Syllabus
SPAN 1300, Section 2250
Hybrid Course
Spanish For Medical Personnel (Beginning Spanish)
Brookhaven College – Fall, 2012
World Languages Division, Room L420, Telephone: 972-661-4828

• Instructor: Araceli Been
• Email address: aeb2417@dcccd.edu

I. HOW TO CONTACT YOUR INSTRUCTOR:
I will be available to talk with you either before class, after class, or by appointment. Please contact me at the above e-mail address, or leave a message for me at the World Languages Division phone number above.

II. CATALOG DESCRIPTION:
SPAN 1300  Beginning Spanish I (3)
This is a Texas Common Course Number.
Prerequisite: None.
SPAN 1300 is an introduction to the regular Spanish course sequence; it is not a substitute for SPAN 1411. The course provides basic practice in comprehension and production of the spoken Spanish language. Emphasis is on oral (conversational) communication with an introduction of basic grammatical concepts and development of reading and vocabulary skills. Customs and cultural insights are also presented. Students who wish to continue their studies will next enroll in SPAN 1411.
Coordinating Board Academic Approval Number 1609055413

Special Note: This course is an introductory course intended for students in the medical profession. Its goal is to present essential Spanish vocabulary, grammar examples, practice activities, and cultural topics in a medical context to enable the students to utilize Spanish in medical situations. A clinical visit of a total of three service credit hours is a requirement of this course. As noted in the course materials section, enrollment in the Heinle course resources on-line is also a requirement. Through these resources, students will access most of the class protocols: assignments, grammar tutorials, listening comprehension activities, as well as being provided the two textbooks that will be used in this course.

III. COURSE COMPETENCIES:
1. Students will acquire high-beginning listening skills in Spanish, which they will demonstrate by listening to level-appropriate monologs and/or dialogs in that language and then successfully answering listening-skills questions about them.

2. Students will acquire high-beginning speaking skills in Spanish, which they will demonstrate by engaging, in that language, in monologs and/or dialogs that exhibit level-appropriate coherence, development, fluency, and grammatical and lexical accuracy.

3. Students will acquire high-beginning reading skills in Spanish, which they will demonstrate by reading level-appropriate texts in that language and then successfully answering reading-skills questions about them.

4. Students will acquire high-beginning writing skills in Spanish, which they will demonstrate
by writing, in that language, compositions that exhibit level-appropriate coherence, development, and grammatical and lexical accuracy.

IV. EXEMPLARY EDUCATIONAL OBJECTIVES:
• To understand and demonstrate writing, speaking, listening and reading.
• To participate effectively in groups or in a one-on-one situation with emphasis on listening and responding.

V. COURSE MATERIALS:

Required: Jarvis, Ana C. and Lebredo, Raquel  

Recommended: Grabb and McElroy.  

Recommended: Gordon, Ronni L. and David M. Stillman.  

* There are copies of the texts and workbooks on reserve at the checkout counter in the Brookhaven College library. You cannot remove the books from the library.

** There are copies of the cassette tapes, CDs, videos, or DVDs that accompany the books and workbooks available in the J-104 laboratory (Language Acquisition Center). You cannot remove the materials from the lab.

VI. ATTENDANCE:
You are expected to attend regularly all classes in which you enroll. You have the responsibility to attend class and to consult with the instructor when an absence occurs. Instructors are responsible for describing attendance policies and procedures to you.

VII. NOTICE TO STUDENTS ON FINANCIAL AID:
If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

VIII. RELIGIOUS HOLIDAYS:
If you will be absent from class for the observance of a religious holiday, you must notify your instructor in advance. You will be excused from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. You will not be penalized for that absence, and you will be allowed to take an examination or complete an assignment for that absence within a reasonable time after the absence.

IX. CLASS POLICIES:
Classroom:
• Students are expected to arrive on time and remain for the entire period.
• Oral participation is required in every class session.
• No more than 3 absences (day students), 2 absences (evening students) and 1 absence (Saturday students) per semester are allowed. Exceeding this amount will negatively affect your Oral Participation grade, 20% of your final grade for the course (see section 3 for more details). In case of absence, you have the responsibility of finding out what happened on the day missed.
• You must not communicate in any way with another student or look at any books, papers or notes during exams, quizzes or dictations. Any of these activities constitute cheating. If your instructor suspects cheating, you will receive a grade of zero (0) for the assignment.
• Polite and considerate behavior is expected.
• If your instructor is late (beyond 15 minutes), designate one student to check with the World Languages Division secretary in L420 (Library building). Wait until the designated student returns with a message regarding how you should proceed as a class.
• No electronics such as texting on cellular phones are allowed during the entire duration of the class. Cellular phones must be turned off before entering the classroom.

Exams, Quizzes and Dictations:
• Six quizzes, two exams, and a Final comprehensive exam are to be taken on the dates for which they are scheduled. For specific days and times, see the Brookhaven Fall 2012 Credit Class Schedule and the calendar for this course.
• Quizzes and exams are generally given at the beginning of the class period and are not repeated for those arriving late.
• Your instructor will not give any makeup exams, quizzes or dictations except for the reasons listed below.
  o Exceptions: You will not be counted absent for the observance of a religious holiday, jury duty, doctor-certified illness, or attendance at a funeral.
  o You are required to complete any assignments and take any exams (within a reasonable amount of time), which may have been missed as the result of an excused absence.
  ▪ Religious observance: Students who plan to be absent from class for the observance of a religious holiday must notify the instructor in writing no later than the 15th calendar day after the first class day of the semester. {Refer to the Brookhaven College Catalog “Student Obligations” section.}
  ▪ Jury duty, Illness, Bereavement: In order to receive an excused absence for jury duty, illness, or bereavement, students must submit official, written verification from a judge, doctor, or funeral director. Doctor’s appointments scheduled during class time will be counted as absences.

Completion of Activities:
• Completion of Activities must be brought to each class meeting. Being a hybrid class, no late assignments will be accepted.
• Your instructor will tell you whether he or she will accept late assignments.

X. LANGUAGE LABORATORY:
Optional Lab Practice:
Students are encouraged to **listen and repeat** the recorded exercises, which correspond to and reinforce work already covered in the classroom. This practice can reinforce vocabulary and grammar and may also be used as extra credit assignments. (Tapes are located in J-104 or can be purchased at any local (by special order) or online retailer.)

Laboratory Hours:
- Monday – Thursday  8:00 a.m. – 9:30 p.m.
- Friday and Saturday  10:00 a.m. – 2:00 p.m.
XI. GRADE ASSESSMENT:

20% Exams
Including the following:
1. Capítulos 1-4
2. Capítulos 5-8

15% Oral Presentations
1. Presentation #1 – Select topics from lecciones 1 - 4.
2. Presentation on Clinical Visit (3 hours required)
3. Presentation #2 – Select topics from lecciones 5-8.

25% Quizzes
1. Lección 1
2. Lección 2
3. Lección 3
4. Lección 4
5. Lección 5
6. Lección 6
7. Lección 7
8. Capítulo 8

20% Oral Participation
Including the following:
1. Attendance and punctuality
2. Active participation in class

20% Completion of all Activities
Your instructor will assign activities to complete for the following class.

To calculate your final grade you may use the following formula:

\[
\text{Exam Average} \times 20 \\
\text{Oral Presentation Average} \times 15 \\
\text{Quizzes Average} \times 25 \\
\text{Oral Participation Average} \times 10 \\
\text{Homework Average} \times 20 \\
\text{Total} \\
\text{Total} / 100 = \text{Your Final Grade}
\]

Grade Scale
<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
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<td>B</td>
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<td>C</td>
<td>70-79</td>
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<td>D</td>
<td>60-69</td>
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<td>F</td>
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XII. TESTING CENTER
The Testing Center is located on the first floor of the Student Services building in S080. The center provides a wide range of testing services to assist in instructional and counseling programs. Before taking a test in the Testing Center, students must provide photo identification. The last test is given one hour before closing. Testing Center hours:

- Monday-Thursday: 7:30 am-10:00 pm
- Saturday: 8:00 am-5:00 pm
- Friday: 7:30 am-3:00 pm
- Sunday: closed

XIII. WITHDRAWAL

Stop before you drop!

If you enrolled in college level courses for the first time in the fall of 2007 or later, Texas Education Code 51.907 limits the number of courses you may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

If you are receiving any form of financial aid, you should check with the financial aid office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. If you fail to attend or participate after the withdrawal date (see below), you will also be subject to this policy.

If you are an international student on an F-1 visa, you cannot withdraw from classes without jeopardizing their official status. If you are on an F-1 visa, you MUST NOT withdraw from ANY class without the permission of an International Student Advisor in the Multicultural Center, S136 (telephone 972-860-4192).

If you do decide to drop this course, you must do so by 7 p.m. on November 15, 2012. Withdrawing from a course is a formal procedure, which you must initiate in Admissions; your instructor cannot do it for you. You are encouraged to discuss withdrawal plans with your instructor. If you stop attending and do not withdraw, you will receive a performance grade, usually a grade of “F”.

XIV. AMERICANS WITH DISABILITIES ACT:
If you believe that you may need an academic adjustment (such as help with taking notes, etc.) because of any type of physical disability or learning difference, you should contact Special Services at 972-860-4847 as soon as possible.
XV. SAFETY:

To contact the college police call 972-860-4190. Coverage is available 24 hours a day. Security phones are available at a number of locations throughout the campus. You will find red emergency phones inside campus buildings. Outdoor emergency phones are mounted on tall white posts throughout the campus.
XVI. GENERAL STATEMENT:
The instructor has the right to add, delete, or revise segments of this course or syllabus.

XVII. TENTATIVE COURSE CALENDAR:

Lección Preliminar 1: **Vocabulary** for greetings and farewells, time of the day, titles for people, medical cognates, subject pronouns, and dialogue vocabulary. Vocabulary for communicating with the instructor (“repita, por favor”).

**Structures:** the alphabet and corresponding sounds, gender, verb conjugation, articles, agreement of articles by gender and number.

**Communication:** practice of basic greetings and giving appropriate responses to greetings and requests for information. Calling a phone number. Asking someone’s name.

Lección Preliminar 11: **Vocabulary:** interrogative words, numbers, names of doctors and rooms, and expressions.

**Structures:** uses of “hay”, the present indicative conjugation of “ser”

**Communication:** asking how someone is or where they are from.

Lección 1: **Vocabulary** for filling out an application and parts of the body, present indicative, adjectives, more numbers (counting by 1,000’s) and dialogues.

**Structures:** The present indicative of regular “-ar” verbs, interrogative and negative sentences, forms and position of adjectives, telling time, and cardinal numbers 300-1,000.

**Communication:** Preliminary patient information. Listening comprehension: listen to dialogue and decide “verdadero o falso” to questions.

**Notas culturales:** Dates in Spanish; Spanish surnames.

Lección 2: **Vocabulary** for food and hospital names, possessive adjectives and dialogues.

**Structures:** Agreement of articles, nouns and adjectives, the present indicative of regular “-er” and “-ir” verbs, possession with “de”, possession adjectives, and the personal “a”.

**Communication:** Checking into the hospital.

**Notas culturales:** Multicultural health issues.

Lección 3: **Vocabulary** for children’s illnesses (I) and medicine, present indicative of “ir,” “dar” and “estar” and dialogues.

**Structures:** The irregular verbs “ir”, “dar” and “estar”, “Ir a” + infinitive, uses of the verbs “ser” and “estar”, and contractions.

**Communication:** In a pediatrician’s office.

**Notas culturales:** The role of the pharmacist; the metric system.

Lectura 1: “El asma” (conversations and questions).

Lección 4: **Vocabulary** for pregnancy and specialists, inequality and equality comparisons, and superlative comparisons and dialogues.
Lección 5: **More vocabulary** for children’s illnesses (II) and some common illnesses, present progressive, stem-changing verbs (e: ie), classification of specialists and dialogues.

**Structures:** Stem-changing verbs (e:ie), some uses of the definite article, the present progressive and ordinal numbers.

**Communication:** More on children’s health.

**Notas culturales:** Asthma; vaccination/immunization in children; children’s health issues.

Repaso: **Lecciones 1-5**

Lección 6: **Vocabulary** for more food and food groups, stem-changing verbs (o: ue), negative an affirmative sentences, direct object pronouns, and dialogues.

**Structures:** Stem-changing verbs (o:ue), affirmative and negative expressions, pronouns as object of a preposition, and direct object pronouns.

**Communication:** The importance of diet.

**Notas culturales:** Diabetes in the Hispanic population.

Lectura 2: “La dieta para diabéticos”, (conversations and questions).

Lección 7: **Vocabulary** for contraception and reproduction, stem-changing verbs (e: i), indirect objects and dialogues.

**Structures:** Stem-changing verbs (e:i), irregular first-person forms, “saber” contrasted with “conocer”, and indirect object pronouns.

**Communication:** Family planning.

**Notas culturales:** Attitudes towards contraceptions and reproduction.

Lección 8: **Vocabulary** for a physical exam and vital signs, review direct objects, symptoms of diabetes and dialogues.

**Structures:** “Pedir” contrasted with “preguntar”, special construction with “gustar”, “doler” and “hacer falta”, demonstrative adjectives and pronouns, and direct and indirect object pronouns used together.

**Communication:** Getting your annual physical exam.

**Notas culturales:** Preventive medical care.

The instructor has the right to add, delete, or revise segments of this course or syllabus.
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<thead>
<tr>
<th>Week</th>
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<th>Chapter</th>
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<th>Notes</th>
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<tr>
<td>1</td>
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<td>Preliminar Introducción Lección 1-2</td>
<td>Syllabus/ Introduction to Spanish Quiz #1 Introducción a Lección 2 On-Line</td>
<td>Introduction to class Guidelines and rubrics for: PowerPoint, Clinical visit and Dialogues Preparación para Contexto/Diálogo # 1</td>
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<td>Lección 6-7</td>
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<td>Lección 7-8</td>
<td>Quiz # 6 Lección 7 Introducción a Lección 8 On-Line</td>
<td>Presentación Contexto/Diálogo # 5 Preparación para Contexto/Diálogo # 6</td>
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<td>HOLIDAY</td>
<td>Thanksgiving Holiday</td>
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<td>Lección 8-9</td>
<td>Quiz # 7 Lección 8 Introducción a Lección 9 On-Line</td>
<td>Presentación Contexto/Diálogo # 6 PRESENTACION ORAL GRUPO # 1</td>
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<td>EXAMEN FINAL</td>
<td>Examen # 2: Lecciones 5-9</td>
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The Spanish Language

Spanish is the official language of Spain, Mexico, Central America, South America (except Brazil), most of the Caribbean, and some African countries. Spanish first started to appear in writing in the form of notes and glosses in Latin religious texts dating from the 10th Century. During the 12th Century, law codes (fueros) were being translated into Spanish. Spanish prose flowered during the reign of King Alfonso 'the Wise of Castile' (1252-84) and the first Spanish grammars and dictionaries were published during the 15th and 16th Centuries.

Alphabet
The Spanish alphabet has 28 letters:

A B C D E F G H I J K L M N Ñ O P Q R Rr S T U V W X Y Z

Prior to a recent reform, Spanish had 30 letters in its alphabet (it included Ch and Ll as letters):

A B C Ch D E F G H I J K L Ll M N Ñ O P Q R Rr S T U V W X Y Z

Spanish also uses diacritics: Á É Í Ó Ú

Sample Text
Todos los seres humanos nacen libres e iguales en dignidad y derechos y, dotados como están de razón y conciencia, deben comportarse fraternalmente los unos con los otros.

Translation
All human beings are born free and equal in dignity and rights. They are endowed with reason and conscience and should act towards one another in a spirit of brotherhood.

(Article 1 of the Universal Declaration of Human Rights)
Please fill this out and return it to your instructor. Thanks!!!

PLEASE PRINT!

* 1) Student's Name: __________________________________________________________

* 2) Student ID Number: _______________________________________________________

3) I want to be called: _______________________________________________________

4) Address: __________________________________________________________________

5) Phone Number: __________________________________________________________________

6) Email Address: __________________________________________________________________

7) Native Country: ____________________ 8) Native Language: _________________________

9) Occupation: ________________________ 10) Number of hours worked per week: _________

11) What foreign languages have you studied before? ________________________________

_____________________________________________________________________________

12) What other classes are you taking this semester? _________________________________

_____________________________________________________________________________

13) Other _______________________________________________________________________

_____________________________________________________________________________

I have read and understood the requirements for this course. I also understand that if I am unable to complete this course, I must withdraw from it before 7:00 p.m. on November 15, 2012. Withdrawing from a course is a formal procedure which I must initiate. The instructor cannot do this for me. I may do this in the Admissions or Multicultural Center. If I stop attending and I do not formally withdraw, I will receive a performance grade, usually an "F."

* Student's Signature: ____________________________  * Date _______________________________

* = Required Information