

## SYLLABUS SPANISH 100 PRIMAVERA 2014

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*Horas de Oficina:* M W 10:20-11:20, 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: CRSKLBP-2029185**

**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 and Mexico and the Spanish-speaking countries of Central America: 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 v. unexcused absences.** If an absence is excused, you may make up written work that was due or quizzes missed. To have an absence excused, you must notify me by voice mail or email BEFORE the class of the reason for the absence. The work (homework or quiz) must be made up by the next class meeting unless you make other arrangements with me. I reserve the right to require documentation, though usually I will not unless your absence extends to two or more classes, or falls on the day of a quiz.

**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%. If you are not there and the absence is unexcused, your grade is 0%.

**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. If you already have an account, you will not need a new access code unless you purchased it more than a year ago.

Once you have an MSL account, you will need the section code, which is **CRSKLBP-2029185**.

**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*. Is it designed help you learn vocabulary? Is its purpose 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:**

- Use smooth-edged paper (no spiral notebook tear-outs)
- Write the due date of the assignment at the top of the paper.
- Clearly label each activity.
- Write QUESTIONS AND answers. This includes the questions or prompts in audio activities. Answer in complete sentences unless otherwise directed.
- Write NEATLY on **every other line**.
- Write NEATLY on **every other line**.
- Did I mention, “Write NEATLY on **every other line**”?
- This applies to written activities from MSL and from the textbook.

#### **Typed:**

- Use 16 pt Times New Roman or Arial.
- Write the due date of the assignment at the top of the paper.
- **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.)
- Clearly label each activity.
- Write QUESTIONS AND answers. This includes the questions or prompts in audio activities. Answer in complete sentences unless otherwise directed.
- 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. It will count twice as much as other written assignments.

**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. Since your homework may be graded, you must do your work independently. *Copying or allowing your homework to be copied is a violation of the Academic Honesty code and must be reported to the Dean.*

**Examen final:** The final exam is cumulative. The final exam will be Thursday, May 1, at 1:30 p.m.

**Classroom expectations.** Students are expected to show respect for all present and for the educational endeavor 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.*** (Failure to do so will be treated the same as tardiness.)

**Nota final** (Final grade):

Vocab quizzes ( <i>Pruebas de vocabulario</i> ) (5)	35%
End-of-chapter quizzes ( <i>Pruebas de fin de capítulo</i> ) (4)	30%
Class grade ( <i>Nota de clase</i> )	10%
MSL online activities	5%
Compositions and other written work	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.