Syllabus

Class Meeting Days: M-W
Time: 2:40 a.m. – 4:00
Room: B111

Instructor: Blanca Daza

Contact Information:
Phone: 972-238-6140
Email address: bdaza@dcccd.edu
Office Hours: By appointment

COURSE DESCRIPTION:

This is the first semester of an academic transfer course. This course is an introductory course intended for students with little or no knowledge of the Spanish language. Its aim is to present essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Customs and cultural insights are also presented. (3 Lec., 2 Lab.)

Textbook and Other Course Materials:

Required:
TITLE: Vistas Companion Vol 1 + 12 mo Supersite Plus
AUTHOR: Blanco
EDITION: 4th
COPYRIGHT YEAR:
PUBLISHER: Vista Higher Learning, Incorporated
ISBN: 9781617673658

Recommended (Optional):
2. Guía de pronunciación. Beard, Kevin

Compliance with Core Curriculum Guidelines:

This Course develops the following Core Curriculum Intellectual Competencies:

1 - READING: the ability to analyze and interpret a variety of printed materials - books, documents, and articles - above 12th grade level.
2 - WRITING: the ability to produce clear, correct and coherent prose adapted to purpose, occasion and audience - above 12th grade level.
3 - SPEAKING: the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience - above 12th grade level

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4- LISTENING: analyze and interpret various forms of spoken communication, possess sufficient literacy skills of writing & reading - above 12th grade level.

5-COMPUTER LITERACY: understand our technological society, use computer based technology in communication, solving problems, acquiring information.

This course also addresses the following Core Curriculum Educational Objectives:

1 – To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.

2 – To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.

Spanish 1411 Course Objectives

Upon completion, students should demonstrate the ability to:

- Utilize expressions and vocabulary dealing with greetings, meeting people, and expressions of courtesy
- Know the alphabet and demonstrate correct pronunciation of vowels and consonants
- Identify and describe objects and people; their physical characteristics and emotional traits
- Speak about preferences and dislikes
- Tell time and numbers
- Speak about work and/or academic life
- Describe families and friends
- Discuss culture
- Relate activities and events to the days of the week
- Talk about personal history, country of origin and nationalities
- Talk about leisure activities, playing games, sports
- Give spatial directions; describe where objects are in relationship to other objects
- Discuss places and activities connected to those places
- Discuss professions and occupations

STRUCTURES studied in this course include:
Subject pronouns, present tense of regular verbs and irregular verbs, nouns and articles- definite and indefinite, adjective agreement, descriptive adjectives, possessive adjectives, forming questions; interrogative words expressing negation, Numbers 0-100, Telling time.

Institution Policies
For Institution Policies, please refer to the Richland website www.richlandcollege.edu or to www.richlandcollege.edu/syllabusinfo/syllabiInformation.pdf

Stop Before You Drop: For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student 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/6drop

Withdrawing Policy: If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by the official drop date for this course (see Course Drop Date mentioned later in this syllabus). Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the

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college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Student Records office at 972-238-6100 or 6101 (Thunderduck Hall, T170), or contact the division office.

Repeating a Course: Effective from Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at http://www.dcccd.edu/thirdcourseattempt/

Financial Aid: 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. Students who fail to attend or participate after the drop date are also subject to this policy.

Academic Honesty: Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at http://www1.dcccd.edu/cat0506/ss/code.cfm

ADA Statement: If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-238-6180 (Voice/TTY), visit Thunderduck Hall, suite T120, or go to http://www.dcccd.edu/Current+Students/Student+Services/Disability+Services/ (CTRL + Click to access “Current Students” site to “Student Services” to “Disability Services”)

Religious Holidays: Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.

Campus Emergency Operation Plan: Richland College and the Dallas County Community College District have developed policies and procedures for dealing with emergencies that may occur on campus.
To familiarize yourself with these procedures, please take time to watch the overview video: http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv
The complete Emergency Operations Plan can be viewed and printed at the following website: http://www.rlc.dcccd.edu/emergency
If you have questions or concerns, please contact the Richland College Office of Emergency Management. This office can be reached by phone (972/238-3794) or by e-mail (rlcoem@dcccd.edu).

Disclaimer Reserving Right to Change Syllabus: The instructor reserves the right to amend this syllabus as necessary.

Course Outline:

Lecciones 1, 2, 3, 4, & 5 from Vistas: Introducción a la Lengua Española. Fourth Edition.

Weeks I, II, III IV, Orientation and Lección 1: Hola, ¿qué pasa? Mini Quizzes in weeks II, III, Prueba de práctica Lesson 1, Review of Lesson 1, & Quiz Lesson 1
(August 27 - Sep. 2 Sep. 5 - Sep. 9; Sep. 12 – Sep. 16; Sep. 19 – Sep. 23)

Oral and Written Tests Lesson # 1

Weeks V, VI, VII: Lección 2: En la Universidad. Mini Quizzes in weeks V, VI,

Oral and Written Tests Lesson # 2

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Weeks VIII, IX, X:
(Oct. 17 – Oct. 21; Oct. 24- Oct. 28; Nov. 1)
Lección 3: La familia. Mini Quizzes in weeks VIII, IX
Prueba de práctica Lesson 3, Review of Lesson 3, & Quiz Lesson 3
Oral Test Lesson # 3;

Week X, XI, XII:
(Nov. 3; Nov. 7 – 11; Nov. 14 – Nov 18)
Lección 4: Los pasatiempos. Mini Quizzes in week XI
Prueba de práctica Lesson 4, Review of Lesson 4, & Quiz Lesson 4
Written Test Lesson # 4

Weeks XIII, XIV, XV:
(Nov. 21 – Nov. 25; Nov. 28 – Nov. 30)
Dec. 5 – Dec. 9)
Lección 5: Las vacaciones. Mini Quizzes in weeks XIV, 
Prueba de práctica Lesson 5, Review of Lesson 5, & Quiz Lesson 5
Review Final Exam

Week XVI:
(December 13)
Final Written & Oral Exams

Exact dates of Quizzes and Exams to be announced in class.
The schedule is provisional. Detailed “Plan de estudios” in a separate document

Evaluation Procedures:

<table>
<thead>
<tr>
<th>Mini Quizzes (10)*</th>
<th>10%</th>
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</thead>
<tbody>
<tr>
<td>Quizzes &amp; Pruebas de práctica</td>
<td>10%</td>
</tr>
<tr>
<td>Oral Tests (3)</td>
<td>15%</td>
</tr>
<tr>
<td>Written Tests (3)</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam (Written)</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam (Oral)</td>
<td>10%</td>
</tr>
<tr>
<td>Vistas: Supersite/Websam Assignments</td>
<td>20%</td>
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<tr>
<td>(Detailed list of assignments in separate document)</td>
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</tr>
<tr>
<td>Class Preparation &amp; Participation</td>
<td>10%</td>
</tr>
<tr>
<td><strong>= 100%</strong></td>
<td></td>
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</tbody>
</table>

* Students will be able to drop the lowest two grades from the ten quizzes.

100-90% A
89.9 -80% B
79.9-70% C
69.9-60% D
59.9% and below F

Obtaining Final Course Grades Using eConnect

Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu or by Telephone at 972-613-1818. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions and Student Records Office, T170.

Attendance Policy:

The instructor reserves the right to amend this syllabus as necessary.
You are expected to attend class regularly, to be punctual, and to consult with the instructor when an absence is necessary. Poor attendance will reflect negatively in your daily class participation grade. If you are unable to complete this course, you must formally withdraw without a "W" by September 10, 2012 or by Thursday November 15, 2012 with a “W”. If you stop attending the class and do not withdraw, you will receive a performance grade, usually an F.

Class Policies:

Classroom Etiquette:

Please treat each other and the instructor with respect. Be aware of the written and/or verbal policies the instructor includes in the syllabus or says in class. As you would wish to be treated, so treat others. In other words, by following the rules outlined below, you will be more successful and less frustrated with your instructor and fellow students (and better prepared for university and/or business life).

a. Practice open and honest communication. Communicate, politely, with your instructor if you have a problem. Nothing can be solved if you approach your instructor in an offensive manner, or demand the instructor solve your problems, or if you act out in class. Also, nothing can be accomplished if you don’t talk to your instructor at all! Remember the golden rule above: if you treat your instructor with respect, your instructor will treat you with respect. This works for your fellow students, too!

b. Avoid asking for special treatment without good reason. Requests for special consideration from the instructor (such as late papers, excused absences, etc.) are just that, requests. You are asking the instructor for a favor. Your instructor must be fair to all students and may not grant your request, or may grant it only with adequate documentation/evidence. Be aware of this and respect the instructor’s decision.

c. Be prepared. Come to class prepared to write, discuss, work in groups, and ready to cooperate. Being prepared and able to work with a team are the two most valued skills in the business world! Have your work prepared before you come to class. This, above all else, demonstrates respect for yourself!

d. Listen! Listen to your instructor and your fellow students. Take notes when needed. Most problems occur because deep and open listening has not been practiced. Considering what has been said before reacting shows respect for the other person, as well as yourself.

e. Finally, respect other students and the instructor by coming to class on time and making sure you turn off cell phones and pagers. Disrupting class is never respectful in anyone’s eyes!

Thank you for your attention. It is noticed and appreciated by your instructor and fellow students.

Food and Drink Policy:

Food, drinks (except water), and tobacco products are not allowed in the classroom.

Cell phones, Pagers, Head phones, and Laptop Policy:

Remember to turn off all electronic devices before entering the classroom. The use of laptops is not allowed during class.

Drop Date:

The last date to drop this class without a “W” is Monday, September 10, 2012. The last date to drop this class with a “W” is Thursday, November 15, 2012.

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