



## SPA 1311 (03E)

# ELEMENTARY SPANISH I

## COURSE SYLLABUS: Fall 2021

### INSTRUCTOR INFORMATION

Instructor: Dr. Maia Lamarque

Class meetings: TBA

Office Location: TBA

Office Hours: Mondays and Wednesdays 12-2pm

University Email Address: maia.lamarque@tamuc.edu

Communication Response Time: (Important note: *I will respond to emails within 24 hours during the workweek and by the next business day on weekends and holidays.*)

### COURSE INFORMATION

#### **Materials – Textbooks, Readings, Supplementary Readings**

#### **Textbook(s) Required**

- Goodall, Grant and Darcy Lear (2022). **Conéctate: Introductory Spanish. 3rd edition.** McGrawHill with Connect access card. (Connect is an online platform including access to the Workbook/Lab Manual (WBLM) and LearnSmart adaptive software). **Note:** If you buy a pre-owned textbook, you need to acquire the Connect access card separately in order to complete online assignments.
- A good Spanish-English bilingual dictionary (for instance: *Harper Collins' Spanish Concise Dictionary*. New York: Harper Collins; *Diccionario Español-Inglés Cumbre*. Madrid: Everest).
- **Other required materials:** Access to a computer with good video interface; also recommended a good headset to complete speaking and listening activities.

#### **Course Description**

*Elementary Spanish I* is the initial course in the four-course sequence of the Spanish Language Program at TAMUC. The course has been designed for second-language learners (this is, students whose first language is not Spanish). The Spanish Program has adapted the 'CAN-DO' performance standards based on the MCER and ACTFL frameworks; considering these standards, students will start developing competence in the four communication skills, and they are expected to reach the NoviceMid

level by the end of the course (ACTFL 2012). They will also gain knowledge of various cultural aspects of the Spanish-speaking world by exploring cultural products and practices from Hispanic communities in the US and abroad.

## **Student Learning Outcomes**

Students who successfully complete the course will:

1. Demonstrate basic Spanish production skills (speaking and writing) by discussing information about themselves, their families / friends, and talking about topics related to the immediate environment (classes, weather, seasons, daily routines /activities, etc.).
2. Demonstrate initial listening and reading skills by analyzing and understanding Spanish simple texts (news, brochures, short descriptions, etc.) related to daily life routines/activities.
3. Demonstrate management of initial communicative strategies to support oral interactions and reading/listening comprehension.
4. Investigate, describe, and reflect on cultural products and practices of the Spanish-speaking communities, in the US and abroad.

### **Collection of Data for Measuring Institutional Effectiveness**

In order to measure the level of compliance with the university's Institutional Effectiveness guidelines, I will collect some of the ungraded materials you will produce for the class. These materials will be part of a portfolio created on your behalf and will be measured to ensure that our program "promotes practices that result in higher student academic achievement; an enhanced student experience; aligned and transparent decisions; and readily available information for improvement, accountability, and accreditation" (Institutional Effectiveness, <http://www.tamuc.edu/aboutus/institutionalEffectiveness/default.aspx>). This is solely an assessment of program effectiveness and in no way affects students' course grades or GPAs.

### **Minimal Technical Skills**

Students in this course are expected to be able to: a) manage TAMUC Library resources for advance academic research; b) competently use MSFT Office tools (Word, Excel, PPoint); c) access, navigate and use the diverse tools included in the course MyLeoOnline (D2L).

### **Student Responsibilities**

Students' participation is essential and required to succeed in this course. Students are expected to: 1) attend to class meetings and actively engage in all class activities; 2) read and prepare assigned materials by the due dates; 3) complete and submit assignments by the due date; and 4) interact with each other and the instructor on a regular basis.

### **Interaction with Instructor Statement**

a. *Course communication.* Good communication in an online setting is a fundamental component of success. Please consider the different types of media available for communication with your instructor and classmates, in individual and group formats. Please follow [Netiquette rules](#) to keep our conversation professional, engaging and polite. During the semester, we will use MyLeo and the official TAMUC email as means of communication:

- *Announcements in MyLeo:* General tool for course communication; I will post short messages or reminders related to due dates or changes in the assignments.
- *Email:* Please only use the official TAMUC Leo Email to communicate with me and your classmates. I will send general emails with information related to the course, date changes, assignments modifications, etc. or with information that relate to our content. I will send individual

emails as needed. I will respond to emails in 24 hs. during the work week and by the next business day on weekends and holidays.

To setup the TAMUC email contact **HelpDesk** [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu) or call 903-468-6000; you may also access information at <https://leo.tamuc.edu>.

## GRADING

### Core assessments

#### 1. Quizzes (40% of the final grade).

There will be four short quizzes based on each unit content, focusing on vocabulary, language structures, and language strategies. Each test represents 10% of the final grade. For relevant dates please see "Tentative Course Schedule".

#### 2. Mid-semester interview (10% of the final grade).

An individual oral interview will be conducted at mid-semester to measure students' oral skills development. Depending on students' individual situation, the interview will be conducted face-to-face or in a virtual format. The interview will consist of a number of questions related to the topics discussed in class. See the "Interview Rubric" for details. This activity represents 10% of the final grade.

#### 3. Online activities (30% of the final grade).

Students will complete diverse online exercises every week in the Connect online workbook, including listening, reading and writing activities. Completion of the online HW is required to fully participate in the face-to-face sessions, and to succeed in the IPA evaluation. The activities are expected to be completed by the due date indicated in the "Tentative Course Schedule", and they will be evaluated by level of completion and accuracy.

In addition, you will participate in MyLeoOnline discussion boards, completing creative activities to practice writing and oral skills.

#### 4. Integrated Performance Assessment (IPA) (20% of the final grade).

The Spanish Language Program has incorporated the Integrated Performance Assessment (IPA) framework as primary model for assessing students' progress. Following CARLA (2019) description, IPA is a set of interrelated linguistic tasks which allows students to demonstrate their Spanish competence on the three modes of communication: *Interpretive* (reading/listening and completing a comprehension activity); *Interpersonal* (interacting with another student or the instructor); and *Presentational* (writing or orally presenting information to an audience). The three tasks are aligned within a single theme, reflecting the manner in which learners will naturally use the language in the real world. Students in SPA 1311 will complete a final IPA cycle at the end of the semester (please see the "Tentative Schedule" for relevant dates). Students are required to complete the full IPA cycle in order to be assessed; an incomplete cycle cannot be evaluated, therefore if the student misses any of the three tasks, the resulting grade will be 0 (zero). The IPA cycle will be evaluated with scoring rubrics that rate performance in terms of whether the task meets expectations, exceeds expectations, or does not meet expectations. See the Tentative Course Scheduler for more information.

## GRADING

Quizzes: 40% (4 x 10%)

Online activities: 30%

Mid-semester oral interview: 10%

Final IPA: 20%

**Total:**                   **100%**

Final grades in this course will be based on the following scale:

A = 100%-90%      B = 89%-80%      C = 79%-70%      D = 69%-60%      F = 59% or Below

## **6. Extra-credit**

The Spanish Program at TAMUC presents a variety of events each Spring and invites you to actively participate. A maximum 3 extra-points will be granted after attending the event/s and completing the assigned activities.

# **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

## ***Course Specific Procedures***

**1. Participation:** Attendance and participation in the face-to-face are fundamental to succeed in this course. You are expected to attend all class meetings in person, following TAMUC Covid-19 pandemic guidelines. For more information, please see “University Procedures Policies” in the next section of the syllabus.

Student athletes, band members and members of other university sanctions should bring a letter from their supervisor or specific department during the first week of class indicating the dates they will miss class.

Students who require special accommodations for religious holidays should make arrangements with their instructor during the first week of class.

## **2. Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

## **3. Withdraws & Incomplete grade.**

A student may drop a course by logging into his/her myLeo account and clicking on the hyperlink labeled “Drop a class” from among the choices found under the myLeo section of the web page. I reserve the right to drop a student from the course administratively for excessive absences or violations of the Code of Student Conduct. Incomplete grades (grade of “X”) are granted only under rare and extraordinary circumstances which are fully documented; students requesting an incomplete grade should contact the instructor as soon as possible, provide all pertinent documentation, and sign the ‘X’ grade contract which details the coursework they need to complete to pass the class.

## **4. Grievance procedures.**

Students who have concerns regarding their courses should first address those concerns with the assigned instructor in order to reach a resolution. Students who are unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor, whether in-person, by email, by telephone, or by another communication medium, should then schedule an appointment with the Director of the Spanish Program, Dr. Flavia Belpoliti ([flavia.belpoliti@tamuc.edu](mailto:flavia.belpoliti@tamuc.edu)). If there are still unresolved issues, students need to schedule an appointment with the Department Head, Dr. Hunter Hayes, by completing a Student Grievance Form (available in the Department Main Office, HL 141). In the event that the instructor is the Department Head, the student should schedule a meeting with the Dean of the College of Arts, Sciences, and Humanities after following the steps outlined above; if the

instructor is the Assistant Department Head, students should schedule a meeting with the Department Head. Where applicable, students should also consult University Procedure 13.99.99.R0.05 ("Student Appeal of Instructor Evaluation").

## **5. Extra-credit**

During the semester you will be invited to participate in different activities and short projects (online film screening; virtual lectures, etc.). Up-to 3 extra-points will be granted after attending the event/s and completing the assigned activities.

## ***University Specific Procedures***

### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment, in the classroom and in online environments, as described in the Code of Student Conduct. For more information, please see [Student Guidebook](#). In addition, students should also consult the Rules of Netiquette for more information regarding how to interact with peers, instructors and/or administrators in an online forum:

<https://www.britannica.com/topic/netiquette>

### **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

### **Academic Integrity**

*Plagiarism* is borrowing the work of others and not giving credit where credit is due. It is unethical and reflects very poorly on a person's character. Copying someone else's work or asking a friend or tutor to write your work constitutes a violation of the TAMUC Academic Honesty Policy. Likewise, the use of electronic media to translate your work to Spanish is also unacceptable. Instructors in the Department of Literature and Languages do not tolerate plagiarism and other forms of academic dishonesty. Instructors uphold and support the highest academic standards, and students are expected to do likewise. In ALL instances, incidents of academic dishonesty will be reported to the Department Head. Please be aware that academic dishonesty includes (but is not limited to) cheating, plagiarism, and collusion.

Penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

### **Students with Disabilities - ADA Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

## **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

### **Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

### **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

### **Pandemic COVID-19 Response Statements**

A&M-Commerce recommends the use of face-coverings in all instructional and research classrooms/laboratories. Students should not attend class when ill or after exposure to anyone with a communicable illness. Communicate such instances directly to your instructor. Faculty will work to support the student getting access to missed content or completing missed assignments.

The *Counseling Center at A&M-Commerce*, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling **903-8865145**. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel).

### **Tentative Course Schedule**

**Important notes:** This course schedule is subject to revisions and changes as the instructor deems necessary. Any changes to the course schedule will be announced in class and on the course website in advance.

Tests, assignments, and other projects have specific due dates. However, as the COVID-19 pandemic continues to affect our daily lives, situations may arise where a task cannot be completed by the deadline. In this case, please contact me to reschedule the assignment.

Week	Topics & Activities	Assignments
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Week 1 8/29-9/2	Course presentation Language learning strategies Cap. 1.: En la clase	Complete 'Student Survey' in D2LMyLeoOnline Complete 'Honesty Agreement' in D2LMyLeoOnline. Register in McGraw Hill Connect.
9/5	<i>Labor Day</i>	
Week 2 9/6-9/9	Cap. 1: En la clase	McGraw Hill- Connect HW
Week 3 9/12-9/16	Cap. 1: En la clase. Escuchemos y hablemos	McGraw Hill- Connect HW
Week 4 9/19-9/23	Quiz 1 Cap. 2: Mis amigos y yo.	McGraw Hill- Connect HW
Week 5 9/26-9/30	Cap. 2: Mis amigos y yo.	McGraw Hill- Connect HW
Week 6 10/3-10/7	Cap. 2: Mis amigos y yo. Escuchemos y hablemos.	McGraw Hill- Connect HW
Week 7 10/10-10/14	Quiz 2 Cap 3. ¿Qué haces?	<b>McGraw Hill- Connect HW</b> <b>Oral interviews</b>
Week 8 10/17-10/21	Cap 3: ¿Qué haces?	<b>McGraw Hill- Connect HW</b> <b>Oral interviews</b>
Week 9 10/24-10/28	Cap 3: ¿Qué haces?	McGraw Hill- Connect HW
Week 10 10/31-11/4	Cap 3: ¿Qué haces? Escuchemos y hablemos.	McGraw Hill- Connect HW
Week 11 11/7-11/11	Quiz 3. Cap. 4: ¡Qué bonita familia!	McGraw Hill- Connect HW
Week 12 11/14-11/18	Cap. 4: ¡Qué bonita familia!	McGraw Hill- Connect HW
Week 13 11/21	Cap. 4: ¡Qué bonita familia!	McGraw Hill- Connect HW
11/23-11/26	<i>Thanksgiving</i>	
Week 14 11/28-12/2	Cap. 4: ¡Qué bonita familia! Escuchemos y hablemos.	McGraw Hill- Connect HW
Week 15 12/5-12/9	Quiz 4. IPA preparation	<b>12/10: Last day of classes</b>
Week 16 12/12-12/16	Final IPA	

## TECHNOLOGY REQUIREMENTS

### LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

## **ACCESS AND NAVIGATION**

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

## **COMMUNICATION AND SUPPORT**

If you have any questions or are having difficulties with the course material, please contact your Instructor.

### **Technical Support**

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>