COURSE SYLLABUS

COURSE NUMBER AND TITLE:
SPAN 1311 Beginning Spanish I (online)

PREREQUISITE:
Successful completion of Student Orientation (Students new to online courses at TSTC)

CATALOG DESCRIPTION:
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

INSTRUCTOR: Yanina Hernández
EMAIL: yanina.hernandez@harlingen.tstc.edu
OFFICE: Building “W” 341
TEL.: (956) 364-4645

MAJOR COURSE REQUIREMENTS:
This course has been divided into seven units and they are on:
Lección 1: Hola ¿qué tal?
Lección 2: En la universidad
Lección 3: La familia
Lección 4: Los pasatiempos
Lección 5: Las vacaciones
Lección 6: ¡De compras!
Lección 7: La rutina diaria

This course is delivered fully online through Moodle (http://mycourses.tstc.edu). A week before classes begin the instructor will send an email with more information about this course. In each unit students will be given instructions in course Moodle site to read and perform the assignments for each unit. After each unit there will be a quiz. All exams and quizzes are based on the information presented on Moodle course site and En línea (http://books.quia.com).

Students will complete 2 major exams (proctored), lesson’s quizzes, and various assignments that include oral, written, individual, and paired assignments. All assignments and assessment will be submitted online through the e-text and/or on the course Moodle site. All students should have access to a microphone and high speed internet connection. The language lab located in Building W-124 has the equipment necessary for students to complete the online assignments.

LEARNING OUTCOMES:
(This information is taken from the course design document)
Through correct use of vocabulary in discussion and on objective tests, the student will:
A. Not applicable as a Learning Outcome
B. Greeting people.
C. Academic life.
D. Family and Occupations.
E. Travel and vacation.
G. Shopping for clothes
H. Daily Routine.
J. Final Examination

Tentative Schedule (Subject to change by your instructor)

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic/Lecture/Event</th>
<th>Required/Recommended Readings/Electronic Resources to View</th>
</tr>
</thead>
</table>
| 1    | **Course Orientation**  
Introduction to Moodle Course Site, Syllabus, QUIA Registration Instructions  
Assignments:  
- Orientation Quiz  
- Student Introduction  | - Orientation Module on course Moodle site  
(mycourses.tstc.edu)  
- Students Introduction Module on course Moodle site  
(mycourses.tstc.edu) |
| 2    | **Lección 1: Hola ¿qué tal?**  
Contextos  
Pronunciación  
Estructura  
Assignments:  
- Lección 1 Quiz  | - Begin Lección 1 of textbook  
(books.quia.com)  
- Review resources under Lección 1 on course Moodle site |
| 3    | (continuation) Estructura  
Adelante: Panorama  
Assignments:  
- Lección 1 Quiz  | - Continue Lección 1  
- Review resources under Lección 1 on course Moodle site |
| 4    | **Lección 2: En la universidad**  
Contextos  
Pronunciación  
Estructura  
Assignments:  
- Lección 2 Quiz  | - Begin Lección 2 of textbook  
(books.quia.com)  
- Review resources under Lección 2 on course Moodle site |
| 5    | (continuation) Estructura  
Adelante: Panorama and En pantalla  
Assignments:  
- Lección 2 Quiz  | - Continue Lección 2  
- Review resources under Lección 2 on course Moodle site |
| 6    | **Lección 3: La familia**  
Contextos  
Pronunciación  
Estructura  
Assignments:  
- Lección 3  | - Begin Lección 3 of textbook  
(books.quia.com)  
- Review resources under Lección 3 on course Moodle site |
<table>
<thead>
<tr>
<th>Week</th>
<th>Topic/Lecture/Event</th>
<th>Required/Recommended Readings/Electronic Resources to View</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>(continuation) Estructura Adelante: Panorama and En pantalla</td>
<td>- Continue Lección 3&lt;br&gt;- Review resources under Lección 3 on course Moodle site</td>
</tr>
<tr>
<td></td>
<td><strong>Assignments:</strong>&lt;br&gt;- Lección 3 Quiz</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td><strong>Lección 4: Los pasatiempos</strong> Contextos Pronunciación Estructura</td>
<td>- Begin Lección 4 on textbook (books.quia.com)&lt;br&gt;- Review resources under Lección 4 on course Moodle site</td>
</tr>
<tr>
<td></td>
<td><strong>Assignments:</strong>&lt;br&gt;- Lección 4 Quiz</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>(continuation) Estructura Adelante: Panorama and En pantalla</td>
<td>- Continue Lección 4&lt;br&gt;- Review resources under Lección 4 on course Moodle site&lt;br&gt;- Exam 1 (Lecciones 1-4) opens 10/23/12 closes 10/26/12</td>
</tr>
<tr>
<td></td>
<td><strong>Assignments:</strong>&lt;br&gt;- Lección 4 Quiz</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td><strong>Lección 5: Las vacaciones</strong> Contextos Pronunciación Estructura</td>
<td>- Begin Lección 5 of textbook (books.quia.com)&lt;br&gt;- Review resources under Lección 5 on course Moodle site</td>
</tr>
<tr>
<td></td>
<td><strong>Assignments:</strong>&lt;br&gt;- Lección 5 Quiz</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>(continuation) Estructura Adelante: Panorama and En pantalla</td>
<td>- Continue Lección 5&lt;br&gt;- Review resources under Lección 6 on course Moodle site</td>
</tr>
<tr>
<td></td>
<td><strong>Assignments:</strong>&lt;br&gt;- Lección 5 Quiz</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td><strong>November 9 Last Day to Drop with a “W”</strong> Lección 6: ¡De compras! Contextos Pronunciación Estructura</td>
<td>-Begin Lección 6 of textbook (books.quia.com)&lt;br&gt;- Review resources under Lección 6 on course Moodle site</td>
</tr>
<tr>
<td></td>
<td><strong>Assignments:</strong>&lt;br&gt;- Lección 6 Quiz</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>(continuation) Estructura Adelante: Panorama and En pantalla</td>
<td>- Continue Lección 6&lt;br&gt;- Review resources under Lección 6 on course Moodle site</td>
</tr>
<tr>
<td></td>
<td><strong>Assignments:</strong>&lt;br&gt;- Lección 6 Quiz</td>
<td></td>
</tr>
<tr>
<td>Week</td>
<td>Topic/Lecture/Event</td>
<td>Required/Recommended Readings/Electronic Resources to View</td>
</tr>
<tr>
<td>------</td>
<td>---------------------</td>
<td>----------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 14   | **Lección 7: La rutina diaria**  
Contextos  
Pronunciación  
Estructura  
**Assignments:**  
Lección 7 | Begin Lección 7 of textbook (books.quia.com)  
- Review resources under Lección 7 on course Moodle site |
| 15   | (continuation) **Estructura**  
Adelante: Panorama and En pantalla  
**Assignments:**  
Lección 7  
Exam 2 | - Continue Lección 7  
- Review resources under Lección 7 on course Moodle site  
Exam 2 (Lecciones 5-7)  
opens 12/04/12  
closes 12/07/12 |

**REQUIRED TEXT AND MATERIALS:**

- Students will have to set up a student account on TSTC Moodle [http://mycourses.tstc.edu](http://mycourses.tstc.edu) after they have registered for this course. Please contact Distance Learning Office for questions regarding TSTC Moodle (956-364-4950) located at Irma Rangel Science & Technology Building (Building W) or call Help Desk (956-364-5000)

- **EN LÍNEA. 3.0 (access code).** You can buy it at the TSTC bookstore (Harlingen) or directly from the publisher at [www.vistahigherlearning.com/store/tstc.htm](http://www.vistahigherlearning.com/store/tstc.htm)  
Depending on the students' plans, these are two available options:  
6 month access code - ISBN 978-1-61767-550-8 (for Spanish I only)  
12 month access code - ISBN 978-1-61767-592-8 (for both Spanish I and II within this time frame).  
Contact your instructor if you have any questions.

Students will need the access code (book key number), as well as the course code (provided on Course Moodle site) to create an account at the following web site in order to start using the electronic text: [http://books.quia.com](http://books.quia.com)

- Students will need speakers or a headphone set to listen to audio and video components, and a microphone is necessary for recording activities. For best performance, we recommend you use a USB microphone for partner recording activities.

**TECHNICAL SKILLS AND SOFTWARE REQUIREMENTS:**

- **Network Connection:** A high-speed connection with throughput of 256 Kbps or more is recommended to use audio and video components.

- **Browser:** PC: Internet Explorer 7.x or higher, or Firefox version 3.x or higher, or Google Chrome. Mac: Firefox version 3.x or higher, or Safari 3.x or higher, or Google Chrome. (Firefox is recommended for Moodle)
• Be sure to turn off Pop-up Blocker in to ensure Moodle and the E-text works correctly.
• Skill in using a web browser to navigate the web to locate educational resources and download files.
• The file management skills necessary to create directories, save files, and retrieve files.
• The ability to use email to send messages and attachments.
• Students will need to turn off Pop-up Blocker to ensure Moodle and the E-text works correctly.
• Word based programs, Java, Adobe Acrobat Reader, and Flash Player.

For more information on TSTC Moodle System Requirements, visit Moodle (https://mycourses.tstc.edu) and select “Browser Check” under Resource Links. Also you can contact Help Desk at http://it.harlingen.tstc.edu. For questions regarding the use of TSTC Moodle, visit Distance Learning office (956-364-4950) located at Irma Rangel Science & Technology Building (Building W) or at www.harlingen.tstc.edu/dl

GRADING CRITERIA: GRADING SCALE:
- Paired Oral Assignments 10 %  A 90 – 100
- Discussion Board 20 %  B 80 – 89
- Homework 20 %  C 70 – 79
- Quizzes 10 %  D 60 – 69
- Exams: 40 %  F 0 – 59

SCHOLASTIC DISHONESTY:
TSTC expects all students to engage in scholastic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity. Any student found guilty of scholastic dishonesty is subject to disciplinary action. Scholastic dishonesty includes, but is not limited to, cheating on academic work, plagiarism, and collusion. See more details in the Student Handbook, which can be located online at http://harlingen.tstc.edu/handbook

GENERAL EDUCATION PROGRAM ASSESSMENT:
Assignments from this course are subject to being archived for general education assessment. Procedures will follow protocols as prescribed by the research guidelines of the Association for Institutional Research.

ACCOMMODATION STATEMENT:
If you have a documented disability which will make it difficult for you to carry out the work as the instructor has outlined, and/or if you need special accommodations due to a disability, please contact (956) 364-4520 or visit Support Services Office located in the Tech Prep Bldg. (P Bldg.) as soon as possible to make appropriate arrangements.
CLASS POLICIES:
Copyright Statement
The materials used in the course [textbooks, handouts, media files (podcast, MP3, Videos, RSS (Feeds), and all instructional resources on the colleges Learning Management System (Moodle)] are intended for use only by students registered and enrolled in this course and are only to be used for instructional use, activities associated with, and for the duration of the course. All materials generated for this course, which includes but are not limited to syllabi, quizzes, exams, lab problems, in-class materials, review sheets, and any additional materials. These materials may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the Teach Act. These materials may not be reproduced, displayed, modified or distributed without the express prior written permission of the copyright holder or TSTC. For further information contact your instructor.

Communicating with your instructor (MyMail E-mail System)
All official college E-mail to students is sent through MyMail, the official student e-mail system at TSTC Harlingen. When communicating with instructors and/or employees of the college, you are required to use your TSTC MyMail student e-mail address. If you choose to forward your e-mail to another account, please be advised that you must respond from the MyMail account.

TSTC Harlingen faculty, staff, and students are asked to report all threats, perceived or real, immediately to College Police located in the Auxiliary Building. If the threat is imminent, the College Police emergency phone line at 364-4234 or 9-911 should be called. College Police will then coordinate the proper response in accordance with State and federal laws and TSTC System/College rules and regulations.

Communication requirements:
Once the course has begun, the instructor will send most correspondence via TSTC Moodle email. There is a link to your TSTC Moodle email on the course homepage, the "E-mail List" tool. Although you receive notifications to your personal email account, the only way to check this mail is by logging on to the course. Occasionally, the instructor may send correspondence through your TSTC email account, especially before classes begin and during the first week of classes. It is your responsibility to check both of these mail boxes frequently. If you have any questions, you should contact your instructor by using the course email tool. The instructor will make every attempt to respond to your questions within 24 hours, except on weekends and holidays; students are expected to do the same.

If you send your instructor a message, he/she will reply directly to the email account you use. Students should save course emails for future reference. Any technical questions should be directed to Help Desk (956) 364-5000 or contact its Technical Support Services Portal website: http://it.harlingen.tstc.edu

Furthermore, please refrain from emailing your instructor with personal problems,
and/or technical issues, that are outside the instructor and/or the college’s control.

Netiquette:
Please never email or post anything that you wouldn’t say to your reader’s face. Be aware that whatever students send electronically will directly affect others in the class. Please relate to your instructor and classmates in a polite and considerate manner, by using proper language and titles. On you emails and postings always identify yourself and type clearly, briefly, and to the point.

Attendance policy:
 Although attendance may not seem critical in an online course, lack of participation in the course will be considered an absence. If students log into an online course without active participation the first week of classes, they will be considered "no-show" and may be withdrawn from the course.
To keep good attendance you need to log on to the course regularly (at least three times a week) and maintain email communication with the instructor.
Be aware that, a grade must be assigned to every student enrolled in the course at the end of the semester. It is the responsibility of the student to withdraw in order to avoid any undesired grade.

NOTES ABOUT EVALUATION:
Paired Oral Assignments: 10% 
Students will complete audio (oral) recordings while working in pairs (partners). A headphone set (audio and microphone) and Macromedia Flash Player are necessary for completion of oral assignments. The partner must be a fellow class member. It is highly recommended that students find a partner in advance, post their availability via email and/or the Student Café (chat room found on each Lesson at Moodle). Arrange to work online at regularly.

Assignment instructions should be read carefully: Take turns, e.g., if assignment consists of reading/recording yourself with 12 questions; start by reading 6, your partner will record response of answers; then switch roles, your partner now will ask questions (remaining 6) and you will respond. Grade credit will not be given for paired work that is completed without a partner or submitted late.

Discussion Board: 20%
There are 6 Discussion Board topics (see each lesson overview for due dates and details). You are required to post one original message to the current topic, as well as to reply to one of your classmate’s postings, by the deadline stated in the lesson’s due dates. Credit will not be given for messages that are posted past the deadline. The first topic is to introduce yourself. Most topics will be taken from the information on different videos in Spanish. These videos are found in En línea (e-text), in the section called En pantalla under Adelante. Students should watch the videos first in order to be prepared to participate in the Discussion Board. One topic may require to
write a brief essay. This essay should be a Word document, double spaced, using Times New Roman 12 and 1-inch margins. Late work will not be accepted. More details will be posted in course Moodle site.

**Homework 20%**
Students will be asked to complete assignments at least twice a week. For homework assignments, students will be allowed up to three attempts. Your final score for an assignment will be based on your highest score attempt. Assignments are due on the day indicated before midnight (Central Time). (See each lesson overview, so you can plan ahead). Late work will not be accepted.

**Quizzes 10%**
Students will take an orientation quiz and a quiz after completing each lesson (except Lesson 4 and 7). Each quiz (except the orientation quiz) includes material from the different sections presented in that lesson. Quizzes will be only available three days in the course Moodle site and you can attempt it only once. Quizzes will be timed and graded. You will have 20 minutes to take each quiz. The instructor will correct the quiz within 48 hours (excluding weekends). Absolutely no make-up quizzes will be given.

**Exams 40%**
Exam 1 is worth 20% and will cover from Lesson 1 through 4; Exam 2 is also worth 20% and will cover from Lesson 5 through 7. Each exam will cover the following sections: listening, vocabulary, grammar, reading, writing, and culture. After completing the first four lessons, students will have a complete week to make the appropriate arrangements to take exams. Both exams will be **Proctored**. See this website for more details: [http://www.harlingen.tstc.edu/dl/Proctored_Testing.aspx](http://www.harlingen.tstc.edu/dl/Proctored_Testing.aspx) All Distance Learning Proctored Exams will adhere to the Scholastic Honesty outlined in the Student Handbook. For TSTC students in Harlingen, please contact Distance Learning located at Building W (Irma Rangel Technological Building) room 104 or call their office at (956) 364-4950. If you live in a different city, contact the Department of Distant Learning in your college. Absolutely no make-up exams will be given.

Technical issues will occur, but they are not an excuse for late assignments or missing assignments. Students are expected to manage their time so that minor delays due to technical problems do not result in missing deadlines. Students are expected to contact TSTC Technical Support Portal if they experience technical problems: [http://it.harlingen.edu/contact.htm](http://it.harlingen.edu/contact.htm)

**NOTE:** Any changes to this syllabus will be provided in writing to the student and updated on all posted locations (HB 2504, course Moodle sites, building offices, etc.).

_Last Update: July, 25, 2012_