<table>
<thead>
<tr>
<th>Course Information</th>
<th>Instructor Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPANISH 1312</td>
<td>Karen Martin</td>
</tr>
<tr>
<td>SPRING 2015</td>
<td><a href="mailto:Karen.martin@chisd.net">Karen.martin@chisd.net</a></td>
</tr>
<tr>
<td>Class meetings: M-F</td>
<td>469-272-2000 ext. 7280</td>
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<td>Classroom: 403</td>
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</tbody>
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**Beginning Spanish II**

This is a Texas Common Course Number. This is a Core Curriculum course selected by the colleges of DCCCD.

**Prerequisite:** SPAN 1311 or the equivalent or demonstrated competence approved by the instructor.

**Course Description:** This is the second semester of academic transfer Spanish. It continues the oral practice, reading, writing, grammar and cultural studies begun in SPAN 1311. Students are expected to acquire a substantial amount of vocabulary and begin to deal with idiomatic language and more advanced syntax. (3 Lec., 1 Lab.)

**Coordinating Board Academic Approval Number 1609055113**

*Note: A minimum of 9 hours per week should be devoted to course material outside of class time.*

**Required Materials:**

Required Supplies:
- One spiral for notes
- One composition book for Writing Wednesdays
- One folder or notebook to keep handouts
- Writing implements – pens, pencils
- One red or pink grading pen
- Loose leaf notebook paper

**No supplies will be loaned by the instructor.**


**Course Prerequisites:**

One of the following must be met: (1) Developmental Reading or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) Reading Standard.

**Disclaimer:**

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

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**COURSE OBJECTIVES & OUTCOMES**

**Student Learning Outcomes**

By the end of the semester, students should be able to:

- Ask questions about themselves and their general surroundings and develop their responses from one or two sentences to sort paragraphs by working with the present tense and simple past tenses.
- Read and comprehend written descriptions and/or short narratives in Spanish as authentic cultural texts are introduced.
- Write descriptive and/or narrative compositions of 40 or more sentences.
- Engage in verbal communication for 2 minutes based on selected topic(s).
Texas Core Objectives for Student Learning

Students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. In this course, the following skills are in focus.

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

**COURSE EXPECTATIONS, POLICIES & PROCEDURES**

Attendance is extremely important to success in a foreign language class. Students are expected to arrive on time and to contribute to the learning environment in the classroom by actively participating. Active participation is understood to mean arriving to class on time, prepared with all assigned materials, ready to engage in class activities by positively contributing to the learning environment.

Please understand that absence from class does NOT absolve the absentee of the responsibility for being prepared for the next class session!

**Late Work Policy**

All assignments are due before formal class lecture begins. *Late work is NOT acceptable and will be penalized!* *No assignments will be accepted after their due date.*

Late work for any other reason than the reasons listed below will not be accepted. Students will be asked to provide documentation:

1. Car accident
2. Hospitalization
3. Funeral of relative or close friend
4. Inclement weather

Please note that a doctor’s appointments, jury duty and court dates are not excuses for late work because students know about these events in time to make arrangements to submit work on time.

**Make-up Work Policy**

Guidelines for make-up work will follow school policy. Students who are absent are responsible for all daily work, quizzes, and tests that are missed. It is the responsibility of the student to obtain the work missed when a class is missed and the absence is excused, or due to a school sponsored activity. No make-up assignments will be discussed during class. If a student has questions concerning the work, he/she may talk to the instructor during tutorial time (after 7th period daily). No make-up work will be given to a student during another class. If a student misses a quiz or test, the student must come during tutorial time WITHIN ONE WEEK for the make-up. Students will NOT be allowed to make up quizzes or tests during their class period or during any other class period.

**Tutorials**

Tutorials are encouraged for anyone who needs help, regardless of the grade you have in class. All tutorials with the teacher for INSTRUCTION or explanation will be in the afternoon and must be scheduled. If the student is unable to attend afternoon tutorials it will be necessary to make arrangements through the instructor for before school tutorials with another teacher.
**Technology in the Classroom**

Classroom *disruption* by cell phones or other electronic devices is prohibited. All cell phones and similar devices must remain silenced for the duration of the class. This includes headphones and Bluetooth devices. Electronic devices utilized in a learning context may be permitted at the instructor’s discretion. The use of electronic devices in the classroom is a privilege and should be used by students for course specific work only, not for social networking or any other activities. A student may face a zero if an electronic device is used for cheating during a test.

**Classroom Code of Conduct**

Each student is expected to assist in maintaining a civil and amicable environment in the classroom that is conducive to learning. In order to assure that all students have the opportunity to gain from time spent in the class students are requested to refrain from engaging in any behavior in the classroom that disturbs or distracts the instructor and/or students during the class period.

1. Be respectful!
2. You are expected to be in your seat and ready to begin WHEN THE TARDY BELL RINGS!
3. Do not stand in the doorway or by the door before the tardy bell rings.
4. Do not sit on top of the desks.
5. Use class time for Spanish only.
6. NO FOOD OR DRINK ALLOWED.
7. At the end of class do not begin to ‘pack’ your materials up.
8. Remain in your seat until you are dismissed.
9. *Do your best!*

**Restroom/Hall Passes**

Do not plan on leaving the classroom. You will be given ONE restroom pass per 6 weeks. If it is unused at the end of the 6 weeks, it may be turned in for 5 bonus points on a major test.

**Withdrawal Policy**

(April 16th) 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). 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. See institutional policies for additional information on withdrawals.

**Academic honesty**

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. 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. More information is available at [https://www1.dcccd.edu/cat0406/ss/code.cfm](https://www1.dcccd.edu/cat0406/ss/code.cfm).

*Plagiarism* is using someone else’s words and ideas without giving credit and is a serious academic offence. It can range from:

- Turning in a paper any part of which a student did not write
- Cutting and pasting a paper together from various sources without proper crediting sources
- Using ideas of another without giving credit to the person who originally had the idea

*Collusion* is working with someone so closely on your paper that large sections have been re-worded by someone other than the student. *If at any point a student is unsure about plagiarism or collusion, please see the instructor for clarification.*
Using translation devices, computer programs or internet translation services is not permitted in the writing of compositions. Such use is considered cheating. Not only does this use submit another's translation as the student's own, but it also severely compromises the learning process of a language. Anything that cannot be found in a standard Spanish/English-English/Spanish dictionary should be questioned. Example: You can look up infinitives in the dictionary, but you must conjugate them yourself. Dictionaries do not, as a rule, give conjugated forms of verbs, phrases other than idioms, and special word groupings. Therefore, submitting a sentence or phrase on a translation device of any kind and then inserting that as your own work is not acceptable. In addition, translation devices and programs are not foolproof, nor do they capture many of the language's nuances. If the instructor suspects that the student has used the above-mentioned resources, the student may be asked to re-write the composition entirely or may be given a zero or lowered grade based upon the severity of the infraction.

**COURSE ASSIGNMENTS AND GRADE DISTRIBUTION**

All tests and assignments will be announced. Unless instructed otherwise, all class work that is not completed will be homework. All assignments are due the following class unless otherwise specified. Expect to have a quiz every few days over the material presented the previous class periods. Please review your vocabulary, notes, handouts, etc.

1. Homework, class work, quizzes  60%
2. Tests  40%

*Homework and class work* will be assigned on a daily basis and will be collected and checked at random. *Quizzes* will be based on textbook, workbook, or in-class discussion material (notes). Oral exams will be given throughout the semester and will count as a quiz grade. Written compositions will also be assigned. Students will spend an average of two hours each week working on language laboratory assignments. Lab assignments will be counted as class work or a quiz depending on the nature of the assignment.

*Tests and quizzes* will stress listening comprehension, writing skills, knowledge of vocabulary and grammatical concepts, reading comprehension and speaking ability.

**Final Exam**: The final exam will be comprehensive and cover all the material in the course. The final is 25% of the semester grade. The averages of the tests, quizzes and homework/class work are 75% of the final grade.

**No extra credit will be given. So, don’t ask!**

**Grading Scale**

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<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tr>
<td>90 – 100</td>
<td>A</td>
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<tr>
<td>80 – 89</td>
<td>B</td>
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<tr>
<td>70 – 79</td>
<td>C</td>
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<tr>
<td>60 – 69</td>
<td>D</td>
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<tr>
<td>0 – 59</td>
<td>F</td>
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</tbody>
</table>

**Other Information**

1. Margins – Please do not write in the margin on the left side of your paper. All numbering should be done to the right of the red line margin. Unless otherwise instructed, you may write on the back of your paper.

2. Heading – All papers must be correctly headed. The heading will be placed in the top right hand corner of your paper. The complete heading will consist of:
   - Name (first and last)
   - español 3 DC
   - clase _____ (spell out period number – seis o siete)
   - fecha (día/mes/año) ej. 5/1/15 is January 5, 2015 (not May 1st ☹️)

3. Title – **Always** put a title on your paper. The title goes on the top line of your paper. If the assignment is from the textbook be sure to put the exercise name and the page number (página). Your title must always be in Spanish. Skip one line after the title and begin the assignment.

4. Checking papers – Quite often we will be checking papers in class. Do **not** put checks if the answer is correct. Only put an “x” if the answer is incorrect. You will be asked to sign your name on the paper that you are grading (no larger than one space on the notebook paper). When we do check papers in class, if you have a question about how your paper has been marked, please see me, not the person who marked your paper. **Only RED ink will be used for grading – NO Exceptions**
COURSE SCHEDULE FOR ESPAÑOL 1312 (Spring 2015)

As Ben Franklin once stated, “Nothing is certain but death and taxes.”
So, here is a TENTATIVE SCHEDULE for the semester.
All course assignments (homework, readings, quizzes etc.) will be announced on a daily basis.
We will cover selected material from *Mosaicos Volume II: Capítulo 5 to Capítulo 10*

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>TOPICS</th>
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<tbody>
<tr>
<td>1</td>
<td>1/6-9</td>
<td>Indirect object pronouns, Servicio de mesa/restaurant vocabulary, Preposition ‘a’ after certain verbs, Ir +a +infinitive, Acaba r+ de + infinitive</td>
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<tr>
<td>2</td>
<td>1/12-16</td>
<td>Double object pronouns, position of double object pronouns, gustar</td>
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<td></td>
<td>1/19</td>
<td>MLK Holiday</td>
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<tr>
<td>3</td>
<td>1/20-23</td>
<td>Demonstrative adjectives and pronouns, Neuter demonstrative pronouns, <em>Test Ch.5</em>, Clothing, jewelry, shopping vocabulary, Present indicative of stem-changing verbs</td>
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<tr>
<td>4</td>
<td>1/26-30</td>
<td>Pedir vs. preguntar, Reflexive and reciprocal verbs/pronouns, <em>Test Ch. 6</em></td>
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<tr>
<td>5</td>
<td>1/2-6</td>
<td>Body, hospital, pharmacy, doctor’s office vocabulary, Doler</td>
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<td>6</td>
<td>1/9-13</td>
<td>Regular preterite, Preterite with special spelling patterns</td>
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<td></td>
<td>1/16</td>
<td>Staff Development</td>
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<tr>
<td>7</td>
<td>1/17-20</td>
<td>Present perfect, Past participles as adjectives, <em>Test Ch. 7</em></td>
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<tr>
<td>8</td>
<td>1/23-27</td>
<td>Airport, hotel, traveling vocabulary, Irregular preterites, Preterite –ir stem-changing verbs, Verbs that change meaning in preterite</td>
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<td>1/32-6</td>
<td>Passive voice, Passive voice with ‘se’, <em>Test Ch. 8</em></td>
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<td>1/13</td>
<td>Spring Break</td>
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<td>10</td>
<td>1/16-20</td>
<td>Vocabulary el correo, el banco, Imperfect tense</td>
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<tr>
<td>11</td>
<td>1/24-27</td>
<td>Preterite vs. Imperfect</td>
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<td>12</td>
<td>1/30-4/3</td>
<td>4/3 Bad Weather day</td>
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<tr>
<td></td>
<td>4/6</td>
<td>Staff Development (Bad weather if needed)</td>
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<tr>
<td>13</td>
<td>4/7-10</td>
<td>Imperfect progressive</td>
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<td>14</td>
<td>4/13-17</td>
<td>Future, Conditional; <em>Test Ch. 9</em></td>
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<tr>
<td>15</td>
<td>4/20-24</td>
<td>Vocabulary city, buildings, stores, means of transportation, Hace + time + que, Pluperfect; Subjunctive mood; conjugations</td>
</tr>
<tr>
<td>16</td>
<td>4/27-5/1</td>
<td>Subjunctive to express a will, wish, hope, preference; Indirect or implied command or request; Emotion; Doubt, denial or a negative belief; Impersonal expressions</td>
</tr>
<tr>
<td>17</td>
<td>5/4-8</td>
<td>Subjunctive to give advice or opinions; Express the unknown or non-existent; Feelings</td>
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<tr>
<td>18</td>
<td>5/11-15</td>
<td>After uncertainty and future actions, Telling the difference between the present subjunctive and the present indicative.</td>
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<tr>
<td>19</td>
<td>5/18-22</td>
<td>Subjunctive test; Formal commands Ud. and Uds.</td>
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<td>5/25</td>
<td>Memorial Day Holiday</td>
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<tr>
<td>20</td>
<td>5/26-29</td>
<td>Informal commands-affirmative and negative</td>
</tr>
<tr>
<td>21</td>
<td>6/1-3</td>
<td>Por/para; <em>Test Ch. 10</em></td>
</tr>
<tr>
<td></td>
<td>6/4-5</td>
<td>EXAMS</td>
</tr>
</tbody>
</table>

QUALITY ENHANCEMENT PLAN

Cedar Valley College's Quality Enhancement Plan is designed to improve student learning in mathematics.
Read more about our QEP at: [http://www.cedarvalleycollege.edu/QEP/default.aspx](http://www.cedarvalleycollege.edu/QEP/default.aspx)
INSTITUTIONAL POLICIES

Academic Advising

Academic Advising is a collaborative educational process whereby students and their advisors are partners in meeting the students' academic, personal, and career goals. This partnership is a process that is built over the student's entire educational career at Cedar Valley College.

Educational planning is available to all students. First time in college students must meet with academic advisors prior to enrolling in classes; however, continuing students may choose to see faculty advisors, faculty counselors, and/or program coordinators after classes begin. All parties have clear responsibilities for ensuring a successful partnership. For more information, you may access: https://www.cedarvalleycollege.edu/FutureStudents/StudentServices/AcademicAdvising/Pictures/AdvisingSyllabus.pdf

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 972-860-8119.

Emergency Alert

Sign up for DCCCD Emergency Alerts to receive a text-message, e-mail and/or phone call when there is an unscheduled evacuation or closure of a DCCCD campus or office because of weather closures, utility outages, police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. Please refer to: http://www.dcccd.edu/SS/OnlineSvs/EmergAlerts/Pages/default.aspx

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 six courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give your more information on the allowable exceptions.

Remember that once you have accumulated six 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: http://www.dcccd.edu/Why/Reg/Registration/Pages/default.aspx

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 take a make-up examination or complete an assignment within a reasonable time after the absence.

Repeating this 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. This class may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 semester. More information is available at: http://www.dcccd.edu/PC/Cost/3rdCrseAttmpt/Pages/default.aspx

Student Code of Conduct

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. More information is available at: https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC

Tutoring Services

Spanish tutors are available in the Tutoring Center at CVC to help you!!!!!