

MUSKEGON COMMUNITY COLLEGE
SPANISH 101, Basic Spanish, Section S01, Room 237
Summer, 2009

Instructor: Elena García
MCC Phone #: (231) 777-0445
Home Phone #: (231) 798-4016
Credit Hours: 4
Contact Hours: 8 class hours per week (M-TH: 10:15am - 12:15pm)
Course Dates: May 11 - July 2, 2009
Office: Rm. 243 -A
Office Hours: M,T,W,Th: 9:30am - 10:15am or by appointment
E-mail: Elena.Garcia@muskegoncc.edu
Vistas Online: <http://vistas.vhlcentral.com> (Vistas Supersite signup instructions are on the last page)
Communication: All email communication from MCC to students will be via their MCC email account. CHECK YOUR MCC EMAIL (firstname.lastname@muskegoncc.edu) OR FORWARD IT!

COURSE DESCRIPTION AND OBJECTIVES

Spanish 101 is an elementary introduction to the Spanish language and to Spanish-speaking cultures. This course is designed for students who have *little or no experience* with Spanish. Students with two or more years of high school Spanish should see the instructor before continuing in this course. The student will progress toward developing a basic ability to speak and comprehend spoken Spanish, as well as, to read and write Spanish. Of course, a student's progress is dependent on consistent attendance, daily preparation and active participation during class. The course includes an Internet component. All students must complete assigned *Vistas* Internet Supersite exercises.

PROGRAM OR DEGREE: Associate in Science and Arts Degree
Four year college transfer students (MACRAO Agreement)
Office Systems Education - International A.A.S.

COURSE OBJECTIVES:

This course covers the first 6 lessons of the textbook which includes: common expressions, pronunciation, numbers, telling time, dates, adjectives, present tense of regular and irregular verbs, stem changing verbs, preterit tense of regular verbs; possessive adjectives, *ser* vs. *estar*, and direct and indirect object pronouns, and demonstrative adjectives and pronouns. The primary vocabulary includes common expressions, the classroom, verbs, adjectives, professions, nationalities, family, pastimes, vacations, shopping, clothing, some food and drinks, and places. The course will be conducted primarily in Spanish and the students are expected to speak in Spanish while in class.

TEXT AND MATERIALS Note: MCC Bookstore and Vistas website www.vhldirect.com sells the *Vistas* package and individual purchase items

Required: *Vistas, Third Edition* by José A. Blanco and Philip Donley
Vistas Supersite Access Code (included in a new textbook; if you purchased a used book - you will need to buy the code as an additional purchase)
Spanish 101 Packet for Instructor Elena García (sold in bookstore)
A 1-1½ inch three ring binder for organizing Packet, notes, assignments, and tests.

Highly Recommended: Spanish-English Dictionary - Recommended: *Larousse English Spanish Pocket Dictionary*

Optional: *English Grammar for Students of Spanish* by Emily Spinelli

INSTRUCTOR=S EXPECTATIONS OF EACH STUDENT... If you want to get an A or B you should...

1) **Attend class every day and participate actively. Bring your textbook and 101 Packet to class.** Please turn off cell phones during class and exams and store them in an appropriate non-visible place. Computers are not allowed during class time.

2) **Study at least 2-3 hours every day (1 hour doing Internet activities and exercises).**

Break study time into several study sessions during the day. You are expected to:

- Do assigned homework - refer to Deberes (Weekly To Do list)
- Do Lesson Internet activities on Vistas Supersite and practice textbook exercises.
- Read the textbook on material covered in class. Read ahead to the next topic.
- Review/rewrite notes from class. Review material from previous classes.
- Memorize and practice vocabulary using Internet (or handwritten) Flashcards and vocab lists.
- Review material using Tutorials and Exercises on *Vistas* Supersite.
- Optional: Rosetta Stone computer self study courses (available free on MCC library computers).

3) **Be prepared for class**, including homework and other projects. If you are not prepared on a given day, do not skip class, come to class but please inform the instructor that you are not prepared. If you are consistently unprepared for class, you will not do well in this class.

4) **Listen attentively** to all discussion, questions, and be respectful of other students as well as the instructor. Make optimum use of class time by answering all questions mentally.

5) **Try to speak in Spanish** in class at all times. You must attempt to say it is Spanish and if unable you may request permission to speak in English.

6) **Do your own work** in class and outside of class. **Do NOT use translation services or native speakers to do your work!**

ATTENDANCE

Attendance is required by Board and by Departmental policy. In order to learn a foreign language one must listen to and practice speaking the language. These skills can only be acquired and mastered through constant practice. The principal way to practice these skills is to prepare and actively participate during each class. If you are absent, you cannot participate and practice and for this reason daily class attendance is **CRUCIAL**.

ABSENCES: The summer class is an accelerated class therefore missing class can be very detrimental. There will be no penalty for the first three (3) missed classes. After that, however, each absence will reduce your final grade by two percentage point, regardless of the reason. In other words, it is not necessary to explain why you missed class. You have 3 free absences, use them wisely. Reserve your absences for when you are really sick, doctor's appointments, funerals, athletic activities, family emergencies, etc. **ONLY Exception: If you have the H1N1 flu, do not come to class! For H1N1 exception, you will need a Dr.'s note to excuse you of any additional absences.**

ARRIVING LATE AND LEAVING EARLY: In general, walking into class late or leaving early is disruptive to the class and will count as $\frac{1}{2}$ absence and will be factored into your grade. Partially missed class will count as $\frac{1}{2}$ absence. Please try to arrive on time!

NOTE: Perfect attendance is rewarded with extra credit points.

HOMEWORK

Homework will be assigned from the textbook and handouts as indicated by the instructor. You are expected to complete assignments prior to class, *not in class!* If you are consistently unprepared for class, your grade will be affected. In addition, you are **required to do the corresponding Vistas Internet Supersite exercises for which you will receive a percentage grade.**

ABSENCE AND HOMEWORK: You are responsible for finding out from your instructor (or from a classmate) what was covered in class and the assignment(s) given during your absence(s) in order to have the work ready to submit on the next class day. **Absence is not an excuse for being unprepared!**

WRITING

You will be required to write several short compositions throughout the term, outside of class and during tests. Each composition will need to incorporate the topics, vocabulary, and grammar covered in class. The compositions will be evaluated according to these four criteria: Content & Organization, Vocabulary, Grammar, Spelling/Accents/Punctuation.

ORAL COMMUNICATION

Your Oral Work grade will be based on:

- 1) your overall class participation, being prepared, attitude and attempting to speak primarily in Spanish (one third of grade) Note: a high grade requires active participation (participating when not called upon and volunteering) not passive participation (answering only when called upon)
- 2) two oral presentations in front of class (two thirds of grade)
These presentations consist of speaking in Spanish for a minimum of 1 minute without the use of notes.

LISTENING AND READING COMPREHENSION

There will be several listening and reading comprehension tests. The listening and reading components will be weighed separately in the final grade calculation as indicated below.

EXAMS AND TESTS

Exams: There will be two major exams: 1) Midterm Exam; 2) Final exam.

Both the midterm and the final exam are cumulative.

Tests: There will be a test given for each lesson as it is covered in the term.

Quizzes: Quizzes will be given on assigned material occasionally (no make ups), quizzes - all together - will count as one test grade

Test/Exam Make-up Policy: There are NO MAKE UP TESTS/EXAMS except...

If you know that you will not be able to take an exam or a test on the scheduled date **and** you have a legitimate excuse, see the instructor to arrange an alternate time to take the exam. **If you are absent the day of the exam, you must present documented proof of illness or of some other calamity in order to be able to make it up. Otherwise, you will receive a zero.**

FINAL EXAMS KEPT ON FILE

Final Exams will be kept on file for **one month** following the exam date. If you wish to see your exam you must contact the instructor within one month of the exam. After that date, the exams will be destroyed.

GRADING: *Final Grade: Components and Weighting*

Oral Comm.	15%	Reading Comprehension:	5%	Lesson Exams:	15%
Compositions:	15%	Listening Comprehension:	5%	Midterm Exam:	15%
Homework:	10%			Final Exam:	20%

Grading Scale: A 93 -100 B+ 87-89 C+ 77-79 D+ 67-69 E 1-59

A- 90-92 B 83-86 C 73-76 D 63-66

B- 80-82 C- 70-72 D- 60-62

TUTORING

The Foreign Language Department recommends tutoring for anyone who is studying a foreign language for the first time. A foreign language can become overwhelming very quickly! We also recommend tutoring for anyone who feels they could use a little extra help or practice. MCC provides **free** tutoring services through the College Success Center (CSC). If you are interested in receiving tutoring, please request a tutor through CSC. I recommend you sign up early so that a tutor can be found and the arrangements made. Get a head start by getting a tutor. Take advantage of all the resources available!

COURSE WITHDRAWAL

You may withdraw from the course at any time up until the Final Exam. After the midterm, please complete the withdrawal form and submit it to the instructor for signature. If you stop attending class for more than two weeks without notifying the instructor you will be automatically withdrawn from the course.

STATEMENT ON STUDENT ASSESSMENT AND ACCREDITATION

Muskegon Community College is fully accredited by the Higher Learning Commission located in Chicago. The College is currently seeking reaccreditation by completing a two-year process called a self-study. Accreditation helps ensure students that they are receiving a quality education and can transfer to other colleges and universities with ease and confidence. MCC is committed to an essential part of the reaccreditation process: assessing student learning. You may be asked to participate in assessing student academic achievement this semester by doing such things as:

- Evaluate your class and your instructor by completing a Student Opinion Survey, usually given toward the end of the semester.
- In some classes, you will find that one hour of class time may be devoted to completing a test of your general knowledge. Your performance on this test will not affect your grade in this course or your status in the College.
- You may also be asked to be part of a group of students who will be interviewed or surveyed about their views of the College's strengths and weaknesses.

If you have any comments you would like to make about the quality of education at MCC, please email the College's assessment coordinator at this address: studentscount@muskegoncc.edu

STATEMENT ON MCC EMAIL

All email communication originating from MCC to students will be via their email account. CHECK YOUR MCC EMAIL FREQUENTLY.

STATEMENT ON STUDENT BEHAVIOR

Muskegon Community College is a community of scholars whose members include administrators, faculty, staff, and students. Mutual respect and civility are expected in the classroom or other college academic settings, as well as, in any communication.

- MCC has the duty of providing students with privileges, opportunities, and protections that best promote learning;
- Students have the right to a non-threatening learning environment;
- Students have the responsibility to refrain from infringing on the right of others to learn or the right of teachers to teach; and
- Any student whose behavior disrupts learning may be subject to disciplinary action as outlined in the *Muskegon Community College Student Handbook/Planner*.
- **Please turn off cell phones during class and exams and store them in an appropriate non-visible place. Computers are not allowed during class time.**

ACADEMIC INTEGRITY POLICY

Muskegon Community College expects that all faculty and students will adhere to high standards of personal and academic honesty. This means that all academic work will be done by the student to whom it is assigned without unauthorized aid of any kind. Faculty members, for their part, will exercise care in the planning and supervision of academic work so that honest effort will be positively encouraged.

Academic dishonesty consists of, but is not limited to:

- A. **Cheating.** Cheating is defined as using or attempting to use, giving or attempting to give, and obtaining or attempting to obtain, materials or information, including computer material pertaining to a quiz, examination, or other work that a student is expected to do alone. **Please note that this includes the use of outside native speakers, translation services available through the Internet or any other language services available.**
- B. **Plagiarism.** Plagiarism is defined as the use of another's words or ideas without acknowledgement.
- C. Penalties for violation of these standards of conduct may result in sanctions of up to and including suspension or expulsion from MCC.

STATEMENT ON DISPUTE RESOLUTION PROCESS

Should a student not agree with a faculty member's decision or actions as they may relate to this policy, the following steps shall be followed:

1. A student suspected of academic dishonesty shall be notified in writing within two school days of the time the violation is discovered. Copies of the written notification shall also be filed with the department chair and Vice President of Student Services.
2. The student should try to reach resolution of the matter through direct discussion with the involved faculty member within three (3) school days of the written notification.
3. If the matter is not resolved in Step 2, the student shall bring the matter to the attention of the department chairperson of the involved faculty member.
4. If the matter is not resolved at the department chairperson level, the student shall bring the matter to the attention of the Vice President for Academic Affairs who shall render a decision within five school days of the receipt of the dispute information.
5. If a satisfactory solution is not reached at the Step 4 level, the student may file a written request with the Vice President of Student Services for a hearing before the disciplinary board. This meeting shall be held not more than 20 days following the written request. A student may request a hearing before the disciplinary board. The disciplinary and judicial procedures are outlined in the *Muskegon Community College Student Handbook/Planner*.

How to set up your VISTAS Supersite account and enroll in your Instructor's course

Overview

So that you can see your assignments and due dates, receive important announcements, and communicate with your Instructor, you will need to set up an account on the **VISTAS** Supersite, and then enroll as a registered student in your Instructor's course.

Instructions

1. Go to
2. On the "*Already have an account?*" screen, follow the on-screen instructions. Select the choice that best applies, then click continue to move to the next step.
3. On the "*Login information*" screen, follow the on-screen instructions. You will be asked to either:
 - Enter a username and password if you already have an existing account. Click **Verify** after entering the requested information. Once you receive a boxed, red confirmation message that the information you entered is valid, click **Continue** to move to the next step.
 - Or enter a username and email address if you do not have an account or are not sure. Click **Search** after entering the requested information. Once you receive a boxed, red confirmation that the information you entered or chose is valid, click **Continue** to move to the next step.
4. On the "*Instructor or student*" screen, select the choice that best applies to you, then click **Continue** to move to the next step.
5. On the "*Enter your passcode*" screen, follow the on-screen instructions. Note that you can redeem passcodes for different sections of the Supersite. Be sure to read the on-screen instructions carefully. After entering your passcode(s) and clicking **Redeem**, wait for a boxed, red confirmation that the passcode(s) is valid. After the confirmation message appears, click **Continue** to move to the next step.
6. On the "*Confirm information*" screen, you need to review your account information and enter your personal information. When done, click **Continue** to move to the next step.
7. On the "*School Region*" screen, find your school by selecting **Colleges/Universities in Michigan**.
8. On the "*School Name*" screen, select **Muskegon Cmty College** from the list of schools.
9. From the list of available courses on the "*Course information*" screen, select **Spanish 101 - Summer 2009** taught by instructor **Elena Garcia**, from **May 11, 2009** to **Jul 02, 2009** and the section labeled: "**Span 101 S01**":
 - Location:** Room 237
 - Day(s)/Time(s):** MTWTH 10:15 - 12:15
10. You are now at the "*Complete*" screen. Click the **Print** link to print a copy of your account information for future reference.