

Instructor                 Dania Varela  
Office                       Trailer 541-Room 104  
Office                       Tuesdays 10:30 - 12 Noon  
  
Hours                        Thursdays 11 - 1:30 pm.  
E-mail                       Webcourses email is the preferred method of communication.

### **Course Information**

Course Name                Elementary Spanish Language and Civilization I  
Course ID & Section        SPN 1120  
Credit Hours                4  
Semester                    Fall 2017  
Location  
                                  BA1 - Room 0110  
and  
                                  Tuesdays 12 - 1:15 p.m.  
Meeting Time

### **Course Description (Catalog)**

Elementary Spanish Language and Civilization I introduces the student to Spanish culture through the major language skills: listening, speaking, reading, and writing. Open only to students with no experience in this language.

\* This course is not open to native or heritage speakers of Spanish. Please consult with an advisor in the Modern Languages department for proper placement in a course.

### **Prerequisite**

None

### **Course Goals and Objectives**

The proficiency goal of SPN 1120 is that, upon successful completion of the course, students will communicate in Spanish at the Novice Mid to Novice High levels, based on ACTFL's (American Council on the Teaching of Foreign Languages) Proficiency Guidelines. Students at this level are able to:

- communicate on very familiar topics using words, phrases, and memorized expressions
- write lists, memorized phrases, messages, and notes on familiar topics
- recognize familiar words, phrases, and simple sentences related to everyday life in speech and writing

- demonstrate an understanding of relevant practices, perspectives, and products of the target culture

### **Required Texts**

Arriba Package for University of Central Florida 1/e

Author: Zayas-Bazan

ISBN-13: 9781323334027

Campus Store (Barnes and Noble): \$230.95

CB&S Bookstore (Follett): \$215.50

Textbook Solutions: \$195.00

This text must be purchased from one of the UCF affiliated bookstores above. This is a custom edition for UCF. You may not buy this book from any other source. This book may also not be rented, from any bookstore or other source.

### **Please consider the Short Term Advance for Books option:**

<https://finaid.ucf.edu/receiving/funds-for-books/> that is offered by the university in case you are concerned about not receiving your financial aid disbursement in a timely fashion.

This textbook will be used for the following courses:

SPN 1120C Spanish Language and Culture I

SPN 1121C Spanish Language and Culture II and

SPN 2200 Intermediate Spanish Language and Culture I

Your access code is good for 24 months allowing adequate time to complete the sequence of three classes.

### **Supplies and Tech Requirements**

- A reliable computer capable of supporting Webcourses [Computer Set-Up](#) and [MySpanishLab](#)
- Speakers or headphones
- A microphone (built-in or external)
- A webcam
- A dependable Internet Service Provider (ISP) with high-speed internet access

- If you experience any technical issues it is your responsibility to deal with them in a timely fashion. It will not be acceptable to turn in presentations or other recordings via email.
- Students should only use Firefox or Chrome when working through content in both Webcourses and MySpanishLab

STUDENTS IN DORMS NEED TO USE A HARD NETWORK AS FREQUENTLY THE WI-FI SERVICE IS NOT DEPENDABLE.

ANY TECH ISSUES IN WEBCOURSES SHOULD BE DIRECTED TO WEBCOURSES @UCF SUPPORT, NOT YOUR INSTRUCTOR.

TEST YOUR FLASH SETTINGS AND CAMERA AHEAD OF TIME USING [PROCTORHUB.CDL.UCF.EDU](http://PROCTORHUB.CDL.UCF.EDU) PRIOR TO COMPLETING ANY ASSESSMENT. FOLLOW THE SET OF LINKS UNDER STUDENTS.

TAKE YOUR COMPUTER TO TECH COMMONS IF YOU CONTINUE TO EXPERIENCE ISSUES.

### **Recommended and Approved Resources**

- Your textbook
- A Spanish/English dictionary
- [Online Spanish/English Dictionary \(Links to an external site.\)](#)[Links to an external site.](#)

### **Attendance Policy/Course Requirements**

Your attendance for this course will be measured by the assignments and assessments that you submit online, as well as face-to-face attendance in class. In order to succeed in this course, it is necessary that you participate fully by completing assignments on time and contributing to all learning activities.

You should expect to spend 15-20 hours per week on Spanish coursework. This time includes online instruction, vocabulary review, grammar and vocabulary tutorials, practice activities, graded homework assignments, graded LiveChat activities, writing assignments, and graded quizzes.

Attendance is required at all class meetings. However, the instructor understands that on occasion, it may be necessary for students to be absent. Students are permitted two absences for any reason whatsoever. For each absence after the two permitted absences, 2% points will be deducted from the final grade, up to a maximum of 10% of the final grade.

Official documentation must be provided in order for any absences to be excused. Religious holidays, court attendance, military service, or death in the immediate family are considered excused absences by UCF. It is the student's responsibility to provide valid, written proof such as an official letter or note with a seal, stamp, or letterhead in a timely manner, Students are

required to contact the instructor as soon as possible and turn in any documentation no later than the number of days of excused absences plus one.

Students are responsible for contacting another classmate regarding missed material in the event of an absence. You may do this through the [El Café discussion board](#) in Webcourses.

As of Fall 2014, all faculty are required to document students' academic activity at the beginning of each course. In order to document that you began this course, please complete the [Syllabus Quiz](#) (See below) by the end of the first week of classes or as soon as possible after adding the course, but no later than August 25th. Failure to do so may result in a delay in the disbursement of your financial aid.

### **Assignment Submission, Missed Assignments, Make-Up Policy**

The submission location for assignments and assessments will vary for each type of assignment, and may be in class, in Webcourses, and/or in MySpanishLab, which you will access through your modules in Webcourses. Deadlines for assignments completed in Webcourses and MySpanishLab are based on Eastern Standard Time.

Generally, there are no permitted make-ups for missed assignments. MySpanishLab homework activities will incur a 10% penalty per day late automatically deducted, up to a maximum of 100% deduction.

Only on rare occasions and for extenuating circumstances (religious holidays, hospitalization, court attendance, military service, or death in immediate family) will your instructor accept late work. Valid, written documentation (an official letter or note with a seal, stamp, or letterhead) must be provided in order for missed assignments to be accepted. If the instructor allows any late assignment submissions, the student has the number of days he/she was excused for plus one to provide proper documentation as well as to make up any missed work.

Final Exams will not be administered early or accepted late under any circumstances.

### **Online Communication**

Since Webcourses email is the most direct and frequent line of communication between you and the instructor outside of class, you are encouraged to be thoughtful and courteous in your communication as well as to be diligent about checking and responding to emails. Your instructor will make every effort to respond to your messages and help requests, at the latest, within 48 hours Monday through Friday, but most likely it will be sooner.

Assignment information will be posted in a number of places, so it is important to check all of the following on a daily basis: Webcourses Inbox, the Announcements section of Webcourses, the Modules section of Webcourses, the Calendar in Webcourses.