

## SYLLABUS SPANISH 100 A OTOÑO 2012

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*Oficina:* Comenius 410

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*Horas de Oficina:* M W 11:00-12:00, Th 11:30 – 12:30 and by appointment

*Materiales:* Zayas-Bazán, Eduardo and Susan M. Bacon, *¡Arriba! Comunicación y cultura*, (Sixth Edition)  
Volume 1, Custom Edition for Moravian College

*Student Access Code for MySpanishLab*

*Oxford New Spanish Dictionary*

**COURSE CODE** For MySpanishLab: **CRSKLUX-12445** (Section 100 A ONLY)

**Welcome to Spanish 100!** This course is the first in a three-semester language sequence designed to help you achieve basic proficiency in Spanish by developing skills in reading, writing, conversation, and comprehension, and by broadening your cultural understanding of the Spanish-speaking world.

**Español 100** will focus on Lessons 1 - 5 of *¡Arriba! Comunicación y cultura*. Students will be able to communicate about aspects of daily life in home, school, and community in conversation and in writing in the present tense. Students will have a general understanding of geography and cultural realities of the Spanish-speaking world, with particular focus on Spain, Mexico, Guatemala, El Salvador, Honduras, Costa Rica, Nicaragua and Panama.

**Asistencia (Attendance).** Each absence beyond the third will result in one point taken off your final grade. Save these three absences for illness, emergency, participation in sports events, etc.

**Excused absences and make-up work.** To have an absence excused, you must notify me by telephone or email BEFORE the class of the reason for the absence. If an absence is excused, you may make up written work or quizzes missed. The work must be made up by the next class meeting unless you make other arrangements with the instructor.

**Nota de clase (Class grade).** You will receive a class grade every day. If you arrive on time and are prepared, the grade will be 100%. If you are late, you lose 25%. If you are not prepared, you lose 50%.

**What is MySpanishLab?** It is a website with a wealth of resources for you at [www.myspanishlab.com](http://www.myspanishlab.com). *MySpanishLab* contains many activities assigned as homework, but in addition it has other useful resources: Your entire textbook is there in electronic form. There are tutorials in English and Spanish grammar. There are vocabulary flashcards and PowerPoint presentations of the grammar lessons. There is a glossary. There are audio and video materials, including cultural lessons in video. This syllabus and other useful documents are also available online at *MySpanishLab*. You will not have time to use everything that is there but I hope you will at least become familiar with what is available so you can use what will most help you or what most interests you. To access *MySpanishLab*, you must have the code you purchased with your textbook at the bookstore. After you use that code to create your MSL account, you will need the section code, which is **CRSKLUX-12445**.

**Preparation.** You have received a calendar with a list of activities in the textbook and in MSL that you must complete before each class. What is your goal as you prepare for class? It should *NOT* be “to get the homework done”. It should be to *master the material*, whether learning vocabulary, learning verb forms, or understanding concepts. The assignments in your book and in *MySpanishLab* are tools to that end. The assignments are *NOT* the end.

Before you begin any activity, *know what it’s for and what you should get from it*. Will it help you learn vocabulary? Will it allow you to practice a grammar application? Will it let you practice your reading skills? If it is a reading or writing activity, is it focused on some particular vocabulary or grammar concept? *Ask yourself these questions before beginning any activity.*

### FORMAT FOR WRITTEN WORK

*I will accept ONLY written work that follows these formats:*

#### **Handwritten:**

1. Use smooth-edged paper (no spiral notebook tear-outs)
2. Write the due date of the assignment at the top of the paper.
3. Clearly label each activity.
4. Write QUESTIONS AND answers. This includes writing audio questions. Answer in complete sentences unless otherwise directed.
5. Write NEATLY on ***every other line***.
6. This applies to written activities from MSL and from the textbook.

#### **Typed:**

1. Use **16 pt** Times New Roman or Arial.
2. Write the due date of the assignment at the top of the paper.
3. Double or triple space. (I prefer triple, but if there are several activities and this will cause you to use a lot of paper, double is all right.)
4. Clearly label each activity.
5. Write QUESTIONS AND answers. This includes writing audio questions. Answer in complete sentences unless otherwise directed.
6. This applies to written activities from MSL and from the textbook.

**Quizzes (*Pruebas*):** There will be a vocabulary quiz part way through each chapter and an end-of-chapter quiz covering grammar and culture after every chapter except Chapter 5. For the vocabulary quizzes you will need to know the words and expressions from English to Spanish. Be sure to study them that way.

**Compositions. (*Composiciones*)** There will be one brief “composition” at the end of each chapter. Be sure to follow the format for written work.

**Final Oral Evaluation.** This will take place at the end of the semester in an individual meeting with the instructor. Specific information will be given in class. Prepare by participating in class every day.

**Academic Honesty.** Please refer to the Academic Honesty Policy section in the Student Handbook. In addition, be advised that improper use of the dictionary *or use of online translating services* for written assignments will result in a grade of zero. *Proper* use of your dictionary is 1) looking up words in the Spanish-English part from reading assignments and 2) looking up words in the English-Spanish part that you have learned but don't remember. **Your written work should never include any vocabulary or grammar that we have not covered this semester.** Such work will be rejected.

Because written work is graded, you must do it independently. Copying homework or allowing your work to be copied are violations of the Academic Honesty Policy.

**Examen final:** The final exam is cumulative. The final exam for Spanish 100 A will be Thursday, Dec. 13, at 1:30 p.m. The final exam for Spanish 100 C will be Monday, Dec. 10, at 1:30 p.m.

**Classroom expectations.** Students are expected to show respect for all present by

- arriving on time.
- not eating during class.
- turning off phones etc. and putting them away.
- not wearing hats that prevent eye contact.
- refraining from private conversations during class.
- remaining in the classroom for the entire class period.

**Nota final** (Final grade):

Vocab quizzes ( <i>Pruebas de vocabulario</i> ) (5)	30%
End-of-chapter quizzes ( <i>Pruebas de fin de capítulo</i> ) (4)	30%
Class grade ( <i>Nota de clase</i> )	10%
MSL machine-graded activities	5%
Compositions and other written work	5%
Final oral evaluation	5%
Final exam	15%

**Grades:**

A 93 - 100	B 83 - 86	C 73 - 76	D 63 - 66
A- 90 - 92	B - 80 - 82	C - 70 - 72	D - 60 - 62
B+ 87 - 89	C + 77 - 79	D + 67 - 69	F 0 - 59

**Accommodation for Disability.** Students who wish to request accommodations in this class for a disability should contact Elaine Mara, assistant director of learning services for academic and disability support, at 1307 Main Street, or by calling 610-861-1510. Accommodations cannot be provided until authorization is received from the Academic Support Center.