

**Humanities Department: Germantown and Takoma Park/Silver Spring Campuses
Department of World Languages and Philosophy, Rockville Campus**

SPAN 101: Elementary Spanish I

Spring 2023

CRN: 31869

Professor Carla Isabel Naranjo

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Office Hours: please refer to the course Bb site.

This is an **accelerated and blended class/7 week class** that will meet from **January 23 – March 12, 2023**, via **ZOOM from 10:00-11:30am EST/US on Mondays**. In addition, students will complete a significant amount of work on Blackboard during the rest of the week online. *This is considered an accelerated AND blended course, so please expect both in class and online assignments with weekly deadlines. The deadlines for this accelerated/blended course are Wednesdays and Sundays at 11:59pm EST/US each week.*

This class will be taught in a **Structured Remote** format, which means that we will hold live classes virtually online according to the schedule above. Your attendance at all virtual meetings is required, just as in an on-campus class, and regular attendance will be a part of your course participation grade. Instructions for accessing virtual class meetings are found on the course Blackboard site.

***PLEASE NOTE:** This course **does** require access to a microphone and a webcam for weekly live ZOOM classes, Flipgrid/Extempore assignments, and testing via EXAMITY. You will need the following equipment and technology specifications for this class:

- ✓ access to reliable internet on a consistent/daily basis
- ✓ access to a computer or tablet **with a webcam** during the ZOOM sessions
- ✓ access to a computer **with a webcam** for exams via the EXAMITY proctoring platform.

Textbooks and other resources:

This is a Z-course, which means that the textbook and materials are provided to you at no cost. The textbook is *Spanish 1* from Lumen Learning, which is found here: <https://courses.lumenlearning.com/wm-spanish1/>. It is also available through your course Blackboard site. You will need regular internet access to access and study from the digital textbook, as well as other course materials provided.

Course Description:

Welcome to Spanish 101! This 3-credit course is a beginning language course focusing on the study of Spanish language and culture. Students begin to develop the ability to communicate in Spanish through the consideration of cultural themes, language functions, and authentic situations as they acquire the structures and lexicon to work with written language, conversation, and composition. No prior knowledge of Spanish is required. In-class work is supplemented by 20 hours of online work. (HUMD[M]) Three hours each week. Formerly SN 101.

Course Objectives: *Upon completion, the student will be able to:*

1. Communicate in the target language at an elementary level in the skill areas of reading, writing, speaking, and listening.
2. Apply linguistic structures supporting communication at the elementary level of proficiency.
3. Express and appropriately employ the following language functions: greetings, leave-takings, requesting information, asking for assistance, giving, and receiving directions, and expressing opinions.
4. Discuss Hispanic culture and specific cultural practices at the elementary level by using simple sentences.
5. Discuss the relationship between the cultural practices and products under consideration at the elementary level by using simple sentences.
6. Exhibit appropriate sociolinguistic behaviors through oral presentations at the elementary level as these correspond to increasing linguistic ability in Spanish.
7. Produce and present a cultural project at the elementary level.

Preferred Name & Gender Pronouns: This course affirms people of all gender expressions and gender identities. My Preferred Gender Pronouns are she/her/hers. I will honor your request to address you by your preferred name and/or gender pronoun. Please feel free to share your pronouns with me and correct me if a mistake is made. If you have any questions or concerns, please do not hesitate to contact me.

Grading Policy: The final grade will be determined as follows:

Midterm exam	20%
Weekly Quizzes (5 total)	10%
Oral Assignments (Extempore)	10%
Homework via Bb	10%
Participation in ZOOM classes	10%
Discussion Board/Flipgrid	5%
Composition	5%
Cultural Presentation	10%
Cumulative Final Exam	20%

Grade Scale:

A	90 – 100%	B	80 – 89%	C	70 – 79%
D	60 –69%	F	< 60%		

Assignments:

Exams: There will be a **midterm and a final exam** in this course. These exams will consist of the following sections: listening comprehension, grammar, vocabulary, reading, culture, and short compositions. Exams are proctored via **Examity** and are closed book/closed note and timed.

The dates of the exams are stated in the syllabus. ***Please see my policy on missed tests at the end of this syllabus.***

Quizzes: There will be five quizzes throughout the semester. These quizzes may include listening comprehension, grammar, and vocabulary. Quizzes are proctored via Examity and are closed book/closed note and timed. ***Please note that I do not offer extensions for missed quizzes, but I drop the lowest quiz grade at the end of the semester.***

Homework Checks: Your homework is done through Blackboard and is found at the end of each unit (labeled Homework Check). Each unit offers multiple practice activities followed by a final, cumulative comprehension check. When you complete the comprehension check, you will have five opportunities; Blackboard will record your highest score in the Grade Center on Bb.

Class Participation: Active participation in **ZOOM classes** contributes to your learning and is an important factor in your grade. The instructor will monitor student participation according to the following rubric:

A (90-99%)	The student participates with original ideas that show reflection on the material. The student comes to class on time and prepared, takes the initiative in class
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	activities, and shows a positive attitude. S/he/they is respectful with partners and teachers, offers help to partners and constantly seeks to improve her/his Spanish.
B (80-89%)	The student participates voluntarily; however, s/he/they does not stand out in any way from other students in volume or quality of contributions or does not show evidence of preparation. Absent from 2 ZOOM classes.
C (70-79%)	The student attends class but studies/ participates the minimum required; she/he does not show interest in the class and only participates when asked or while doing group/pair work. Absent from 3 ZOOM classes.
D-F (0-69%)	The student does not participate because s/he is absent (mentally or physically) and does not develop rapport with the class. S/he is disrespectful or unenthusiastic. The student must be prodded to begin work, form groups, or participate. The student uses English excessively Absent from more than 3 ZOOM classes.

A NOTE ON TARDINESS:

I begin class on time and make use of every minute with you! Students logging on late to our ZOOM sessions may have to wait in the waiting room if I have started the lesson. Please respect our time. **If there are other factors that are causing consistent lateness, please speak to me so that I am aware of any situation. I understand that things come up in life. Feel free to talk with me!**

Oral Assignments: You will complete oral communication assessments on the Extempore platform over the course of the semester. Using Extempore, you will record short answers to questions posted on Extempore (<https://student.extemporeapp.com/>), our recording software. You should complete these assignments using only the grammar and vocabulary you have learned in the course. Evidence that you have gotten outside help, whether from an individual or an electronic translator, will cause you to get a zero for the assignment.

Discussion Board Posts (via Flipgrid and Blackboard): You will interact in a discussion board format regularly throughout the course via Flipgrid (<https://info.flipgrid.com/>) and the Discussion Board on the course Blackboard site. Your posts should use the vocabulary and grammar covered in the course. In the beginning of the class, you will use both English and Spanish in your posts; later, you will use only Spanish. You will be graded using the following rubric:

1. You post one original submission.
2. You respond to a peer with thoughtful commentary.
3. Your submission shows no evidence of electronic translator use, or grammatical structures that are outside the scope of the course. In other words, you create your own sentences with what you have learned in the course!
4. Your submission uses appropriate punctuation and capitalization if written, and clear/understandable phrases if spoken.

Composition: Students will complete a composition during the second half of the course. You may use your textbook and class notes to complete this assignment. You may not use any other resources or websites. The rubric used for evaluating your composition is posted on Blackboard. Please note that using grammar outside the scope of the assignment will result in a lower grade.

Cultural Presentation: Students will complete a project that deals with an aspect of Hispanic culture. The presentation will be 3 minutes in length, and students will present **in Spanish** through a narrated PowerPoint or other presentation. The topic for the project must be approved by the professor. This project will require research; students will need to use reliable resources and provide a bibliography of their sources following MLA formatting. Students will present their work through the use of technology, such as PowerPoint or Prezi. No more than one 30 second video clip may be used. Students are responsible for presenting their work to the class on the day indicated in the syllabus. More detailed instructions will be provided by your instructor later in the semester.

Students will have two weekly deadlines for this course: **Wednesdays and Sundays at 11:59pm.**

Department Policies:

[Important Student Information Link](#)

*In addition to course requirements and objectives that are in this syllabus, Montgomery College has information on its web site (see hyperlink above) to assist you in having a successful experience both inside and outside of the classroom. It is important that you read and understand this information. The **link above provides** information and other resources to areas that pertain to the following: **student behavior (student code of conduct), student e-mail, the tobacco free policy, withdraw and refund dates, disability support services, veteran services, how to access information on delayed openings and closings, how to register for the Montgomery College alert System, and finally, how closings and delays can impact your classes.** If you have any questions, please bring them to your professor. As rules and regulations change, they will be updated, and you will be able to access them through the link. If any student would like a written copy of these policies and procedures, the professor would be happy to provide them. By registering for this class and staying in this class, you are indicating that you acknowledge and accept these policies.*

Academic Honesty: Montgomery College's policies on academic dishonesty are found under *Section IX* of the [Student Code of Conduct](#). Each student is expected to do his or her own work. Any student found cheating or plagiarizing will be given an F for the assignment. If the same student is involved in a second incident of cheating, the case may be referred to the Student Discipline Committee, a grade of F for the course may be awarded, and/or the student may be dropped from the course.

Classroom Behavior online: Please review the standards of college behavior under *Section X* of the [Student Code of Conduct](#). The college seeks to provide an environment where discussion and expression of all views relevant to the subject matter of the class are recognized and necessary to the educational process. However, students do not have the right to obstruct the faculty member's ability to teach nor the ability of other students to learn. The instructor has the right to determine appropriate conduct in the classroom, and it is expected that students will conduct themselves at all times in a manner that is respectful of their instructor and their peers.

Inappropriate behaviors include (but are not limited to) the following:

1. Using obscene, profane, threatening, or disrespectful language or images in any communications, including ZOOM sessions, emails, discussion boards, video recordings.
2. Sleeping or being disruptive during class time, arguing with the professor or other students, showing disrespect towards the professor or other students, or disrupting the class in any way.
3. Using material such as translator apps, class notes, or other programs during closed-book test-taking.

Technical Assistance: For technical assistance with College-supported IT resources, please contact the Montgomery College IT Service Desk at 240-567-7222 or e-mail them at ITServiceDesk@montgomerycollege.edu. For online support using Blackboard, please see the resources in the Start Here module.

System Downtime: The Office of Information Technology conducts computer network maintenance on Sunday morning from 12:01 AM to 6:00 AM each week. During this time, you may be not be able to access My MC to login to Blackboard. Do not rely on this time to submit course work.

Privacy: Electronic communications do not guarantee privacy. In addition to the instructor, technical staff or administrative personnel may also access the course. Please respect students' privacy; sharing personal information or posting photographs is voluntary, not required.

FERPA: The *Family Education Rights and Privacy Act* prohibits the instructor from discussing a student's grade and performance in the course with anyone but that student. All exceptions/allowances must be submitted in writing by the student.

SPAN101 satisfies a General Education Humanities Distribution requirement (HUMD), a General Education Institutional requirement (GEIR), or a General Education Electives requirement (GEEL). Montgomery College's General Education Program is designed to ensure that students have the skills, knowledge, and attitudes to carry them successfully through their work and their personal lives. This course provides multiple opportunities to develop competency in oral and written communication and critical analysis and reasoning and also fulfills the ***Global and Cultural***

Perspectives course requirement. For more information, please visit the [General Education Program website](#).

Basic Needs Security: Any student who has difficulty accessing sufficient food to eat every day, or who lacks a safe and stable place to live, is urged to contact the Dean of Students Affairs on your campus. Furthermore, please notify the professor if you are comfortable in doing so. This will enable the professor to provide any resources that they may possess. We know this can affect performance in the course and Montgomery College is committed to your success. Please visit the college's [Student Health and Wellness Center for Success website](#) for additional information and resources.

If you are a veteran or on active or reserve status and you are interested in information regarding opportunities, programs and/or services, please visit the [Combat2College website](#)

Sociedad Honoraria de la Lengua Española: Montgomery College has a chapter of the *Sociedad Honoraria de la Lengua Española* (SHLE), an honor society for students who excel in their studies of Spanish at two-year colleges. Ask your instructor for more information about the benefits of membership in the SHLE.

Test-taking procedures & standards (Please review!)

As noted in your syllabus, SPAN 101 will have several quizzes, a midterm, and final exam.

1. All students are expected to take exams during the time frame listed on the syllabus.

Extensions will not be given except for extenuating circumstances (military service, hospitalization, unforeseen circumstances, etc.). If a student misses the exam deadline, it is the student's responsibility to contact the professor as soon as possible to request an extension.

2. Proctored Exams/quizzes: The SPAN 101 exams and quizzes are **proctored using the proctoring service EXAMITY**. Students will register via Examity by providing an ID (University ID or Driver's License) and take a photo to register for use of EXAMITY. The exams are auto proctored, and a **WEBCAM must be on**, and a student must be visible during the exam. Students may use a desktop, laptop, or tablet to complete exams. Access to Google Chrome is required. **Here is a [video](#) that walks students through the EXAMITY process.**

NOTE: I do not offer make up quizzes, but I will drop the lowest quiz grade at the end of the semester.

Please note: Exams/quizzes taken without a webcam will be marked as a "0." No exceptions.

3. Students with DSS accommodation (like double time on tests) must send me the appropriate form(s) before the beginning of the semester to ensure that I can do everything required to meet the accommodation.