Time Management:** There is one or two deadlines per week for course material and discussions, but you should be working at least two hours per day to keep up with the course load.

## Policies

1. **Discussion Board:** Discussion Board is primarily for discussing course related topics and issues.

Best practices are:

- a. Read all message postings in online discussion.
- b. Respond to the question directly
- c. Reply to minimum of two other student posts.
- d. Use a person's name in the body of your message when you reply to their message.
- e. Avoid postings that are limited to 'I agree' or 'great idea', etc.
- f. Ensure responses to questions are meaningful, reflective.
- g. Support statements with concepts from course readings, refer to personal experience, examples.
- h. Follow **Rules of Behavior**.

2. **Rules of Behavior:** Discussion areas are public to every student in this class (including

your instructor) who will see what you write. Please pay attention to the language you use and adhere to the following guidelines:

- a. Do not post anything too personal.
- b. Do not use language that is inappropriate for a classroom setting or prejudicial in regard to gender, race, or ethnicity.
- c. Do not use all caps in the message box unless you are emphasizing (it is considered shouting).
- a. Be courteous and respectful to other people on the list
- b. Do not overuse acronyms like you would use in text messaging. Some of the list participants may not be familiar with acronyms.
- c. Use line breaks and paragraphs in long responses.
- d. Write your full name at the end of the posting.
- e. Be careful with sarcasm and subtle humor; one person's joke is another person's insult.

**2. Make-Up/Late Submission Policy:**

All course activities must be submitted before or on set due dates and times. If the student is unable to abide by the due dates and times, it is her/his responsibility to contact the instructor immediately and before the due date. No late work will be accepted. There are no extra assignments for extra credits in this course.

**3. Academic Dishonesty/Plagiarism/Cheating:** The academic community regards academic dishonesty as an extremely serious matter, with serious consequences. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. A student who engages in scholastic dishonesty that includes, but is not limited to cheating, plagiarism, and collusion will receive an "F" for the course.

All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. For complete information on UTPB student conduct and discipline procedures consult the university's handbook at: <https://www.utpb.edu/campus-life/dean-of-students/scholastic-dishonesty>

**Academic dishonesty** includes, but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, or the attempt to commit such acts.

**Plagiarism** includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression

and media, and presenting that material as one's own academic work being offered for credit.

4. **Attendance and Class Participation:** Regular and active participation is an essential, unmistakably important aspect of this online course. Students will log on a minimum of three times every seven days. All students are expected to do the work assigned, notify the instructor when emergencies arise.
5. **Tracking:** The learning management systems have a tracking feature. Statistics are collected that quantifies how often and when students are active in the course and provides information if the student has accessed different pages of the course.
6. **Absenteeism:** All the course activities have set dates to be completed and submitted. After the due dates the activities will not be available for the students. Not logging into an online course is considered absenteeism. Contact instructor immediately in case of emergency medical situation.
7. **Course Incomplete/Withdrawal/Grade Appeal:**  
All students are required to complete the course within the semester they are signed up. Incomplete grades for the course are rarely given, will only be granted if the student provides a valid, documented excuse for not being able to complete the course on time, and has contacted the instructor prior to the scheduled last class to request an extension. The student signs a contract that includes the incomplete course activities and the new due dates.

Find information and dates regarding drops and withdrawals at <http://www.utpb.edu/services/academic-affairs/office-of-the-registrar/adds-drops>

For grade appeal process go to <http://www.utpb.edu/campus-life/dean-of-students/grievances>.

**NOTE: The due dates and times for the activities will adhere to the Central Time Zone.**

8. **Accommodation for Students with Disabilities:** Americans with Disabilities Act: Students with disabilities that are admitted to The University of Texas of the Permian Basin may request reasonable accommodations and classroom modifications as addressed under Section 504/ADA regulations. The definition of a disability for purposes of ADA is that she or he (1) has a physical or mental impairment that substantively limits a major life activity, (2) has a record of such an impairment or, (3) is regarded as having such an impairment.

Students who have provided all documentation and are eligible for services will be advised of their rights regarding academic accommodations and responsibilities. The University is not obligated to pay for diagnosis or evaluations nor is it obligated to pay for personal services or auxiliary aids. Students needing assistance because of a disability

must contact Testing Services & Academic Accommodations Department, 432-552-2630 or [TSAAD@utpb.edu](mailto:TSAAD@utpb.edu), no later than 30 days prior to the start of the semester.

For the accessibility and privacy statements of external tools used within online and blended UTPB courses, go to [https://www.utpb.edu/online/reach/ADA\\_Privacy](https://www.utpb.edu/online/reach/ADA_Privacy)

## Computer Skills, Technical & Software Requirements

Required skills: Students will need to create word, power point processing documents and voice recordings, save files, submit files.

Students can use cloud version of Word, PowerPoint and other Microsoft products through use of their UTPB Outlook 365 and UTPB email address. For more information refer to Student Services below or visit: <https://www.utpb.edu/services/ird/Service-Catalog/office-365/>

**Computer Technical Requirements:** Information at <http://www.utpb.edu/online/reach/technical-requirements>

## Online Student Authentication

UTPB requires that each student who registers for a distance course is the same student who participates in, completes, and receives credit for the course. UTPB's Distance Education Policy requires faculty members to employ at least two methods of verification to ensure student identities. To access online courses students must login to the UTPB learning management system using their unique personal identifying username and secure password. UTPB's Distance Education Policy requires at least one additional student identification method within the course that has been determined and approved by the faculty or academic program.

**Second method of authentication:** Students must login to Canvas using their personal username and password. Students are required to participate in one (1) video recording in Canvas. Students must have their Photo/Student ID in hand.

\*Approved up to date photo identifications are: passports, government issued identification, driver's licenses, military ID from DoD. Dual credit and early college high school students use school district identifications.

## Preparation for Emergencies

**Computer Crash:** Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.

**Complete Loss of Contact:** If you lose contact with course connectivity completely (i.e. you cannot contact me via Canvas or email), you need to call instructor, and leave message regarding connectivity loss and contact information.

**Lost/Corrupt/Missing Files:** You must keep/save a copy of every project/assignment on an external drive, UTPB Outlook 365 OneDrive, or personal computer. In the event of any kind of failure (e.g. virus infection, student's own computer crashes, loss of files in cyberspace, etc) or any contradictions/problems, you may be required to resubmit the files.

## End-of-Course Evaluation & Instructor Evaluation

Every student is encouraged to complete an end-of-course evaluation/survey provided by UTPB. During the last few weeks of class, you will receive an announcement through email notifying you that the Course/Instructor Survey is available. You may follow the link in the email to complete the survey using the same credentials to access your courses here. When entering the emailed Survey link, you will see a list of surveys for you to complete. Another way to find End-of-Course Evaluations is through your my.utpb.edu account > My Surveys & Evaluations are on the first page after you log in.

The survey is anonymous, and your responses are confidential. Your feedback is critical to us and to your instructor as we strive to improve our offerings, and our support of you, the students.

## Student Support Services

ADA Accommodation/ Support	Testing Services & Academic Accommodations Department (432) 552-2630 <a href="http://www.utpb.edu/academics/undergraduate-success/TSAAD">http://www.utpb.edu/academics/undergraduate-success/TSAAD</a>
Advising	UTPB E-Advisor at <a href="http://www.utpb.edu/academics/undergraduate-success/academic-advising-center/e-advisor">http://www.utpb.edu/academics/undergraduate-success/academic-advising-center/e-advisor</a>
Bookstore	(432) 552-0220 <a href="http://www.bkstr.com/texas-permianbasinstore/home">http://www.bkstr.com/texas-permianbasinstore/home</a>
Email, Outlook 365, my.utpb.edu	Information Resources Service <a href="http://www.utpb.edu/services/ird">http://www.utpb.edu/services/ird</a>
Financial Aid and Scholarship	(432) 552-2620 <a href="http://www.utpb.edu/campus-life/financial-aid">http://www.utpb.edu/campus-life/financial-aid</a>
Library	(432) 552-2370 The J. Conrad Dunagan Library Online at <a href="http://library.utpb.edu/">http://library.utpb.edu/</a>
Registrar	(432) 552-2635 <a href="http://www.utpb.edu/services/academic-affairs/office-of-the-registrar">http://www.utpb.edu/services/academic-affairs/office-of-the-registrar</a>
Student Services	<a href="http://www.utpb.edu/campus-life/dean-of-students">http://www.utpb.edu/campus-life/dean-of-students</a>
Technical Support	Canvas 1-866-437-0867 <a href="https://guides.instructure.com/">https://guides.instructure.com/</a>
Tutoring & Learning Resources	If you are taking courses through UTPB the following links provide services: Smarthinking Online Tutoring (provides tutoring services), SmarterMeasure (measures learner readiness for online course).  <a href="http://www.utpb.edu/online/reach/smarthinking-online-tutoring">http://www.utpb.edu/online/reach/smarthinking-online-tutoring</a>

## Disclaimer & Rights

Information contained in this syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use in the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB to make

changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes, if any.

## Copyright Statement

Many of the materials that are posted within UTPB courses are protected by copyright law. These materials are only for the use of students enrolled in the course and only for the purpose of the course. They may not be further retained or disseminated.

## Schedule

### Modules

#### MODULE 1: BIENVENIDOS

##### TOPICS:

- I. Vocabulary:
  - Learn expressions (introductions, greetings, telling time, numbers 0-100)
- II. Grammar:
  - Learn and practice letters of the Spanish alphabet.
  - Use the verb SER to identify people and things.
  - Distinguish gender and number.

#### MODULE 2: LA PERSONALIDAD

##### TOPICS:

- I. Vocabulary:
  - Learn and practice adjectives, hobbies, numbers 100-1000
- II. Grammar:
  - Conjugate the present tense, ser with adjectives, and adverbs of quantity.

#### MODULE 3: LA FAMILIA

##### TOPICS:

- I. Vocabulary:
  - Learn about family members, months and seasons, days of the week.
- II. Grammar:

- Conjugate and distinguish the verbs Ser and Estar with adjectives, possessive adjectives.

#### **MODULE 4: LAS VACACIONES**

##### **TOPICS:**

I. Vocabulary:

- Talk about transportation, lodging and services, vacations.

II. Grammar:

- Conjugate the present tense of stem-changing verbs. Hacer, poner, traer, salir and oír. Tener que plus infinitive. Indefinite articles.

#### **MODULE 5: LA CASA**

##### **TOPICS:**

I. Vocabulary:

- Learn expressions about housing and household activities.

II. Grammar:

- Distinguish uses of Saber and Conocer, adverbs, reflexive verbs and pronouns, direct and indirect object pronouns.

#### **MODULE 6: LAS COMPRAS**

##### **TOPICS:**

I. Vocabulary:

- Learn expressions about shopping and clothes.

II. Grammar:

- Conjugate the present progressive, Hacer with expressions of time, demonstrative adjectives, and pronouns. Gustar and similar verbs.