Instructor: Jennifer Duffy, M.A.
Office: C236
Office Hours: By appointment only
Phone: 972-860-1046
Cell: 214-677-6679 (Students can call after 5 p.m. M-F or send a text message until 9 p.m.)
Email: jlduffy@dcccd.edu (Response within 24 hours weekdays, 48 hours weekends.)
A&C Division: G-Building: Room 138; 972-860-7124
Course Drop Date: November 27
Disclaimer: The instructor reserves the right to amend this syllabus as necessary.
Institutional Policies: Eastfield College Institutional Policies
Grading: Official grades are posted in the Grade Center on eCampus. The final Course Grade is posted on eConnect.

Your Course Materials: Access to Mind Tap for PLAZAS (5th edition)
Mind Tap: SPAN 1412 requires access to the Mind Tap platform for the PLAZAS 5e textbook. This access is purchased. Please follow these steps:
1. Log onto eCampus.
2. Click on the course name “2019FA-SPAN-1412-48401.”
3. Look for the button “Mind Tap.”
4. Watch the video “Start Strong…”
5. Then use the link SPAN 1412 to access “Mind Tap” (via eCampus).
6. Set up an account. A free trial is available if you click on the button “Continue to Course.” The trial period is two weeks.
7. Once the trial ends, you will need to purchase access and redeem a book key. There are two options:
   a. A reduced price for access only to Mind Tap for Plazas is available in the Eastfield College Bookstore.
   b. The Cengage Unlimited can be helpful to students who take more than one class that uses Cengage publications/books. Cengage Unlimited is $119.99 for a 4-month subscription, $179.99 for a 12-month subscription or $239.99 for a 24-month subscription. Students on Financial Aid can purchase a Cengage Unlimited subscription from the Eastfield bookstore.

Advantages of Cengage Unlimited:
• Print: You’ll be eligible for a free print rental when you activate MindTap and subscribe to Cengage Unlimited. All you will pay is $7.99 for shipping. For print you can keep, purchase a loose-leaf version of the textbook at a discount through Cengage Unlimited.
Loose-leaf shipping is free when purchased with Cengage Unlimited. The text you’ll be using for this course is Plazas, 5th Edition.

• Bonus: When your Cengage Unlimited subscription ends, you can keep up to six eBooks in a digital locker and access them for one year. (Introductory offer)

Extra Help: cengage.com/start-strong

As a reminder, you should NOT purchase BOTH individual course materials AND a Cengage Unlimited subscription. In many instances, a Cengage Unlimited subscription will be your best option.

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

Attendance Policy:
• Attendance is certified at the beginning of the semester on October 28.
• Attendance is graded with in class forums on eCampus.
• Flex term classes are fast-paced. Students cannot neglect a course for a week without repercussions.

Student Progress Report: Around the middle of the term, students will receive an email from the professor informing them that the Student Progress Reports have been posted on eConnect. The report gives a general idea about the student’s progress in the class. Either Satisfactory or Unsatisfactory will be given. A comment will explain why.

Progress Report Survey: After seeing their progress report on eConnect, students will return to eCampus to “Las notas” to see their grades. After seeing their progress report and grades, students will then participate in a brief survey (10 questions) to give feedback and to raise concerns. Survey results are anonymous, but participation is noted in the Grade Center. The professor will award points for participating in a separate column in the Grade Center.

Withdrawal Policy/ Drop Date: 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 November 27, 2019. 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.
<table>
<thead>
<tr>
<th>Week</th>
<th>Tests/Exams</th>
<th>Curriculum &amp; Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1: 10/22 – 10/27</strong></td>
<td>No test or exams</td>
<td>C6 (Capítulo 6)</td>
</tr>
</tbody>
</table>
| | Suggestion 1: In the Semana 2 area, study aids and other materials for Capítulo 6 are posted. | eCampus:  
• Watch Intro to Mind Tap Video.  
• Read the syllabus and information about academic honesty.  
• START HERE EMAIL: Contact information and ask questions about the video and the syllabus.  
Email jlduffy@dcccd.edu with the following information:  
• SPAN 1412.  
• START HERE EMAIL  
• Name and last name  
• Phone number and best times to talk if necessary.  
• Set up Mind Tap using the link on eCampus.  
Due Date **10/25 by 11:59 p.m.** |
| | Suggestion 2: Start working on the chapter assignments on Mind Tap in Capítulo 6. | |
| **Week 2: 10/28 – 11/3** | C6 Test  
• Link on eCampus in the Semana 2 area.  
• Click on the C6 Test link.  
• Three attempts, the highest grade counts.  
• Chapter test covers material vocabulary and grammar.  
• Available until **11/3 @ 11:59 p.m.** | Capítulo 6 (C6)  
• Link on eCampus  
• Click on the Capítulo 6 folder and complete the assignments with a due date.  
• Due Date **11/3 by 11:59 p.m.**  
The discussion board forums (foros) and the oral assignments (tarea oral) are opportunities to apply skills. Please read the information and follow the instructions. Explanations are provided on eCampus in the area for the week. Information on Foro 1 and TO1 is posted in Semana 2.  
Due Date **11/3 by 11:59 p.m.** |
| | Chapter 6 is covered. | |
| | | Please read the information and follow |
| **Week 3: 11/4 – 11/10** | C7 Test  
• Link on eCampus in the Semana 3 area.  
• Click on C7 Test.  
• Three attempts, the highest grade counts.  
• Chapter test covers material | Capítulo 7 (C7)  
• Link on eCampus  
• Click on the Capítulo 7 folder and complete assignments with a due date.  
• Due Date **11/10 by 11:59 p.m.**  
Please read the information and follow |
| | Chapter 7 is covered. | |
### Vocabulary and Grammar

- Available until **11/10 @ 11:59 p.m.**

the instructions. Explanations are provided on eCampus in the area for the week. Information on Foro 2 and TO2 is posted in Semana 3.

Foro 2 & Tarea oral 2
Due date **11/10 by 11:59 p.m.**

### Week 4: 11/11 – 11/17

**Chapter 8 is covered.**

<table>
<thead>
<tr>
<th>C8 Test</th>
<th>Capítulo 8 (C8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Link on eCampus in the Semana 4 area.</td>
<td>• Link on eCampus</td>
</tr>
<tr>
<td>• Click on C8 Test.</td>
<td>• Click on the Capítulo 8 folder and complete assignments with a due date.</td>
</tr>
<tr>
<td>• Three attempts, the highest grade counts.</td>
<td>• Due Date <strong>11/17 by 11:59 p.m.</strong></td>
</tr>
<tr>
<td>• Chapter test covers material vocabulary and grammar.</td>
<td>Please read the information and follow the instructions. Explanations are provided on eCampus in the area for the week. Information on Foro 3 and TO3 is posted in Semana 4.</td>
</tr>
<tr>
<td>• Available until <strong>11/17 @ 11:59 p.m.</strong></td>
<td>Due date <strong>11/17 by 11:59 p.m.</strong></td>
</tr>
</tbody>
</table>

### Week 5: 11/18 – 11/24

**Chapter 9 is covered.**

- **NOTE:** The Progress report assignment is a survey that the instructor uses to get feedback.

<table>
<thead>
<tr>
<th>C9 Test</th>
<th>Capítulo 9 (C9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Link on eCampus in the Semana 5 area.</td>
<td>• Link on eCampus</td>
</tr>
<tr>
<td>• Click on C9 Test.</td>
<td>• Click on the Capítulo 9 folder and complete assignments with a due date.</td>
</tr>
<tr>
<td>• Three attempts, the highest grade counts.</td>
<td>• Due Date <strong>11/24 by 11:59 p.m.</strong></td>
</tr>
<tr>
<td>• Chapter test covers material vocabulary and grammar.</td>
<td>Progress reports are posted on eConnect.</td>
</tr>
<tr>
<td>• Available until <strong>11/24 @ 11:59 p.m.</strong></td>
<td>1. See the report on eConnect.</td>
</tr>
<tr>
<td></td>
<td>2. On eCampus: Click on Progress Reports button for instructions.</td>
</tr>
</tbody>
</table>

### Week 6: 11/25 – 12/1

**Chapter 10 is covered.**

- **Core Objective Assignment**
- Last day to withdraw with “W” is **November 27.**

<table>
<thead>
<tr>
<th>C10 Test</th>
<th>Capítulo 10 (C10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Link on eCampus in the Semana 6 area.</td>
<td>• Link on eCampus</td>
</tr>
<tr>
<td>• Click on C10 Test.</td>
<td>• Click on the Capítulo 10 folder and complete assignments with a due date.</td>
</tr>
<tr>
<td>• Three attempts, the highest grade counts.</td>
<td>• Due Date <strong>12/1 by 11:59 p.m.</strong></td>
</tr>
<tr>
<td>• Chapter test covers material vocabulary and grammar.</td>
<td>Core Objective Assessment Assignment:</td>
</tr>
<tr>
<td>• Available until <strong>12/1 @ 11:59 p.m.</strong></td>
<td>• Students submit a draft in Foro 4. Due <strong>12/1 by 11:59 p.m.</strong></td>
</tr>
<tr>
<td></td>
<td>• Submit a final copy using the link in Semana 7. Due <strong>12/8 by 11:59</strong></td>
</tr>
</tbody>
</table>

### Core Objective Assessment Assignment:

- Students submit a draft in Foro 4. Due **12/1 by 11:59 p.m.**
- Submit a final copy using the link in Semana 7. Due **12/8 by 11:59**

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**SPAN 1412 ARAU1**

**FALL 2019**

**DUFFY PAGE 4**
Foro 4: Los estudiantes someten un bosquejo (draft) de la tarea para evaluar los objetivos.

Core Objective Assessment Assignment
Due Date 12/8 by 11:59 p.m.

| Weeks 7 & 8: 12/2 – 12/12 | C11 Test
• Link on eCampus in the Semana 7 area.
• Click on C11 Test.
• Three attempts, the highest grade counts.
• Chapter test covers material vocabulary and grammar.
• Available until 12/8 @ 11:59 p.m. | Capítulo 11 (C11)
• Link on eCampus
• Click on the Capítulo 11 folder and complete assignments with a due date.
• Due Date 12/8 by 11:59 p.m. | Practice final and Final Exam posted in Semana 8 on eCampus.
Due Date 12/12 by 11:59 p.m.

Chapter 11 is covered.

Final Exam

Evaluation Procedures: Your final grade will be based on the following grading scale:

- Start Here Assignments 10% (Form & Email)
- Discussion Board Posts 10% (4 Foros)
- Oral Assignments 10% (3 Tareas orales)
- Mind Tap Homework 30% (6 Capítulos)
- Tests 30% (6 unit tests- Chapters 6-11)
- Final Exam 10%

TOTAL = 100%

Grading Scale: A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 59 and below

Late Work Policy
Discussion Board posts and Oral Assignments will not be available after the deadlines listed above and cannot be made up. Mind Tap Homework Late assignments will be accepted within 24 hours after the due date with a twenty-point deduction. Any assignments submitted after the above-mentioned time frame in the course outline will not be graded or accepted. Tests will not be available after the deadlines listed above and cannot be made up.

Institutional Policies: Use the link to find updates to important college policies.
https://www.eastfieldcollege.edu/syllabipolicies

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