Online Course:
Work is either completed online or on the phone.
- Students use both eCampus (free Blackboard site for the college) and the iLrn Website for the Plazas textbook (access to the iLrn is included in the textbook package).
- Attendance (online participation and work) is expected and monitored.
- Students must get the iLrn access in to complete most of the course requirements (p.2).

Instructor: Christina Fox-Balli, Ph.D.

Contact Information:
Office: C265
Phone: Preferred 972-655-9302 (Cell - Call or text is fine.) and 972-860-7075 (Office)
Please the professor’s schedule. Students are welcome to call during office hours and when the professor is online or on campus. The time in the library and in L304A is primarily for tutoring and conversation practice.

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<th>W</th>
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<tbody>
<tr>
<td>9-10</td>
<td>On campus 9-9:30</td>
<td>9-10</td>
<td>On campus 9-9:30</td>
<td>Online</td>
</tr>
<tr>
<td>OFFICE HOUR 10-11 C265</td>
<td>SPAN 1312 9:30 - 10:50 L308B</td>
<td>OFFICE HOUR 10-11 C265</td>
<td>SPAN 1312 9:30 - 10:50 L308B</td>
<td>Available by appointment</td>
</tr>
<tr>
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<td>SPAN 1311 11-12:20 L304A</td>
<td>On campus 11-12</td>
<td>SPAN 1311 11-12:20 L304A</td>
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<tr>
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<td>OFFICE HOUR 12:30 - 1:30 C265</td>
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</table>

Email address: cfoxballi@dcccd.edu
Response is within 24 hours Mon.-Thurs.; and within 72 hours Fri.-Sat. Not available on Sundays
SPAN 1311 Beginning Spanish I (3 Credit Hours) TCCNS: SPAN 1311: Beginning Spanish I 2014

Core Curriculum Foundational Component Area: 090 Component Area Option

Course Description: This is the first semester of academic transfer Spanish. It 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 to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Customs and cultural insights are also presented. (3 Lec., 1 Lab.)

Coordinating Board Academic Approval Number 16.0905.51 13

Student Learning Outcomes:
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. Demonstrate understanding of level-appropriate spoken Spanish.
3. Write simple sentences and organize them into short paragraphs.
4. Read and comprehend level-appropriate texts.
5. Identify and discuss traditions, customs and values of the Hispanic world.
6. Compare and contrast the traditions, customs and values of the Hispanic world with characteristics of their own culture.

Core Objectives:
SPAN 1311 develops the following Core Objectives: Critical Thinking - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information. Communication - to include effective development, interpretation and expression of ideas through written, oral and visual communication. Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal. Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making.

Core Objective Development Statements: SPAN 1311 develops Critical Thinking, Communication, Teamwork and Personal Responsibility by composing a brief written assignment and participating in a formal presentation (speech or skit) on a central idea with pertinent support while demonstrating language skills and an awareness of cultural differences.

Required Textbook:
The publisher (Heinle/Cengage Learning) has made a special bundle for Eastfield College that provides the printed book and the iLrn system. This should be the cheapest way to go.

Volume 1 Bundle for SPAN 1311: ACP Plazas 4e Bundle ISBN: 9781305010840

If a student anticipates taking more than one semester (SPAN 1312, 2311, AND 2312), the student can visit the publisher’s webpage to explore other options. Students can ask the professor for the link.
**Course Objectives:**
In addition to the above stated student learning outcomes, students should be able to use Spanish to do the following both in writing and in speaking upon completing SPAN 1311:

- Answer interview questions about themselves (personal data) in complete sentences.
- Describe their routine in one or two organized and coherent paragraphs.
- Describe a person in two or three organized and coherent paragraphs.
- Describe a residence in two or three organized and coherent paragraphs.
- Describe a meal using comparisons and superlatives.
- Create and participate in dialogues in these situations:
  - A professor and a student meeting on campus
  - Two potential roommates meeting
  - A doctor and a patient
  - As a customer at a restaurant
- Work with a group to create a menu and a dialogue for a restaurant.
- Narrate past events in two or three organized and coherent paragraphs.
- Write a paper in three or four paragraphs (Minimum of 200 words).

**Units Covered in SPAN 1311 using eCampus and Plazas: Plazas is the textbook.**
- **START HERE** is a MANDATORY orientation on eCampus.
- Capítulo Preliminar: Basic conversation, pronunciation, ser, subject pronouns, numbers, question words, personal data.
- Capítulo 1: University, days of the week, telling time, regular verbs, colors, nouns and articles
- Capítulo 2: Family, descriptions, possession, regular verbs, tener, numbers 30-100
- Capítulo 3: Pastimes and sports, gustar, ir, irregular yo verbs, numbers 30-100
- Capítulo 4: Home, household chores, estar, present progressive, stem-changing verbs, numbers 100 - 1,000,000
- Capítulo 5: Health and the human body, ser y estar, reflexive verbs, demonstratives
- Capítulo 6: Food and restaurants, preterite, comparisons, superlatives

**Evaluation Procedures:** The final course grade depends on the total points earned by the student. Students earn points by completing assignments and taking tests:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Start Here</td>
<td>20</td>
</tr>
<tr>
<td>Plazas Online Lab Work</td>
<td>140</td>
</tr>
<tr>
<td>Plazas PreTests</td>
<td>35</td>
</tr>
<tr>
<td>Plazas Assignments</td>
<td>140</td>
</tr>
<tr>
<td>Plazas Post Tests</td>
<td>35</td>
</tr>
<tr>
<td>Discussion on eCampus</td>
<td>105</td>
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<tr>
<td>Chapter Tests</td>
<td>315</td>
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<tr>
<td>Listening Comprehension</td>
<td>35</td>
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<tr>
<td>Oral Tests</td>
<td>40</td>
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<tr>
<td>Final Project</td>
<td>50</td>
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<tr>
<td>Final Paper</td>
<td>50</td>
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<tr>
<td>Final Exam</td>
<td>45</td>
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</table>

| Total                        | 1000    |

**Grading scale used to determine the final course grade:**
- 900-1000 = A
- 800-899 = B
- 700-799 = C
- 600-699 = D
- 599 and below = F
Grading: Some assignments, quizzes and tests are graded automatically. However, others must be graded manually such as class activities, homework, lab work, discussion board forums, oral tests, and the final project, paper and presentation. Throughout the semester students can check their grades on eCampus. The final course grade will be determined by the end of finals week. Grades will be submitted then on eConnect.

Extra Credit Policy: Students can earn five extra credit points per chapter for completing the iLrn Plazas lab work and assignments by the deadline.

Students can attend certain approved events: tutoring sessions (online or on campus) and related events related to the Spanish–speaking world. The professor reserves the right to refuse extra credit for certain events and activities.

Brief Explanations of the Course Requirements: More details on eCampus.

Plazas Online Lab Work .................... (7 weeks X 20 points)............. 140 points
Every other week students complete lab work on iLrn (online). These lab work tasks are listed separately on the chapter checklist.

Plazas PreTests ....................(7 chapters X 5 points) .................. 35 points
Students will get five points automatically when they take the chapter pre-test on iLrn no matter the score. Students must take this test before the chapter. This pre-test is to help students with a study guide for each chapter.

Plazas Assignments .................... (7 chapters X 20 pts) .................. 140 points
Every chapter students complete assignments on iLrn to build vocabulary and grammar skills. Students are expected to use the chapter checklist.

Plazas Post Tests ....................(7 chapters X 5 points) .................. 35 points
Students will get five points automatically when they take the chapter post-test on iLrn. Students must take this test after the chapter. This post-test is to help students to evaluate their growth and improvement with the material.

Discussion on eCampus .................. (7 forums X 15 pts).................. 105 points
These written discussions are on eCampus. Students participate in the chapter forum to apply the skills from that chapter and previous chapters. These forums start simple and then continue to be harder or more challenging.

Chapter Tests ..................... (7 chapter tests X 45 pts.) ............ 315 points
Listening Comprehension ...........(7 tests X 5 points) ............... 35 points
Students will take a chapter test that includes a listening comprehension section on eCampus.
Oral Tests ...(3 tests using the phone 2 X10 pts. Interview 20 pts.) ... 40 points
Students will complete three oral tests on the phone.

Final Project ...(writing, group work and forms).... 50 points
The final project is a group assignment. Groups will be formed randomly on eCampus. Students can meet online (email or group discussion/chat) to work on a menu and a dialogue for a restaurant. Everyone in the group has work and submits evaluations (group, peer and self-evaluations on eCampus).

Final Paper ................ 50 points
Students write about their favorite restaurant and tell the professor about it.

Final Exam .................................................. 45 points
Students take the comprehensive final exam on grammar on eCampus.

Make up Work Policy: Consistent work completed by the deadlines is expected for a Flex term course (9 weeks). Students are responsible to keep up with the faster pace.

Yes:
Chapter Tests can be taken after the deadline for fewer points. Students lose the opportunity to take the listening comprehension.
Plazas Assignments for Capítulo Preliminario to Capítulo 6 can be counted if completed by the last week of the semester.
Discussion board forums for Capítulo Preliminario to Capítulo 6 can be counted if completed by the last week of the semester.

No:
No make ups for first week activities for Start Here. Students lose points when they miss the deadline.
Participation and work for Start Here is consider for attendance certification.
Students must set up an account on Plazas iLrn by the deadline for attendance certification.
No make up for the Plazas pre-tests, lab work and post-tests. Students lose points if they miss the deadline.
Oral Tests, Final Project, Paper and Presentation will not be accepted after the deadline.
No make ups for listening comprehension.
No make ups for the final exam.

Attendance Policy:
Attendance Certification Date – February 2

- Students are expected to start this course in the first week (Jan. 20 -25) and end the course in the week of finals (May 11-14). The semester ends May 14.
- No make ups for the first week activities: Start Here eCampus and phone Activities.
- Attendance is certified for financial aid purposes at the beginning of the semester. By January 26, students must do the following two items.
  - Students must participate in the class on eCampus at least once.
  - Students must set up an account on iLrn for PLAZAS.
- Consistent participation (even online) is essential to language learning and the instructor will monitor online work. Students are expected to work weekly (2-3 times a week minimum) on both eCampus and iLrn to complete the course. If a student’s work schedule or family schedule changes, the student should notify the instructor and make adjustments as needed.
Classroom Etiquette or Netiquette:

- Netiquette is appropriate and professional behavior online. Students are expected to be civil and respectful on eCampus, iLrn, and in other communication with the professor and classmates.
- Students are expected to be civil and professional on the phone. TV or radio or music should not be on in the background. Students should provide full name.
- Try your best. Sometimes your best is not perfection. This is a beginning class.
- Students should schedule at least two or three times a week to work online. Dedicate two to five hours a week to the class. Break up the time in 20-30 minutes blocks to make the most of your time. The brain shuts down after 45 minutes.
- At those times students should be prepared to learn and to work. Being prepared means no or very little distractions: turn off or silence phones. Suggestion: Let family and friends know that you are not available at these times.
- Students should check the announcements weekly and other areas on eCampus for any changes or updates to the course calendar, grades, and course material.
- Working on iLrn for PLAZAS adds up to 45 points per chapter. This work includes taking the pre-test and the post-test, completing the iLrn lab work, assignments, using the tutorials, reviewing vocabulary and grammar.
- If there is a concern, please speak to the professor after class or during office hours. Students are also encouraged to call or text the professor (cell 972-655-9302). Students can also send an email (cfoxballi@dcccd.edu).
- Eastfield College has a student concern process that starts with meeting with the instructor. The instructor can set up a mutually convenient time to discuss the student’s concern and to resolve the matter. If it is not resolved, then the process continues.
- If a student is having difficulty, the professor may request two meetings (on the phone or in person, whatever is more convenient for the student) outside of class: one to discuss the professor’s concerns and the second as a follow up. Tutoring outside of class may also be required to help the student’s performance and grade.
- Please notify the professor of any matters that affect participation.
- If there is a learning difference or impairment, please notify the professor.

Class Expectations: Stay on schedule. This nine-week course moves at a fast pace.

1. Students should complete the course requirements. That means students are responsible for getting the required textbook.
2. Students should use the course calendar, eCampus announcements and the chapter checklists to stay on track.
3. Use the PLAZAS ebook and/or printed text and the online iLrn:
   a. Take the chapter pre-test on iLrn.
   b. Use the tutorials and practice.
   c. Complete the weekly lab work on iLrn.
   d. Complete the chapter assignments.
   e. Study the vocabulary and grammar.
   f. Take the chapter post-test on iLrn.
4. Complete the requirements on eCampus: Start Here activity, discussion board forums, chapter tests, final paper and final exam
5. Complete the four oral tests.
6. Final Project: Everyone participates and is responsible for their work.
<table>
<thead>
<tr>
<th>Week</th>
<th>Chapter</th>
<th>Material to be covered that week</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/20 – 1/25</td>
<td>Capítulo Preliminar</td>
<td>Class does not officially start on January 20. But students are welcome to complete the orientation early.</td>
<td>START HERE Form Call the professor to provide contact information: By Feb. 5</td>
</tr>
<tr>
<td>2/2 – 2/8</td>
<td>Capítulo 1</td>
<td>Capítulo 1</td>
<td>Pre-test for Capítulo 1: February 5 Oral Test 1 on phone: Voicemail by February 8</td>
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<td>2/9- 2/15</td>
<td>Capítulo 1</td>
<td>Capítulo 1</td>
<td>Plazas assignments for Cap. 1: February 13 Post-Test for Capítulo 1: February 13 DBC1: February 15 C1 Test and Listening Comprehension: Feb. 15</td>
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<tr>
<td>2/23 – 3/1</td>
<td>Capítulo 2</td>
<td>Capítulo 2</td>
<td>Plazas assignments for Cap. 2: February 27 Post-Test for Capítulo 2: February 27 DBC2: February 28 C2 Test and Listening Comprehension: March 1</td>
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<tr>
<td>3/2 – 3/8</td>
<td>Capítulo 3</td>
<td>Capítulo 3</td>
<td>Pre-test for Capítulo 3: March 3</td>
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<td>3/9/-3/14</td>
<td>Spring Break</td>
<td>No clases. Campus is closed.</td>
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<td>3/16 – 3/22</td>
<td>Capítulo 3</td>
<td>Capítulo 3</td>
<td>Plazas assignments for Cap. 3: March 20 Post-Test for Capítulo 3: March 20 DBC3: March 22 C3 Test and Listening Comprehension: March 22 Oral Test 3 (interview): To be scheduled</td>
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<tr>
<td>3/23 – 3/29</td>
<td>Capítulo 4</td>
<td>Capítulo 4</td>
<td>Pre-test for Capítulo 4: March 24 Oral Test 3 (interview): To be scheduled</td>
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<td>3/30 – 4/5</td>
<td>Capítulo 4</td>
<td>Capítulo 4</td>
<td>Plazas assignments for Cap. 4: April 2 Post-Test for Capítulo 4: April 2 DBC4: April 5 C4 Test and Listening Comprehension: April 5</td>
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<td>Date</td>
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<td>4/6</td>
<td>Matemáticas 5</td>
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<td>Pre-test para Capítulo 5: abril 7</td>
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<td>Oral Test 3 (entrevista): a ser programado</td>
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<td>&quot;W&quot; Drop Date - abril 16</td>
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<td>Plazas asignaciones para Cap. 5: abril 17</td>
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<td>Post-Test para Capítulo 5: abril 17</td>
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<td>DBC5: abril 19</td>
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<td>C5 Test and Listening Comprehension: abril 19</td>
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<td>4/20 – 4/26</td>
<td>Matemáticas 6</td>
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<td>4/27 – 5/3</td>
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<td>Plazas asignaciones para Cap. 6: mayo 1</td>
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<td>Post-test para Capítulo 6: mayo 1</td>
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<td>DBC6: mayo 2</td>
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<td></td>
<td>C6 Test and Listening Comprehension: mayo 2</td>
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<tr>
<td>5/4 – 5/10</td>
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<td>Grupo de trabajo: mayo 9</td>
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<td>Formas de proyecto: mayo 9</td>
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<td>5/11–5/14</td>
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<td>Final Paper: mayo 14</td>
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<td>Final Exam: mayo 14</td>
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<td>Semana final termina</td>
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<td>Papeles finales de curso deben ser publicados al final de la semana final.</td>
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**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)

**Obtaining Final Course Grades Using eConnect:**

Final Grade Reports are no longer mailed. Convenient access is available online at [www.econnect.dcccd.edu](http://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.

**Eastfield College Email Policy**

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](http://www.dcccd.edu/netmail/home.html)

**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 or contacting 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.

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.

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Food and Drink Policy
Food, drinks, and tobacco products are prohibited in Eastfield College classrooms. However, food and drinks will be permitted when it is relevant to the class. When we cover Capítulo 6 on food, we will be eating in class. Note any food allergies with the instructor.

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 April 16, 2015. 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 released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

DCCCD Emergency Operating Procedures
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

The instructor reserves the right to amend this syllabus as necessary.
Updates and changes will be posted on eCampus
in the Calendar area and in the grade center.