Instructor: Wendi Casillas

Contact Information:
Email (preferred method of communication): wcasillas@dccc.edu (response time: 48 hrs. Mon-Fri, within 72 hrs. Sat. and Sun.)
Office Hours on Blackboard (eCampus), TBA, facilitated via Bb Collaborate or Google Voice: (443) 492-9832*
*Please note that this phone number will go directly to voice mail any time other than scheduled office hours or appointment.

Course Description (from Eastfield Catalog): Beginning Spanish I (SPAN 1311)
Prerequisite: No prerequisite.
This is the first semester of academic transfer Spanish. This course is an introductory course intended for students with little or no knowledge of the language. Its aim is to present essential vocabulary and grammar, and develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Customs and cultural insights are also presented.

Required Textbook and Materials:
1. RELIABLE INTERNET ACCESS that can handle video and audio files.
2. MICROPHONE/SPEAKERS (Microphone/headset recommended) for computer to record oral assignments (voice boards) and communicate via Blackboard Collaborate live classroom.

WHERE TO PURCHASE PLAZAS:
A. Students may purchase a Plazas bundle including iLrn web access from the Eastfield Follett bookstore, or online at http://www bkstr.com/eastfieldstore/home ($91.20)
B. Students may purchase online from the publisher, Cengage Learning (CengageBrain).
   a. iLrn Heinle Learning Center Instant Access Code for Plazas 978-1-111-29946-0 ($133.00)* Includes eBook & mobile eBook.

*Prices and ISBN numbers above are current as of January 2015, but please confirm at the eFollett store and the Cengage Brain / Cengage Learning Store.

Core Curriculum Tier I Statement
SPAN 1311 (or SPAN 1312) is a Tier I course in the Speaking and Listening learning category. Knowledge and skills that are important to your success in other college courses will be introduced and reinforced in Tier I. The Speaking and Listening category develops your ability to communicate effectively individually, in pairs and in groups. Instructors will place an emphasis on listening, critical and reflective thinking and responding.

DCCCD Catalog

Student Learning Outcomes for SPAN 1311
Upon successful completion of this course, students will
1. Engage in conversations using level-appropriate grammatical structures including narrating events that take place in the present and producing questions and responses on a variety of topics dealing with everyday life.
2. Understand level-appropriate spoken Spanish.
3. Write simple sentences and organize them into paragraphs.
4. Read and comprehend level-appropriate texts.
5. Identify and discuss traditions, customs and values of the Hispanic world, and compare and contrast them with characteristics of their own culture.

**Developmental Courses**
The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change.

*Additional information is available from the TSI Office.* [https://www1.dcccd.edu/cat0910/admiss/tsi.cfm?loc=4](https://www1.dcccd.edu/cat0910/admiss/tsi.cfm?loc=4)

- Chapters P-1: Greetings, introductions, ser, subject pronouns, numbers, regular –ar verbs, telling time, hay & numbers 1-30
- Chapter 2: Family, descriptions, expressing possession, age, & physical state, numbers 30-100, noun/adjective agreement, present tense of regular –ir and –er verbs
- Chapter 3: Pastimes, months, seasons, weather, gustar + noun or infinitive, ir a + destination or infinitive, irregular yo verbs, saber/conocer and personal a
- Chapter 4: Home, numbers 100+, estar for location and adjectives of health and emotion, estar in the present progressive tense, affirmative tú commands
- Chapter 5: Health, body, reflexive verbs and pronouns, ser versus estar, demonstrative adjectives & pronouns, acabar de + infinitive
- Chapter 6: Food, beverages, dining out, weights and measures. Grammar: superlatives and comparatives, the preterite (preterit or past) tense – regular, stem-changing and spelling-change verbs.

**COURSE GRADE (EVALUATION PROCEDURES)**

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>TESTS (PRUEBAS), on Blackboard. best 4 out of 5</td>
<td>400</td>
</tr>
<tr>
<td>FINAL EXAM (on Blackboard / Pruebas) – Please see amendment p. 7</td>
<td>100</td>
</tr>
<tr>
<td>PLAZAS eSAM (40 points per lesson, lessons 1 - 5)*</td>
<td>200</td>
</tr>
<tr>
<td>PLAZAS TB (40 points per lesson, lessons 1 - 5)*</td>
<td>200</td>
</tr>
<tr>
<td>ORAL ASSIGNMENTS (OA 1 -2, 25 points each)</td>
<td>50</td>
</tr>
<tr>
<td>DISCUSSION BOARD on Blackboard (DB 1-2, 25 pts ea)</td>
<td>50</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1000 POINTS</td>
</tr>
</tbody>
</table>

**GRADING SCALE:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
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</tr>
<tr>
<td>B</td>
<td>800-899</td>
</tr>
<tr>
<td>C</td>
<td>700-799</td>
</tr>
<tr>
<td>D</td>
<td>600-699</td>
</tr>
<tr>
<td>F</td>
<td>599 and below</td>
</tr>
</tbody>
</table>

**Blackboard tests (PRUEBAS)** are written tests that cover the material (grammar, vocabulary, culture) in each lesson. The SPAN 1411 course covers the first five chapters in Plazas (Capítulos 1 - 5).

- There is a written test on Blackboard for each chapter; tests are posted in the Pruebas area during scheduled dates.
- The **FINAL EXAM** is a comprehensive exam on Blackboard / Pruebas that covers Chapters 1 - 5.

**Eastfield College Email Policy**

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Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: 
http://www.dcccd.edu/netmail/home.html

Classroom Etiquette/Expectations
• You have the right to participate and learn, as do other students. Please show respect for yourself, the school, and your classmates.
• Students must apply the principles of Nettiquette (the appropriate use of Internet and e-mail).
• Students should set up a student email account if they do not have one. A student can use a student email account (ending with .edu) from another university or college.
• Students should update their personal information on eConnect and Blackboard (correct name, phone numbers, student email address, etc.) It is the student's responsibility to update this information.
• Students are expected to use both the PLAZAS iLrn and Blackboard every week for 12-15 hours.
• Students are expected to use Spanish (speaking and writing) as much as possible.
• Due to privacy limitations, the class will only use Blackboard, PLAZAS iLrn and DCCCD e-mail.

Attendance Policy:
This course is an online course. Students are not required to attend a class. However, students are expected to follow the course outline and adhere to due dates as posted on iLrn Plazas site. (Test schedule TBA)

Obtaining Final Course Grades Using eConnect
Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. 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 Office.

Financial Aid Statement
Students who are receiving any form of financial aid 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.

Financial Aid Statement for Distance Learning Classes
If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing the instructor or logging on to eCampus. 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.

Repeating This Course: (Third Attempt to Enroll in a Course)
Effective for 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/

Academic Honesty Statement
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

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. Cheating includes copying from another student's test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. Plagiarism is the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

Food and Drink Policy
Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.

ADA Statement
Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237, 972.860.8348 or email efcdso@dcccd.edu. For more information: http://www.eastfieldcollege.edu/SSI/DSO/index.html

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.

Withdrawal 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 Thursday, April 16. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the 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/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

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/coursedrops

Family Educational Rights and Privacy Act of 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is
PLAZAS iLrn STUDY TIPS & COURSE VOCABULARY

Textbook = Plazas 4e (4th edition)
Online Study, Learning & Assessment Center = Heinle iLrn or Plazas iLrn or iLrn Heinle or iLrn Plazas, etc. This is the all-in-one resource for your online textbook with audio, video and tutoring. It houses activities and practices for your textbook, workbook, lab manual, video and has learning enhancements with flashcards, verb conjugators, itunes, mp3 tutorials and Google Earth coordinates with our textbook.

Online Workbook/Lab Manual (eSAM) = Student Activities Manual - includes Workbook & Lab Manual Activities; inside iLrn Plazas workstation (you may sometimes need to toggle between Plazas 4e Textbook Activities and Plazas 4e eSAM Activities).
Self-Tests = inside iLrn Plazas workstation (open textbook, right-hand side menu, gray button):
Contains Pre-Tests and Post-Tests for each chapter.

Speaking Tests = in iLrn Plazas Activities (expand appropriate chapter - Speaking Test is located toward the bottom of the list of activities) or click Assignment Calendar / View by CHAPTER (Speaking Test is the last activity on the list).

Chapter Exams (Pruebas) posted in Blackboard / Pruebas. (Alternate exams may be posted on iLrn Plazas)

Study Tips

Step 1. In the iLrn Plazas workstation, go to SELF TESTS and take the Pre-Test for the chapter. Review your personalized study plan. (This is not a requirement, but a suggestion to give you an idea of what you will learn in that chapter. You are not expected to ace a pre-test.)

Step 2. Begin studying your textbook or ebook and follow the flow of your personalized study plan using all the activities to help you comprehend and practice the learning elements. Note: Check the ASSIGNMENT CALENDAR and select the VIEW BY CHAPTER option to display a complete list of assigned work: Textbook Activities, eSAM [Workbook, Lab Manual] Activities, Speaking Test. You may make multiple attempts on graded activities until you are satisfied with your score (the correct answers are displayed after your first attempt). Some activities are assigned for completion grades; these are displayed as a check-mark in the Results area of your workstation. DO NOT CRAM. DO NOT WORK ONLY ONE DAY A WEEK SUBMITTING ACTIVITIES. You must work 4 out of 7 days a week submitting activities. Work every day if possible for optimal learning.

To study, learn and practice, it is best to begin with the online textbook: read, listen and watch examples, and view tutorial presentations in the PRACTICE section in iLrn. Next, do activities in your iLrn Plazas workstation from the TEXTBOOK, WORKBOOK, and LAB MANUAL for each chapter section. Remember to track your progress using the ASSIGNMENT CALENDAR / VIEW BY CHAPTER and the RESULTS areas.

A typical chapter has the following sections: a chapter opener (Google Coordinates), Vocabulario (¡a practicar!, ¡a conversar!), Encuentro Cultural, En Contexto (audio dialog), Estructura(s) (¡a practicar!, ¡a conversar!), Así se dice (practice), Vocabulario, Encuentro Cultural, A Repasar (review), A Leer (reading), A Ver (video), A Escribir (writing), and a summary of Vocabulario Esencial. The number of vocabulary and grammar structures varies from chapter to chapter. Finally, do the video activities. Move in each section by studying and practicing in the textbook, then work in the workbook and finally in the lab manual. The videos are accessed within the textbook activities in iLrn or separately in iLrn.

Step 3. After completing all the assignments, take the Post-Test. Study again any areas of concern. If you are successful with the Post-Test, you should be ready to complete the speaking test and chapter Prueba (on Blackboard).

We have about 3 weeks for each chapter. Each chapter has about 12 sections. Plan accordingly! Study takes time! It is expected that you will spend about 20-30 hours a week in active study, practice and performance in this course.
REMEmBER: You need a microphone.  
SPEAKING ACTIVITIES: If you cannot locate a classmate online to complete speaking activities, you may work with any other willing partner (roommate, spouse, friend, etc.) or you may read both parts of a paired speaking exercise.

The instructor reserves the right to amend this syllabus and the following schedule as necessary.

Course Outline (Schedule) 
SPAN 1311 COURSE SCHEDULE - SPRING 2015

<table>
<thead>
<tr>
<th>ORIENTATION</th>
<th>Blackboard / Start Here! / Course Orientation (September 20)</th>
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<tbody>
<tr>
<td>[requirement]</td>
<td>PLAZAS Assignments Textbook Activities (TB), Worbook / Lab Manual Activities (WB/LM)</td>
</tr>
<tr>
<td>[location]</td>
<td>iLrn / Assignment Calendar / View by Chapter</td>
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<td></td>
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</tr>
</tbody>
</table>

| CH P*                           | (TB, WB/LM P-1) Feb 2                                      | (P 1*) Feb 4 – Feb 11                               |
| CH 1                             |                                                            | (DB 1) Feb 12                                      |
| CH 2                             | (TB, WB/LM 2) Feb 23                                       | (P 2) Feb 25 – Mar 4                               |
| ST 1                             |                                                            | (ST ch 2) Mar 5                                    |
| CH 3                             | (TB, WB/LM 3) Mar 23                                       | (P 3) Mar 25 – Apr 1                               |
| ST 2                             |                                                            | (DB 2) Apr 2                                      |
| CH 4                             | (TB, WB/LM 4) Apr 13                                       | (P 4) Apr 15 – Apr 22                              |
| ST 5                             |                                                            | (ST ch 4) Apr 23                                   |
| CH 5                             | (TB, WB/LM 5) May 4                                        | (P 5) May 6 – May 13                               |
| CH 6*                            | (TB, WB/LM 6) May 4                                        | (P 6) May 6 – May 13                               |
| FINAL EXAM                       | CH 1 - 6                                                   | (FINAL) May 6 – May 13                              |

*Ch P, the preliminary chapter/capítulo preliminar is assigned in iLrn and will be covered on the first Prueba.
Although P1 will include material from capítulo P and capítulo 1, the CH P Textbook Activities and Workbook / Lab Manual Activities are not graded. (optional but recommended)
*Similarly, Ch 6 is assigned in iLrn and will be covered on the FINAL EXAM, but CH 6 Textbook Activities, Workbook / Lab Manual Activities, and P6 are not graded. (optional but recommended)
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<td>200</td>
</tr>
<tr>
<td>PLAZAS TB = Textbook Activities (40 points per lesson, lessons 1 - 5)*</td>
<td>200</td>
</tr>
<tr>
<td>PLAZAS SPEAKING TESTS (included in Plazas Textbook Activities; ST 2, ST 4), 25 points each</td>
<td>50</td>
</tr>
<tr>
<td>DISCUSSION BOARD on Blackboard (DB 1-2, 25 pts ea)</td>
<td>50</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1000</td>
</tr>
</tbody>
</table>

**KEY TO SCHEDULE & MY GRADES (Blackboard / eCampus):**

- **OQ** = Orientation Quiz (Blackboard) *
- **CH** = iLrn Plazas Chapter Textbook, Workbook & Lab Manual Assignments.
- **TB** = Textbook Assignments (iLrn Plazas)
- **WB/LM** = Workbook/Lab Manual (Activities Manual, iLrn Plazas)
- **DB** = Discussion Board Assignments, Blackboard (DB 1 – 2), 25 points each (50 points)
- **ST** = Speaking Tests (ST 2, 4), 25 points each (50 points)
- **P** = Pruebas (Chapter Tests), Blackboard / PRUEBAS, 100 points each (best 4 = 400 points)
- **FINAL** = FINAL EXAM (Chapters 1 - 5), Blackboard / Pruebas, 100 points