COURSE: SPA 101

EFFECTIVE DATE: Spring 2014

NEXT REVIEW DATE: Spring 2015

TITLE: Elementary Spanish I

CREDITS: 4

CONTACTS: 4 0 4

PREREQUISITES: None

DESCRIPTION: This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Hispanic cultures.


MATERIALS (specifying those to be purchased by student):

COLLATERAL READING:

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.): ACADEMIC HONESTY: The College expects each student to earn his/her own grades; if academic dishonesty occurs, disciplinary action will be taken. Academic dishonesty includes, but is not limited to cheating, plagiarism, collusion, and falsification of information. (Refer to the NETC college catalog.)

ATTENDANCE: Punctual and regular attendance in all classes is the obligation of every student. There are no excused absences except the certain announced College-wide functions; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies cause a student to be absent for a period, it is the responsibility of the student to notify the instructor immediately and to make up the work missed. Please consider absences to be for emergencies, not for “skipping” class. It is your responsibility to find out what you missed. Attendance is tracked by Moodle. It is the student’s responsibility to sign in at the beginning of each class period. (Refer to pages 50-51 of the NETC college catalog for definitions of attendance requirements.)

Students are required to attend 80% of their classes from the date of enrollment. Students enrolled in a 3-credit hour course that meets on Monday and Wednesday or on Tuesday and Thursday have a maximum of 6 absences. For evening classes that meet once a week, only 3 absences are allowed.

Students are responsible for class materials on papers. NOTE: Students are responsible for APA, Paper Materials, and all related materials. No grade adjustments are made because students are not present. All students must complete the requirements of the course. Whether present or not, unless approved beforehand, ALL due dates
apply. This means even if a student is absent, the work must be posted or in Moodle by 11:55 p.m. that evening. Being absent is NOT an excuse to “not turn work in”. Late points WILL apply in this case.

EXCEEDING THE ABSENCE LIMIT: Once the absence limit has been reached, students will be dropped from class for excessive absences. If this occurs at any time during the semester, the student will receive an F for the course.

WITHDRAWAL FROM COURSE: Consider carefully any decision regarding dropping a course. It is important that you check first with the Financial Aid Office to be able to consider all possible ramifications such as insurance coverage and financial aid benefits. If circumstances warrant withdrawing from a course, a grade of W will be assigned as long as the student is passing the course at the time of withdrawal and initiates the appropriate paperwork by contacting their instructor or advisor. If a student is failing the course and drops after midterm, a WF will be assigned as outlined on page 67 of the NETC college catalog.

CLASS POLICY: An integral part of education is developing a sense of integrity and responsibility not only toward ourselves but also toward others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc. reflects negatively on you. Please be considerate. “Students have no right to impinge on the freedom of instructors to teach or the right of students to learn. If a student behaves disruptively in class after the instructor explained the unacceptability of such conduct, the instructor may temporarily dismiss the student from the class and refer the matter to the Vice President for Student Services.”

ELECTRONIC DEVICES IN THE CLASSROOM: To minimize classroom disruptions and to protect the integrity of testing, activated electronic communication devices such as pagers, beepers, and telephones are not permitted in classrooms at NETC. The only exception is for on-call emergency personnel (police, fire, EMS); these students are required to notify the instructor of their need for such devices with documentation verifying employment. This information must be provided at the beginning of the term and at the beginning of each applicable class session.

DISABILITIES STATEMENT: Students with disabilities are encouraged to contact the Dean of Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Dean of Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See Catalog)

STUDENT ID: The College requires that all students enrolled in credit courses wear identification badges at all times while on campus.
“Failure to wear the I.D. badge will result in the student not being allowed in classes.”

RESOURCES (A-V, persons, tools/equipment):

COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic:

Due Dates for Weekly Modules and Late Policy
All work submitted to your instructor is due no later than Monday at 11:59pm of the designated week. Late assignments will lose 20% of the grade if submitted within one week of the deadline. No work is accepted after that week, as it is essential that students keep up with the course material.

COURSE LEARNING OUTCOMES: Upon completion of the course, the student should be able to demonstrate the following competencies:
1. To read, understand, write and speak Spanish at a basic level with accuracy and confidence.
2. To provide an introduction to the fundamentals of the Spanish language.
3. Course emphasizes pronunciation, vocabulary, and elements of grammar.
4. To learn the Spanish alphabet, and combinations of vowels-consonants, consonants-vowels, and forming syllables.
5. To learn Spanish phonetics, reading and writing letter combinations, forming syllables, words, and sentences.
6. To learn Spanish geography – maps, European countries, and the people that brought their languages and their social, economic, cultural, and political systems to “the new world”.

COLLEGE WIDE LEARNING OBJECTIVE FOR SOCIAL SCIENCES DEPARTMENT:
Demonstrate an awareness of an international perspective to include ethnic/cultural diversity.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES/LEARNING OUTCOMES:
Classroom lectures will be supplemented by videos, work sheets, assessments, readings, computer research, and other materials at the discretion of the instructor. We will use the textbook for content, terminology and information and web sites will be used to supplement classroom and textbook material and content. The textbook web site is accessed through Moodle.

EVALUATIVE METHODS TO APPRAISE OBJECTIVES/LEARNING OUTCOMES: There will be weekly quizzes, a final exam (both in-class and take at home or computer lab), and 10 assignments.
As a general rule, there will be no make-up tests. If you know that you will be unable to take a test on the WEEK it is assigned because of a previously made appointment, work obligations, family health problems, etc., then you may take the test early by prior arrangements with the instructor. Since tests are taken online in a given window, it is expected that you can take the exam in the given time.

Please avoid making doctor and dentist appointments during class time.

If an emergency arises or you are too sick to take a scheduled exam, please call or email the instructor ASAP, within 24 hours of the test. Make-up tests will be at the discretion of the instructor. Please notify the instructor as soon as possible after you have missed a test either through email or through a phone call.

Grade distribution is as follows:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance (15 x 25 points)</td>
<td>375 points</td>
</tr>
<tr>
<td>Quizzes (15 x 25 points)</td>
<td>375 points</td>
</tr>
<tr>
<td>Workbook</td>
<td>250 points</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000 points</strong></td>
</tr>
</tbody>
</table>

**GRADING SCALE:** The grading scale is as follows:

<table>
<thead>
<tr>
<th>PERCENTAGE</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>900 - 1000 points</td>
<td>A</td>
</tr>
<tr>
<td>800 - 899 points</td>
<td>B</td>
</tr>
<tr>
<td>700 - 799 points</td>
<td>C</td>
</tr>
<tr>
<td>600 - 699 points</td>
<td>D</td>
</tr>
<tr>
<td>&lt;599.99</td>
<td>F</td>
</tr>
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</table>