

**SPAN 1411.21 Lab ELEMENTARY SPANISH I****1 CREDIT HOUR (1 LAB)****Online platforms: SHSU ONLINE-BLACKBOARD and Connect**

**IMPORTANT!** Students must register for a SHSU SPAN 1411 lecture section separately and concurrently with the lab section.

**Fall 2017****Instructor: Caleb Baker****Office: ABIV 314 Phone: 294-4227****e-mail: clb032@shsu.edu****Office hours: TBA****UNIVERSITY, GENERAL COLLEGE OF HUMANITIES & SOCIAL SCIENCES AND DEPARTMENT OF FOREIGN LANGUAGES POLICIES****AMERICANS WITH DISABILITIES ACT**

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the University. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance are expected to visit with the Office of Services for Students with Disabilities located in the Counseling Center. The students should then make arrangements with their individual instructors so that appropriate strategies can be considered, and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations for students with disabilities. If a student has a disability that may affect adversely his/her work in this class, the student is encouraged to register with the SHSU Counseling Center and to talk with the instructor about how best to deal with the situation. All disclosures of disabilities will be kept strictly confidential.

**NOTE: No accommodation can be made until the student registers with the counseling Center.**

**Americans with Disabilities Act – Students with Disabilities**

<http://www.shsu.edu/dotAsset/9edd8433-cad5-40d1-b4bf-6a91b08f90e4.pdf>

**CLASSROOM RULES OF CONDUCT**

Please refer to <https://www.shsu.edu/students/guide/dean/codeofconduct.html>

University Code of Conduct: <https://netreg.shsu.edu/mirror/codeofconduct.html>

**References the University's policy on Academic Dishonesty:**

<http://www.shsu.edu/dotAsset/728eec25-f780-4dcf-932c-03d68cade002.pdf>

**ACADEMIC DISHONESTY**

Please refer to Academic Policy Statement 810213.

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

**YOUR ENROLLMENT IN THIS CLASS CONSTITUTES YOUR LEGAL AND MORAL OBLIGATION TO THE HONOR CODE.** Because this course is a listening, speaking, reading, and writing one, I encourage you to work together. HOWEVER, plagiarism--copying others' work without crediting them for it--is legally and ethically unacceptable--AND GROUNDS FOR FAILURE, NOT JUST IN THE ASSIGNMENT, BUT IN THE CLASS. Paraphrases, as well quotes, must be documented.

### **PHILOSOPHY**

This is an UNIVERSITY-LEVEL ACADEMIC COURSE WITH APPROPRIATE ACADEMIC REQUIREMENTS. You earn your grade on that basis. You do not receive university credit for "ethnic consciousness" or language ability per se. Academic credit is based upon your intellectual and academic efforts, willingness and ability to reflect upon and respond to requirements of the class.

### **Observance of Religious / Holy Days**

Please refer to: <http://www.shsu.edu/dotAsset/0953c7d0-7c04-4b29-a3fc-3bf0738e87d8.pdf>

### **INTERACTION**

RESPECT FOR OTHERS' VIEWS AND SPACE, not necessarily in agreement with one's own, is required on the part of every participant, including what is expressed, shared, etc., in the course of class interaction.

RESPECT FOR OTHERS IN GENERAL, particularly in the case of disagreement about class management issues, is required on the part of every participant. Presentation style is important. Treat others as you would have them treat you!

### **PERFORMANCE CONCERNS**

Faculty are committed to facilitating each student's performance. Students must be committed to maximizing their own performance. This is a dual responsibility.

Please evaluate your personal class progress at least weekly, beginning at the first of the semester, and particularly after your first grade. Take responsibility and action right away! Do not wait until mid-semester and certainly do not wait until late in the semester to act on your concerns.

If you are concerned about your progress, please follow this chronological format:

1. Are you personally spending (minimum) time to complete the daily assignments (3 hours daily)? (Very many students need more preparation time for language acquisition classes; you may personally need more and you may need study-strategy assistance! Ask for help!)
2. Have you contacted the SAM Center about study-skills suggestions/workshops in general?
3. Are you following the suggested syllabus scenarios to incorporate the target language into your life and maximize your experience?
4. Have you contacted your professor via personal appointment to discuss specific actions which will help you improve your performance?
5. Have you arranged study sessions with other students in the class or a tutor?

### **GENERAL STUDENT RESPONSIBILITIES**

YOU ARE RESPONSIBLE FOR ALL MATERIAL, YOU ARE PERSONALLY & SOLELY RESPONSIBLE FOR YOUR ACTIVITIES (ASKING QUESTIONS OR DOING HOMEWORK) IN ORDER TO MEET YOUR PERSONAL EXPECTATIONS AND DESIRE FOR SUCCESS/GRADE. Probable daily time needed for homework outside class will be a minimum of one to two hours per hour. "Homework" is largely left to your discretion--you must assess how well you understand and how much practice, reading or written work outside of class you need. You are responsible for anything and everything in the syllabus, book or online materials. You are expected to keep in contact with the professor and other students as personally needed.

### **GENERAL FACULTY RESPONSABILITIES**

I INTEND TO BE AVAILABLE TO DISCUSS, ADVISE, ETC., AS MUCH AS POSSIBLE but please set prior appointment times via email.

I INTEND TO RETURN ASSIGNMENTS WITH COMMENTARY AND/OR GRADES AS SOON AS POSSIBLE, usually within a week.

**DEADLINES**

Syllabus assignments will be performed or posted for each day/unit. Daily grades will be assigned at the professor's discretion. In case of serious illness or death in the family, advance or concurrent notice of your absence is required. Call or email and leave a message and, if possible, send the corresponding assignment to your instructor. NO LATE PAPERS OR EXAMS WITHOUT WRITTEN EXCUSE (DOCTOR, HOUSEMOTHER, MORTICIAN, ETC.) AND USUALLY MUST BE MADE UP AS SOON AS POSSIBLE.

**NO FOOD OR DRINK (INCLUDING WATER) OR CONSUMABLES OF ANY KIND ARE PERMITTED IN ANY CLASSROOM AT ANY TIME. NO EXCEPTIONS WITHOUT FORMAL MEDICAL ACCOMODATION VIA THE COUNSELING CENTER.**

**LAPTOPS OR OTHER ELECTRONIC DEVICES IN THE CLASSROOM ARE ALLOWED ONLY BY PRIOR WRITTEN PERMISSION OF PROFESSOR.**

**CELL PHONES & PAGERS**

The use by students of telephone and pagers or any device that performs these functions during class-time is prohibited unless specifically permitted by the instructor. All such devices should be turned off or put in a silent or vibrate mode and should not be visible during class. At no time should students answer a call or page during class or leave the classroom to answer a call or page. Failure to comply with this policy could result in expulsion from the classroom or with three or more offenses, failure of the course.

Any use of a telephone or pager or any device that performs these functions during a test period is prohibited. These devices should not be present during a test or should be stored securely in such a way that they cannot be seen or used by the student. Even the visible presence of such a device during the test period will result in a zero for that test. Use of these devices during a test is considered de facto evidence of cheating and could result in a charge of academic dishonesty (see student code of conduct <http://www.shsu.edu/students/guide/StudentGuidelines2010-2012.pdf#page=29>)

If there is an emergency situation for a student, that student should inform the instructor and place himself/herself in a seat near the door where an exit for a phone call would be only minimally disruptive. Other arrangements for handling potential emergency situations may be granted at the discretion of the instructor.

**ATTENDANCE IS REQUIRED** for lecture sessions. If you are absent without making arrangements with the professor, with or without justification, your grade will be affected.

Students are encouraged to "buddy" with other students to get class notes/assignments. Always refer to your syllabus and day to day schedule on Blackboard.

It is the student's responsibility to request and turn in make-up work, which normally must be completed within one week after returning. Permitting make-up work, granting full or partial credit, etc. are at the discretion of the professor according to university guidelines.

**Student Absence Notification Policy**

**The student is responsible for communicating directly with his or her instructor(s) when he or she is going to miss or has missed class. If possible, students should notify instructors and make arrangements for missed assignments before the absence occurs. Excusing the student is at the sole discretion of the faculty member.** [http://www.shsu.edu/students/StudentGuidelines2007\\_2008.pdf](http://www.shsu.edu/students/StudentGuidelines2007_2008.pdf) (SHSU Student Guidelines)

The term "**excused absence**" is discretionary and solely up to the professor of record. The status "excused absence" refers to the allowance of makeup or late work and will not erase a physical absence from the lab. A student who has missed lab cannot be counted present.

[http://www.shsu.edu/students/StudentGuidelines2007\\_2008.pdf](http://www.shsu.edu/students/StudentGuidelines2007_2008.pdf) (SHSU Student Guidelines)

**TARDY POLICY**

On the third tardy, the student will be marked absent. Please note that tardiness will negatively affect your grade as the absences accumulate.

**IF YOU WANT TO USE OUR FOREIGN LANGUAGES AUDIO/VIDEO LAB (AB4 307)****VISITORS in the Language lab**

All students who are enrolled in FL classes may use the lab during regular hours but must register with the lab monitor.

All LAB visitors, including students not enrolled in the lab section must register with the Department of Foreign Languages. Unregistered visitors cannot remain in the lab. Children, escorted or not, cannot be admitted into the lab at any time.

**STUDENT RESPONSIBILITIES in the AB4 307 Audio/Video lab :**

Students, please note that you are responsible for damages occurring to your lab workstation. You are also responsible for leaving your workspace in a clean and tidy state.

**5. STUDENT CONDUCT AND DISCIPLINE**

5.2 Student Misconduct. . . . Specific examples of misconduct for which students may be subject to disciplinary action include, but are not limited to, the following: (1) Commission of an act that would constitute an offense under appropriate federal, state, or municipal law.

(8) Stealing, destroying, defacing, damaging, or misusing component property (including misuse of fire or life-safety equipment or property) or property belonging to another.

Please refer to: <https://www.shsu.edu/students/guide/dean/codeofconduct.html>.

**ENRICHMENT ACTIVITY FOR THE LANGUAGE OF ANY LANGUAGE COURSE YOU ARE ENROLLED IN—OR ANY OTHER OF THE 16 LANGUAGES AVAILABLE THROUGH ROSETTA STONE.**

Rosetta Stone, all languages, has been purchased by FOLG for use via the SHSU NG Library website. It can be accessed beginning immediately, for free, by all SHSU faculty, staff, and students. You can find the link here:

<http://shsulibraryguides.org/alldatabases/p>

Contact person at the Library is Erin Cassidy, Associate Professor, Web Services Librarian History and Foreign Languages Librarian Newton Gresham Library SHSU Box 2179, 936-294-4567, [ecassidy@shsu.edu](mailto:ecassidy@shsu.edu)

**IF YOU WANT TO USE THE FOLG LAB DURING REGULAR HOURS IF SPACE IS AVAILABLE:****POLICIES****SECTION II: FOREIGN LANGUAGES AUDIO/VIDEO LAB**

**STUDENT RESPONSIBILITIES** Students, please note that you are responsible for damages occurring to your lab workstation. You are also responsible for leaving your workspace in a clean and tidy state.

**VISITORS in the Language lab**

All LAB visitors, including students not enrolled in the lab section at that day/time must register with the Department of Foreign Languages. Unregistered visitors cannot remain in the lab. Children, escorted or not, cannot be admitted into the lab.

**CLASSROOM RULES OF CONDUCT**

Problems of a disciplinary nature are not tolerated in the Languages lab. Students who pose a discipline problem will be asked to leave the lab immediately and will not be readmitted for the remainder of the day (a notice will be sent to the FOL office).

Please refer to <https://www.shsu.edu/students/guide/dean/codeofconduct.html>

**SPAN 1411.21 LAB ELEMENTARY SPANISH I****1 CREDIT HOUR (1 LAB)****Online platforms: SHSU ONLINE-BLACKBOARD and Connect****Fall 2017****Instructor: Caleb Baker****Office: ABIV 314 Phone: 294-4227****e-mail: clb032@shsu.edu****Office hours: TBA****SPECIFIC COURSE SYLLABUS****DESCRIPTION OF COURSE**

This class is for students with minimal or no previous instruction in Spanish, and who are non-native or non-heritage speakers. (Native speakers and heritage speakers should take the CLEP or register for 2312). Emphasis on pronunciation, vocabulary, and basic language codes stressing an oral approach with special emphasis on conversation & oral skills. One-hour lab period required weekly.

**STYLE**

The course has two delivery methods: an on-line BLACKBOARD for information outside class meetings and a SEMINAR-STYLE student-centered in class meetings with a minimum of professor lecture. Spanish will be the preferred language in both in the majority of cases but code-switching will be practiced when necessary. Since language is a social skill and activity, this is the only way to effectively learn. In language learning, mistakes are natural--tolerance and assistance are the watchwords. Be flexible--think of another way to send the same message if you get "stuck."

**REQUIRED TEXT****Puntos de partida**

Dorwick, 10e

Available for purchase from On-Campus bookstore/Amazon/etc... ISBN13: 978-0073534497

ISBN10: 0073534498

Edition: 10TH

Copyright: 2017

Publisher: McGraw-Hill Publishing Company

You will need an access code to access the online class in CONNECT. Alternatively you may purchase the **standalone** with e-text and Connect access.

\*Your Course Code will be provided by your instructor.

**REQUIRED SUPPLIES**

- Computer with internet access to complete required online work in Connect. Tune up your computer for remote access, and Connect for optimal technical performance.
- something with pockets or binder for class materials (handouts, notes, etc.) with lined notebook paper for your own use plus journal entries
- personal skills and attitudes: enthusiasm and interest; listening skills, willingness to speak and open-mindedness; time every day outside of class work for reading and reflection, awareness that this class is an academic experience which requires intellectual efforts and results.

**OFFICIAL ESSENTIAL COURSE (IDEA) OBJECTIVES**

Two or three weeks before the end of the semester the student will be asked to complete an official IDEA evaluation of the course and your instructor. The three essential and important objectives for this course are:

- Developing skill in expressing oneself orally or in writing (in the target language)
- Developing specific skills, competences, and points of view
- Gaining a broader understanding and appreciation of intellectual/cultural activity

**GENERAL OUTCOMES (Optimal results)**

1. Increased **AWARENESS**, and **APPRECIATION** for Hispanic language and culture.
2. Minimal **VOCABULARY** in Spanish, especially of cognates (and false cognates) and the ability to make educated guesses about unknown words based on context as well as to identify unknown cognates.
3. Ability to **CONSTRUCT** simple communications, both oral and written, including verb conjugations, word order, etc.
4. Ability to carry on minimal **LIFE-SUPPORT CONVERSATIONS** related to visiting/living in a Spanish-speaking country, e.g., arrange meals, shopping, etc.
5. Ability to carry on minimal **SOCIAL CONVERSATIONS**, adapting to unexpected questions or responses.

**COURSE OBJECTIVES (Optimal activities)**

1. To **LISTEN** to and comprehend basic descriptions and narration of standard Spanish spoken at average native speed by concentrating on major words known (with the help of cognates) and by making educated guesses at the rest.
2. To **SPEAK** without notes (or read aloud) a more than survival percentage of standard Spanish with few enough pronunciation errors (speed secondary) to be comprehended by a native speaker.
3. To **READ** and comprehend survival percentage of standard Spanish by concentrating on major words known (with the help of cognates) and by making educated guesses at the rest. With the further help of a dictionary, to be able to comprehend a high percentage of standard Spanish.
4. To **WRITE** about basic topics at a survival level in standard Spanish with few enough grammar errors to be comprehended by a native speaker
5. To **DEVELOP AWARENESS AND APPRECIATION** of the target language and culture, to make connections and comparisons to the first language and culture.

**NOTICE – The prerequisite for enrolling in SPAN 1412 is the completion of SPAN 1411 with a grade of C or higher or appropriate scores on the CLEP or AP examinations.**

**EVALUATION/GRADES (Assessment)**

UNDERGRADUATE = 100% (1000points). (100-89.6 =A, 89.5-79.6=B, 79.5-69.6=C, 69.6-59.6=D)

Class Attendance and Participation	50%	In-Class Activities	50%
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KEEP THE RUNNING TOTAL SECTION OF THIS SYLLABUS CURRENT IN ORDER TO KNOW YOUR GRADE STANDING PRIOR TO FINAL EXAMS, AND FINAL GRADE CALCULATION. CHECK BLACKBOARD.

**ASSIGNMENTS**

COMPONENTS/EXPLANATIONS OF ASSIGNMENTS/GRADES AS APPLICABLE TO UNDERGRADUATE

**HEADING**

**All papers must include a heading in this format:**

Student name:

Class: Semester:

Assignment: exam #, oral exam #, homework #, cultural activity #, etc.

If essay, Word count: # (10% variation under/over the assigned is acceptable)

**ORAL PRESENTATION RUBRIC**

<b>ORGANIZATION</b>	Your presentation was effective. There is a clear statement of ideas and smooth transitions. Your main idea was stated clearly and provided relevant details.	<b>GOOD</b> 4	<b>SATISFACTORY</b> 3	<b>FAIR</b> 2	<b>POOR</b> 1
<b>VOCABULARY</b>	You used an array of vocabulary in an accurate manner.	<b>GOOD</b> 4	<b>SATISFACTORY</b> 3	<b>FAIR</b> 2	<b>POOR</b> 1
<b>GRAMMAR</b>	You used grammar functions accurately and demonstrated control of language structures.	<b>GOOD</b> 4	<b>SATISFACTORY</b> 3	<b>FAIR</b> 2	<b>POOR</b> 1
<b>PRONUNCIATION</b>	Your pronunciation and intonation sound natural and enhance communication.	<b>GOOD</b> 4	<b>SATISFACTORY</b> 3	<b>FAIR</b> 2	<b>POOR</b> 1
<b>FLUENCY</b>	You spoke clearly and continuously without hesitation and few pauses in speech.	<b>GOOD</b> 4	<b>SATISFACTORY</b> 3	<b>FAIR</b> 2	<b>POOR</b> 1
<b>TOTAL</b>	<b>/20</b>				

**WRITTEN ASSIGNMENT RUBRIC**

<b>ORGANIZATION</b>	Your presentation was effective and presented in a logical format. There is a clear statement of ideas and smooth transitions.	<b>GOOD</b> 4	<b>SATISFACTORY</b> 3	<b>FAIR</b> 2	<b>POOR</b> 1
<b>CONTENT</b>	Your main idea is clearly conveyed with adequate details to support it while using appropriate vocabulary and functions	<b>GOOD</b> 4	<b>SATISFACTORY</b> 3	<b>FAIR</b> 2	<b>POOR</b> 1
<b>VOCABULARY</b>	You used a wide range of vocabulary words in an appropriate manner.	<b>GOOD</b> 4	<b>SATISFACTORY</b> 3	<b>FAIR</b> 2	<b>POOR</b> 1
<b>GRAMMAR</b>	You used grammatical functions accurately with appropriate constructions, verb tenses, order, number, agreement, articles, prepositions and pronouns.	<b>GOOD</b> 4	<b>SATISFACTORY</b> 3	<b>FAIR</b> 2	<b>POOR</b> 1
<b>SPELLING AND MECHANICS</b>	You used accurate spelling, capitalization, and punctuation.	<b>GOOD</b> 4	<b>SATISFACTORY</b> 3	<b>FAIR</b> 2	<b>POOR</b> 1
<b>TOTAL</b>	<b>/20</b>				

<b>Course Calendar Schedule</b> <b>Subject to adaptation for instructional purposes</b>		
<b>Semana 1</b>	<b>Objectives</b>	<b>CONTENT: Chapter, assignments, and homework.</b>
		<b>No HAY LAB</b>
<b>SEMANA 2</b>		
	Comprehend Vocabulary/Grammar/Culture in Chap 1.  Begin production of Chap 1 material.	<b>In class: Chap 1 Material</b>
<b>SEMANA 3</b>		
5 de septiembre	<b>LABOR DAY HOLIDAY</b>	
	<b>Review Chap 1/ Begin Chap 2</b>  Comprehend/ Produce: <b>Vocab/Grammar/Culture</b>	<b>In Class: Chap 2 Material</b>  <b>Puntos Personales</b>
<b>SEMANA 4</b>		
11 de septiembre	Review Chap 2	<b>In class: Continue in-class activities</b>
<b>SEMANA 5</b>		
18 de septiembre	Review Chap 2/Begin Chap 3  Vocab/Culture Comprehension	<b>In class: Chap 2/3 Material</b>  <b>Puntos Personales</b>
<b>SEMANA 6</b>		
25 de septiembre	Continue Chap 3 Vocab/Grammar	<b>In class: Continue in-class Chap 3 material</b>
<b>SEMANA 7</b>		
2 de octubre	Review Chap 3	<b>In class: Continue In-Text activities</b>  <b>Puntos Personales</b>
<b>SEMANA 8</b>		
9 de octubre	Begin Chap 4	<b>In Class: Begin in-Class Chap 4</b>
<b>SEMANA 9</b>		
16 de octubre	Comprehend Vocab/Culture Chap 4	<b>In class: Continue Chap 4 in-class</b>  <b>Puntos Personales</b>
<b>SEMANA 10</b>		
23 de octubre	Comprehend/Produce Grammar Chap 4  Review for Exam 4	<b>In class: Continue in-class Chap 4 activities</b>
<b>SEMANA 11</b>		



30	Begin Chap 5 Vocab/Grammar Comprehension	<b>In class: Begin in-class activities (Chap 5)</b> Puntos Personales
<b>SEMANA 12</b>		
6 de noviembre	Produce Chap 5 Vocab	<b>In Class: Continue In-Text activities</b>
<b>SEMANA 13</b>		
13 de noviembre	Produce Chap 5 Grammar Culture Appreciation Begin Final Exam Review	In-class Activities  REPASO
<b>SEMANA 14</b>		
20 de noviembre	Review	<b>REPASO</b>
<b>23-25 de noviembre</b>	<b>Thanksgiving Holidays</b>	
<b>SEMANA 15</b>		
27		<b>NO HAY LAB</b>
<b>SEMANA 16</b>		
Exámenes finales 4-8 de diciembre	Final exam according to official schedule	<b>FINAL EXAM</b>  NO LAB THIS WEEK