Instructor: Professor Jessica Matchett
Wintermester 2017

Contact Information:
Office: L329
Phone: 972-860-7391
Email address: jessicamatchett@dcccd.edu
Hours Available: Posted on Black Board as soon as the semester is underway.
By appointment (make requests at least 24-hours prior)

Textbooks and Other Course Materials:
PLAZAS 5e iLrn Learning Center Access for Chapters 1-5, published Heinle, is required
to complete the majority of the course requirements. Students cannot complete the
course successfully without completing the assignments on the iLrn Learning Center for
Heinle’s PLAZAS.

The publisher (Heinle/Cengage Learning) has made a special bundle for Eastfield
College that provides the printed book and the iLrn system. This bundle should be the
cheapest way to go for a student who will only take one semester of Spanish.

Volume 1 Bundle for SPAN 1411: Plazas 5e, Cengage/Heinle
Bundle ISBN: 9781337303149

Course Code for enrolling in the correct course on the iLrn Learning Center:
Check below for more instructions on how to enroll.

The course code registers course students into the course on iLrn. Therefore,
students will need a course code to set up their account on iLrn correctly.
The course code is not the book key. The book key is an individual code that a student
receives when they purchase the book.
Your instructor, Jessica Matchett, invites you to enroll in the following course.

**Course:** SPAN-1411-41200  
**Code:** JXNARH798  
**Book:** Plazas 5th Edition iLrn: Language Learning Center

**Creating a Heinle Learning Center Account**

If you do not have an account, you need to create one. To do so, follow these steps:

1. Go to [http://hlc.quia.com](http://hlc.quia.com) and click Create an account.
2. Select a username and password and enter your information, then click Submit.

   **Note:** Remember to write down your username and password and be sure to select the correct time zone. Also, please enter a valid e-mail address so we can send you your password if you forget it.

**Entering the Book Key and Course Code**

Enter the book key and course code to complete the enrollment process. You may already have a book key, or you may need to purchase a book key. Depending on your situation, use one of the procedures below. If you activated the book for a previous course, you can start at step 4 of I already have a book key below.

Once you have completed this step, the system lists the course and book on the Student Workstation home page. To enter additional books, enter a book key in the Enter field and click Go.

**Note:** Book keys can only be used once. Your book key will become invalid after you use it.

**I already have a book key**

1. Go to [http://hlc.quia.com](http://hlc.quia.com) and log in.
2. At the top of the page, enter your book key and click Go.
3. Click Confirm to confirm your registration information. Your book will appear under the My books heading.
4. Beside the book listing, enter the course code JXNARH798 in the Enter course code field and click Go.
5. If necessary, select a class or section and click Submit.

**I need to purchase a book key, or would like to access a free 3-week trial.**

1. Go to [http://hlc.quia.com](http://hlc.quia.com) and log in.
2. At the top of the page, enter the course code JXNARH798 and click Go.
3. If necessary, select a class or section and click Submit. The course and books will appear under the My classes heading.
4. Locate the book and click buy.
5. Proceed through the purchase process. If you are not ready to purchase your book key and would like to access a free 3-week trial, follow the instructions on this page. Note that 3-week trials are not available for all titles.

**Note:** If the buy link does not appear in Step 4, contact your instructor for information about obtaining a book key.

**Using Heinle Learning Center**

To access your Student Workstation in the future, go to [http://hlc.quia.com](http://hlc.quia.com) and log in. Here, you can open your book, submit activities, view your results, and view your instructor's feedback. If you have any questions, contact Heinle Learning Center Support at [http://hlc.quia.com/support](http://hlc.quia.com/support).
SPAN 1411 Course Description (from Eastfield Catalog): Beginning Spanish I (SPAN 1411)

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. This course is cross-listed as SPAN 1311, which is used only in the Study Abroad programs. Students may register for either SPAN 1311 or SPAN 1411 but will receive credit for only one of the two.

Coordinating Board Academic Approval Number: 1609055113

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.

2014 Core Curriculum Foundational Component Area: 010 Communications Core Objectives:
SPAN 1411 develops the following Core Objectives:

1. Critical Thinking - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
   - Students will identify and discuss traditions, customs and values of the Hispanic world.
   - Students will also compare and contrast the traditions, customs and values of the Hispanic world with characteristics of their own culture.

2. Communication - to include effective development, interpretation and expression of ideas through written, oral and visual communication.
   - Students will participate 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.
   - Students will show comprehension of level-appropriate spoken Spanish.
Students will compose simple sentences and organize them into short paragraphs.

Students will read and comprehend level-appropriate texts.

3 Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

- Students in language classes must engage in various group activities as they develop conversation skills in the target language.
- Language classes focus on listening, comprehending and responding in a sociocultural appropriate manner based on the situation. Therefore, students must collaborate to participate effectively in conversation.

Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making.

- Students are expected to be active learners who take responsibility for their learning by asking relevant questions and taking notes.
- Students will manage time effectively to study and to prepare for class.
- Students must complete and submit homework on time.
- Students are expected to be truly present in class (participating, listening, taking notes, not using their phones, and completing the tasks).
- Students are expected to be responsible and honest completing their work without cheating, colluding or plagiarizing.

Core Objective Mandatory Assessment:
Students will complete the mandatory assessment. This assessment will be posted on Black Board.

Evaluation Procedures: Assignments on Black board and on ILRN, Core Assignment, Tests and Quizzes. Breakdowns will be updated a week before classes and viewable in Blackboard.

Attendance Policy: Attendance in an online course is measure by the frequency of platform logins and the amount of time spent doing the activities. If you are “absent”, this will be noted and may affect your grade.

Course Outline: Available on Ecampus as soon as the semester begins.

Class Expectations or Classroom Etiquette:
Students are expected to take responsibility for their learning in the following ways:

- Turning off the phone to be present in class;
• Having the book and bringing the book or having some kind of access to the book in order to participate actively in class;
• Participating actively in class by taking notes, asking questions, and listening to others;
• Managing their time effectively
• Arriving on time to class
• Setting aside time to study and to prepare for class
• Completing and turning in assignments by the deadlines
• Students are expected to have a district email account and to use it regularly (once or twice a week);
• Students are expected to check announcements on eCampus regularly (once, twice...a week);
• Students are expected use eCampus and the iLrn Heinle Learning Center for every chapter;
• Students are expected to use effective communication skills:
  • Students should clarify in texts or email messages the following:
    o Name and last name
    o Class and section (whether it’s a TR or an online class)
    o Details (Which assignment? Which test? What day? And other details as necessary)
    o Addressing the professor in an appropriate manner (when speaking and writing)
      o Keeping the professor informed regarding events or situations that affect performance in class. This communication should happen before the event or situation.
• Showing respect by listening and speaking in a civil and professional manner. This is especially important when working in pairs or in groups.
• Everybody is expected to do their job to the best of their ability without cheating or plagiarizing.

**ACADEMIC HONESTY & PLAGIARISM—**
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](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. Group work is not considered collusion.

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. In any written paper, you are guilty of the academic offense known as plagiarism if you partially or entirely copy the author’s sentences or words without quotation marks. For such an offense, a student will receive a zero on the assignment and could even receive an F for the course. Consulting the book and websites while taking a test is cheating. You cannot write in English and use translator apps or other translation devices. Asking a friend to write one or more sentences is cheating.

Please be advised that academic dishonesty and plagiarism are serious issues that may result in serious consequences. Students should be aware that they are responsible for their behavior concerning these issues. This class will adhere to the student’s “Responsibility” as detailed in the DCCCD district-wide statement and the Eastfield College Student Code of Conduct explained in the Eastfield College and district catalogs or on-line at the district website (https://www1dccc.edu/cat0608/ss/code.cfm).

Consequences for Academic Dishonesty:
Any student in this class found guilty of cheating, colluding or plagiarizing will receive one of more of the following penalties:
  o The grade of zero (0) on that particular assignment.  o A course grade of F depending on the severity of the dishonesty or plagiarism.
  o The professor may request that the student drop the class.

INSTITUTIONAL POLICIES

DISCLAIMER RESERVING RIGHT TO CHANGE SYLLABUS/COURSE SCHEDULE
The instructor reserves the right to amend this syllabus as necessary.