

# Course Syllabus

## Instructor Contact

**Instructor** Rita De Luca Guerriero  
**Office** CHN 506A  
**Office** Monday 11:30am-12:20pm  
**Office** Tuesday 12:00pm- 3:00pm  
**Hours** Wednesday 11:30am-12:20pm  
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## Course Information

**Course Name** Elementary Spanish  
Language and Civilization I  
**Course ID & Section** SPN 1120-0M01  
**Credit Hours** 4  
**Semester** spring 2017  
**Location** BA1 0209  
**and**  
**Meeting Time** 2:30pm- 3:20pm

## 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): **\$228.55**

CB&S Bookstore (Follett): **\$213.25**

Textbook Solutions: **\$200**

**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: [Short Term Advance 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 Civilization I**

**SPN 1121C Spanish Language and Civilization II and**

**SPN 2200 Intermediate Spanish Language and Civilization 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. ONCE THE ISSUE HAS BEEN RESOLVED YOU MAY SHARE THIS INFORMATION WITH YOUR INSTRUCTOR.**

**TEST YOUR FLASH SETTINGS AND CAMERA AHEAD OF TIME USING [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](#)

## 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, 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.

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 January 12th. 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.

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.

### **Evaluation and Grading**

| <b>Letter Grade</b> | <b>Percentage</b> |
|---------------------|-------------------|
| <b>A</b>            | 90 – 100 points   |
| <b>B</b>            | 80 – 89.99 points |
| <b>C</b>            | 70 – 79.99 points |
| <b>D</b>            | 60 – 69.99 points |
| <b>F</b>            | 0- 59.99 points   |

| <b>Assignment</b>                                    | <b>Percentage of Grade</b> |
|--|----------------------------|
| <b>MySpanishLab Online Activities (MySpanishLab)</b> | 20%                        |
| <b>Classroom Participation</b>                       | 10%                        |
| <b>Lesson Quizzes(Webcourses)</b>                    | 20%                        |
| <b>Writing Activities (In Class)</b>                 | 15%                        |
| <b>Speaking Activities(MSL LiveChat/Wespeke)</b>     | 15%                        |
| <b>Final Exam(In Class and on Webcourses)</b>        | 20%                        |
| <b>Total</b>   | 100%                       |

## **Final Grades**

It is the student's responsibility to keep track of assignments and calculate grades throughout the semester based on the grades posted in Webcourses.

Please note that final grades will NOT be rounded up. That means, for example, a percentage grade earned between 89.01 and 89.99 will be reported as an overall letter grade of B.

## **MySpanishLab Online Activities**

MySpanishLab is one of the two learning management systems you will use in this course. The activities assigned in MySpanishLab can be found in the modules for that chapter in Webcourses. The activities assigned represent extensive practice that will assist students to internalize the language. Homework will need to be completed by the dates that appear in Webcourses. Late homework is accepted with a 10% reduction for each day it is late. Submissions after 9 days from the due date will result in zeros. As with any website, you might experience technical issues. Make sure you report these issues to the MySpanishLab tech

support. This information can be found in the Tech Support section of the Getting Started with MySpanishLab Module.

### **Classroom Participation**

Regular and active participation in activities in the classroom is essential to learning Spanish. You will be evaluated on the quality and frequency of your participation in class.

### **Lesson Quizzes**

You will complete five quizzes online in Webcourses after completion of each chapter. It is your responsibility to ensure that your camera is working prior to starting these assessments. Additionally Lesson Quizzes will need to be completed using Proctor Hub. Failure to record your submission using Proctor Hub will result in a 0 grade for the quiz. Before each lesson quiz, please be sure to complete the [Practice Quiz](#) found in each module to ensure that your camera is working.

### **Writing Activities**

You will complete 3 writing activities on a variety of topics pertinent to the course material. You will be graded on your ability to communicate meaning in written Spanish, on your use of vocabulary and communicative functions learned in the course and appropriate to the novice level. Each of these three writing activities will also have a Rewrite component. Due dates can be found in the Course Calendar. Your instructor will provide more specific details.

### **LiveChat/WeSpeke Activities**

You will complete 5 speaking activities throughout the semester. These are impromptu conversations with your classmates that can be accessed through the Modules in Webcourses. These LiveChats may be completed with a minimum of 2 but no more than 3 students. Your instructor will provide you with more details for each activity as well as the due dates. The purpose of the LiveChats is to assess your ability to communicate orally in Spanish in the interpersonal mode. Keep in mind that although you are completing this assessment in an online setting, certain presentational decorum is expected. Please make sure you are working in a quiet, distraction free environment. You should be fully dressed with your person covered, seated in a chair or standing where your camera may adequately capture your submission. Additionally, please do not use any language that would be deemed inappropriate in a classroom setting.

### **Final Exam**

You will complete portions of the final exam both in class and in Webcourses. The exam will test your abilities to listen, read, write and speak in Spanish. Your instructor will post the deadline for the final exam. Again, note that there will be an in class as well as an online portion of this exam. The in class portion of the final exam will correspond to UCF's final exam schedule. While your instructor will most certainly share the date of this portion of the final with you, it is also your responsibility to make sure that you plan accordingly to present yourself on

said day, as the dates for the in class and online portions may differ. The final exam will be comprehensive and cumulative. No late exams will be accepted.

### **Extra Credit**

No extra credit will be accepted.

### **Incompletes**

A grade of INCOMPLETE will not be given under any circumstances. There are **NO EXCEPTIONS**.

### **Accessibility Statement**

It is my goal that this class be an accessible and welcoming experience for all students, including those with disabilities that may impact learning in this class. If anyone believes the design of this course poses barriers to effectively participating and/or demonstrating learning in this course, please meet with me (with or without a Student Accessibility Services (SAS) accommodation letter) to discuss reasonable options or adjustments. During our discussion, I may suggest the possibility/necessity of your contacting SAS (Ferrell Commons 185; 407-823-2372; sas@ucf.edu) to talk about academic accommodations. You are welcome to talk to me at any point in the semester about course design concerns, but it is always best if we can talk at least one week prior to the need for any modifications.

The instructional media and materials for this class are accessible to students with disabilities. Students who are having difficulty accessing them should contact the faculty member.

### **Academic Honesty**

Every student is expected to do his/her own work in its entirety. Presenting another's ideas, arguments, words or images as your own, using unauthorized material, or giving or accepting unauthorized help on assignments or tests - contradict the educational value of these exercises. Students who attempt to obtain unearned academic credentials that do not reflect their skills and knowledge can also undermine the value of the UCF degrees earned by their more honest peers. Please feel free to ask what is acceptable and what is not.

Plagiarism and cheating of any kind on an examination, quiz, or assignment may result in an "F" for that assignment, may (depending on the severity of the case) lead to an "F" for the entire course, and may be subject to appropriate referral to the [Office of Student Conduct](#) for further action. See the [UCF Golden Rule](#) for further information. Your instructor will assume for this course that you will adhere to the academic creed of the University and will maintain the highest standards of academic integrity. Your instructor will not bend or break rules for one person that will not apply to everyone.

The use of electronic translators or human assistance to complete your work is a violation of UCF's academic honesty policy. If you have any doubts about what is acceptable assistance and what is not, please ask your instructor.

Any work submitted that contains phrases, structures, or tenses not studied in the course or that in any way indicates that electronic or human assistance has been used may result in an “F” for the assignment, an “F” for the course, and referral to UCF's Office of Student Conduct.

You are responsible for familiarizing yourself with these rules of conduct and abiding by their precepts.

### **Disability Statement**

The University of Central Florida is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Students with disabilities who need accommodations in this course must contact the professor at the beginning of the semester to discuss needed accommodations. No accommodations will be provided until the student has met with the professor to request accommodations. Students who need accommodations must be registered with [SAS](#), Student Resource Center Room 185, phone (407) 823-2372, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the professor.

### **Copyright**

This course may contain copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance the learning environment. Please do not copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.

### **Third-Party Software and FERPA**

During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these could be required assignments, you need **not** make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identity-sensitive information. If you have any concerns about this, please contact your instructor.

### **Internet Usage**

You will be expected to have “daily” access to the internet and email, since I will be emailing and contacting you “regularly” about assignment updates, additions and changes. All students at UCF are required to obtain a [Knight's Email account](#) and check it regularly for official university



communications. If you do not own a computer, there are computer accessible to you in all UCF's computer labs, and most computer labs have computers connected to the internet. For further information on computer labs, please see the following website: [Computer Labs](#).

## **Student Conduct**

UCF faculty support the UCF Creed. Integrity - practicing and defending academic and personal honesty - is the first tenet of the UCF Creed. This is in part a reflection of the second tenet, Scholarship: - I will cherish and honor learning as a fundamental purpose of membership in the UCF community. - Course assignments and tests are designed to have educational value; the process of preparing for and completing these exercises will help improve your skills and knowledge. Material presented to satisfy course requirements is therefore expected to be the result of your own original scholarly efforts.

Academic integrity will be appraised according to the student academic behavior standards outlined in The Golden Rule of the University of Central Florida's Student Handbook. See [UCF Golden Rule](#) for further details.

## **Title IX**

Title IX's implementing regulation provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. The University receives federal financial assistance so Title IX applies to UCF's programs – and, by extension, provides protections to UCF students.

### [Title IX Overview](#)

## **Diversity and Inclusion**

The University of Central Florida recognizes that our individual differences can deepen our understanding of one another and the world around us, rather than divide us. In this class, people of all ethnicities, genders and gender identities, religions, ages, sexual orientations, disabilities, socioeconomic backgrounds, regions, and nationalities are strongly encouraged to share their rich array of perspectives and experiences. If you feel your differences may in some way isolate you from UCF's community or if you have a need of any specific accommodations, please speak with the instructor early in the semester about your concerns and what we can do together to help you become an active and engaged member of our class and community.

## **Religious Observances**

Faculty should include in their syllabi procedures for resolving conflicts between the normal class schedule and major religious observances. Students are expected to notify their instructor in advance if they intend to miss class to observe a holy day of their religious faith. Here is a list of the [major religious holidays](#) in a number of faiths. For more details about these and other holidays the Office of Diversity Initiatives at 407-823-6479.

## **Deployed Active Duty Military Students**

If you are a deployed active duty military student and feel that you may need a special accommodation due to that unique status, please contact your instructor to discuss your circumstances.

## **UCF Cares**

During your UCF career, you may experience challenges including struggles with academics, finances, or your personal well-being. UCF has a multitude of resources available to all students. Please visit [UCFCares.com](http://UCFCares.com) if you are seeking resources and support, or if you are worried about a friend or classmate. Free services and information are included for a variety of student concerns, including but not limited to alcohol use, bias incidents, mental health concerns, and financial challenges. You can also e-mail [ucfcares@ucf.edu](mailto:ucfcares@ucf.edu) with questions or for additional assistance. You can reach a UCF Cares staff member between 8 a.m. and 5 p.m. by calling 407-823-5607. If you are in immediate distress, please call Counseling and Psychological Services to speak directly with a counselor 24/7 at 407-823-2811, or please call 911.

## **Disclaimer Statement**

This syllabus may be altered, at the instructor's discretion, during the course of the term. It is the responsibility of the student to make any adjustments as announced.

## **Syllabus Quiz**

After having read the syllabus above, please complete the [Syllabus Quiz](#) in Webcourses.