

University of Nevada - Las Vegas
Department of Foreign Languages
Spanish 113 - Elementary Spanish I (TR)
Spring 2011

Instructor Name: _____
Section: _____
Instructor Office: _____
Office Hours: _____
Instructor Phone: _____
Instructor E-mail: _____

Spanish Language Program Coordinator: Germán Negrón Rivera
Office: FDH 551
Office Hours: Mondays and Wednesdays 12:00-1:30 pm, Tuesdays 2:00-3:00 pm and By Appointment
Phone: (702) 895-3448
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Course Information:

Course Title: Elementary Spanish I
Catalog Prefix & Number: SPAN 113
Semester Credit Hours: 3 credit hours

Course Description:

An introduction to the Spanish language, with emphasis on the four skills: writing, reading, speaking and listening. Students will be evaluated by coursework (written & oral, including homework assignments, oral presentation, quizzes, workbook exercises, lab manual exercises), compositions & exams.

* Note: Students are expected to be mindful of assignments & due dates as indicated in the course calendar. Also it is the students' responsibility to check **WebCampus daily** for announcements and supplementary exercises. Students who are not properly enrolled are not allowed to sit in class and are subject to an administrative drop. All classes are primarily taught in Spanish.

Course Materials*:

- Textbook: Blanco, José A., and Philip Redwine Donley. Vistas. Introducción a La Lengua Española. 3rd Edition ed. Boston, MA: Vista Higher Learning, 2008.
- Maestro Supersite Card with WebSam (Textbook & WebSam card will be used for Span 113, 114 & 213).
- Spanish/English dictionary

*Note: Each student is required to have his/her own textbook. Textbook sharing is not allowed. Students are required to bring the textbook to class daily. At the instructor's discretion, failure to bring the required materials to class may constitute an unexcused absence.

WEIGHTING SCALE:

Homework/Lab	15%
Compositions	15%
Oral presentation	5%
Quizzes	20%
Midterm	20%
Final Exam	25%
Total	100%

GRADING SCALE:

A	93-100
A-	90-92
B+	88-89
B	84-87
B-	80-83
C+	78-79
C	74-77
C-	70-73
D+	68-69
D	64-67
D-	60-63
F	59 & Below

Extra credit policy:

There will be no extra credit in the class.

Attendance Policy:

Class attendance is **mandatory**. After three (3) unexcused absences, your final course grade will be lowered one letter grade for each unexcused absence thereafter. Example: if your grade is "B" it will change to a "B-". An excused absence is defined as: a documented illnesses and/or a documented family/unavoidable emergency. It is the student's responsibility to give his/her instructor verifiable documentation on official letterhead (with missed days & excuse for the missed days) clearly outlined, one (1) class meeting after returning. If no acceptable documentation is provided, it will count as an unexcused absence. Informing your instructor of an absence without acceptable documentation is a courtesy not an excused absence.

If you arrive late to class (15 minutes maximum) you will still be allowed to sign-in and counted present, however, a tardy will be marked next to your name. After 15 minutes you will be allowed to stay in class, however, an unexcused absence will count against you. After three (3) tardies, an unexcused absence will be counted against you.

If you step out of class for more than 5 minutes (emergencies exempt) or if you depart prior to dismissal by the instructor, you will be counted absent for that class period.

In the event that you represent UNLV at any extracurricular or official activity, extracurricular activities may include, but are not limited to; band, drama, intercollegiate athletics, recruitment, and any other activity sanctioned by a college/school dean, and/or the Executive Vice President and Provost, you must provide written notification on official UNLV letterhead no less than one (1) week prior to the missed class(es).

Homework Policy:

All homework is due on the designated due date. Late, e-mailed, faxed, "dropped off later" or hand-written assignments will NOT be accepted for credit. Late assignments may be accepted with a documented excuse as outlined in the attendance policy.

Note: Assignments that are late due to extraordinary circumstances will be evaluated on a "case by case" basis and accepted at the instructor's discretion.

Homework will primarily consist of the online laboratory. Homework may also include any other instructor directed assignments.

Maestro SuperSite (Online Laboratory and Workbook)*:

The laboratory will consist of the assigned Maestro WebSam exercises for lessons 1-6. All sections and due dates are pre-assigned and must be completed online at: <http://vistas.vhlcentral.com>
Refer to the instructions that your instructor will provide for complete information. If you have a computer that does not meet the system requirements and/or require additional computer help, please visit the Language Resource Center located in FDH 240. <http://www.unlv.edu/centers/lrc/>.

Computer issues/login problems, other than those directly attributable to Maestro SuperSite program itself (please keep an e-mail log of all correspondence with Maestro SuperSite), are not acceptable excuses for incomplete or late work.

***NOTE:** Students are required to register with the Maestro SuperSite program by **Wednesday 26 January 2011**. When creating a new account, students must use their REBELMAIL e-mail address.

Compositions:

There will be a total of four (4) compositions. Students will write two versions of each composition: a draft and a final version. Topics for the first two compositions are at the end of chapters 2 and 3 in the *Escritura* section of the corresponding chapter (pages, 70, 108). The instructor will assign the topics for compositions 3 and 4. All compositions drafts and final versions must be typewritten in double space. Final versions of compositions will be accepted only if a rough draft has been turned in prior to the final draft. Refer to the "Composition Guidelines" for complete information.

Compositions are due within the first 15 minutes of class on the designated due date. Late, e-mailed, faxed, "dropped off later" or hand-written compositions will NOT be accepted for credit. Late compositions may be accepted with a documented excuse as outlined in the attendance policy.

Note: Compositions that are late due to extraordinary circumstances will be evaluated on a "case by case" basis and accepted at the instructor's discretion.

Oral presentation:

Students are required to talk in front of the class for one and a half minute. The instructor will provide the topics. This individual oral presentation will take place during the second half of the semester (after the midterm exam). The specific dates for the presentations will be assigned by the instructor.

Chapter Quizzes*:

There will be a total of two (2) chapter quizzes. Quiz #1 will cover chapters 1 & 2. Quiz #2 will cover chapters 4 & 5. The material of chapter 3 will be included in the midterm, and material for chapter 6 will be included in the final examination.

Examinations:

There will be a total of two (2) examinations: a midterm examination that will cover chapters 1, 2 & 3, and a **comprehensive final examination****.

*Note - All quizzes/examinations will start promptly at the beginning of the class period, **if you arrive late any information given in your absence will NOT be repeated.**

Note: The final examination will be given on **Saturday 07 May 2011 from 4:00 to 6:00. The location will be announced. Only those students that provide documentation for an illnesses and/or an emergency that directly and/or immediately affects the student on this day, with the reason and date for their absence clearly stated on official letterhead will be allowed a make-up exam. All paperwork must be submitted directly to the instructor. Personal scheduling conflicts, family and/or employment commitments are not acceptable excuses. Please plan accordingly, attendance is mandatory.

Language Placement:

If you are a student that has taken three (3) or more semesters of high school Spanish or if you are a Spanish heritage speaker, please contact the Dept. of Foreign Languages at (702) 895-3431 for proper language level placement.

Academic Misconduct – Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV’s function as an educational institution.

An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the *Student Academic Misconduct Policy* (approved December 9, 2005) located at: <http://studentconduct.unlv.edu/misconduct/policy.html>.

Copyright – The University requires all members of the University Community to familiarize themselves and to follow copyright and fair use requirements. **You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws.** Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at: <http://www.unlv.edu/committees/copyright/>.

Disability Resource Center (DRC) – The Disability Resource Center (DRC) determines accommodations that are “reasonable” in promoting the equal access of a student reporting a disability to the general UNLV learning experience. In so doing, the DRC also balances instructor and departmental interests in maintaining curricular standards so as to best achieve a fair evaluation standard amongst students being assisted. In order for the DRC to be effective it must be considered in the dialog between the faculty and the student who is requesting accommodations. For this reason faculty should only provide students course adjustment after having received this “Academic Accommodation Plan.” If faculty members have any questions regarding the DRC, they should call a DRC counselor.

UNLV complies with the provisions set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The DRC is located in the Student Services Complex (SSC-A), Room 143, phone (702) 895-0866, fax (702) 895-0651. For additional information, please visit: <http://drc.unlv.edu/>.

Religious Holidays Policy -- Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor no later than the last day of late registration of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. This policy shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship on the instructor or the university which could have been avoided. For additional information, please visit: <http://catalog.unlv.edu/content.php?catoid=4&navoid=164>.

Tutoring -- The Academic Success Center (ASC) provides tutoring and academic assistance for all UNLV students taking UNLV courses. Students are encouraged to stop by the ASC to learn more about subjects offered, tutoring times and other academic resources. The ASC is located across from the Student Services Complex, #22 on the current UNLV map. Students may learn more about tutoring services by calling (702) 895-3177 or visiting the tutoring web site at: <http://academicsuccess.unlv.edu/tutoring/>.

UNLV Writing Center

One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-3-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance.

Appointments may be made in person or by calling 895-3908. The student's Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: <http://writingcenter.unlv.edu/>

Rebelmail -- By policy, faculty and staff should e-mail students' Rebelmail accounts only. Rebelmail is UNLV's Official e-mail system for students. It is one of the primary ways students receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students' e-mail prefixes are listed on class rosters. The suffix is always @unlv.nevada.edu.

Classroom Policies/Rules - It is a faculty member's discretion and prerogative to determine what is and is not acceptable behavior in his or her classroom (i.e., late arrival, wearing hats). Also, classroom occupants are at the discretion of the instructor (per UNLV General Counsel). If faculty does not wish to permit students to bring their children to class, they may want to note it on their syllabus. Although there is no policy prohibiting bringing children to class, it falls within the Student Conduct Code, Section Two, III. K. and L. relating to "disrupting" the classroom and/or university operations. See <http://studentlife.unlv.edu/judicial/student.html>.

All students are asked **to power OFF all their electronic devices at the start of class**. The use of cell phones and or any other electronic devices in class **is prohibited**. Texting or having a cell phone on/ringing and/or listening to iPods/MP3's, etc. in class is disrespectful to the instructor and the other students. If you are caught texting, your cell phone rings (especially during a quiz/exam), listening to your iPod/MP3, etc., you will be asked to leave class, and you will be counted absent (unexcused) for that day.

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Course calendar

Jan. 18	Introduction, Lesson 1
Jan. 20	Lesson 1 NOTE: Students must be registered at WebSam by Jan. 26
Jan. 25	Lesson 1 Syllabus agreement due
Feb 27	Lesson 1
Feb. 1	Lesson 1 WebSam Lesson 1 due on Feb 2
Feb. 3	Lesson 2
Feb. 8	Lesson 2
Feb. 10	Lesson 2
Feb. 15	Lesson 2 Composition #1 due (draft) (p. 70) WebSam Lesson 2 due on Feb 16
Feb. 17	Quiz #1 Lesson 3
Feb. 22	Lesson 3
Feb. 24	Lesson 3 Composition #1 due (final)
Mar 1	Lesson 3
Mar 3	Lesson 3 WebSam Lesson 3 due on Mar. 7
Mar. 8	MIDTERM
Mar. 14-19	SPRING BREAK
Mar. 22	Lesson 4 Composition #2 due (draft) (p. 108)
Mar. 24	Lesson 4
Mar. 29	Lesson 4
Mar. 31	Lesson 4 Composition #2 due (final) WebSam Lesson 4 due on Mar. 31
Apr. 5	Lesson 5
Apr. 7	Lesson 5 Composition #3 due (draft) (p. 144)
Apr. 12	Lesson 5
Apr. 14	Lesson 5 Composition #3 due (final) WebSam Lesson 5 due on Apr. 14
Apr. 19	Quiz #2

	Lesson 6
Apr. 21	Lesson 6 Composition #4 due (draft) (The topic will be provided by the instructor)
Apr. 26	Lesson 6
Apr. 28	Lesson 6 WebSam Lesson 6 due on Apr. 28
May. 23	Lesson 6 Review Composition #4 (final)
May. 4	Oral comprehension Exam Review
	FINAL EXAM – Saturday MAY 07 (4:00-6:00) – ROOM TBA

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Composition Guidelines

All compositions must follow the following guidelines in order to be accepted for credit (All topics & due dates are outlined on your course calendar):

- Draft & Final Version must be typewritten
- Doubled-spaced
- 12 point font
- Script: Times New Roman
- One (1) inch margins all around
- Word count must be included on the bottom right of the composition
- Final draft must be turned in with the corrected draft STAPLED on the left hand corner.
- Name, Class & Section, Date & Comp #, "Draft" or "Final Version" must be written, single-spaced on the top left hand corner).

Example:

John Doe

Spanish 113 - Section 01

16 Feb 2011

Comp #1: Draft

Your instructor will use the following codes when correcting your composition drafts & final versions:

1. Missing accent, punctuation, and/or spelling error
2. Phrase, sentence does not make sense
3. Direct English translation
4. Use of English
5. Wrong verb
6. Wrong word
7. Missing word
8. Wrong conjugation
9. Number, gender and/or agreement error
10. Unnecessary word
11. Incorrect transition
12. Incorrect Vocabulary
13. Word order
14. No topic sentence
15. No conclusion
16. Main points need to be developed
17. Needs title (if applicable)

The draft is worth 60% of the total composition grade, and the corrected final version is worth 40% of the total composition grade. If no final version is turned in, per the syllabus/composition guidelines, the student will receive only 50% of the total composition grade, no final version will be accepted without a draft version. All compositions are due on the indicated due date as stated on the course calendar. Only hard copies of the compositions will be accepted for grading on the due date. No e-mailed, faxed or, "dropped off later" compositions will be accepted. Late compositions will only be accepted with a valid documented excuse as outlined in the course syllabus. Final draft compositions that are turned in without corrections will receive a grade of zero (0). Late compositions due to extraordinary circumstances will be evaluated on a "case by case" basis and accepted at the instructor's discretion.

Word Count

Comp #1 (p. 70) - 75 words

Comp #2 (p. 108) - 100 words

Comp #3 (p. 144) - 125 words

Comp #4 (p. 182) - 150 words

Spanish Typing Accent Information:

Windows*

Á – Alt + 0193	á – Alt + 0225	ü – Alt + 0252
É – Alt + 0201	é – Alt + 0233	¿ - Alt + 0191
Í – Alt + 0205	í – Alt + 0237	¡ - Alt + 0161
Ó – Alt + 0211	ó – Alt + 0243	« - Alt + 0171
Ú – Alt + 0218	ú – Alt + 0250	» - Alt + 0187
Ñ – Alt + 0209	ñ – Alt + 0241	€-Alt+0128
Ü – Alt + 0220		

*MacIntosh

Acute Accent – Type: Option + E, then the vowel. For instance, to type á hold down Option + E, then type lowercase “A”. To type “Á”, hold down Option + E, then type a capital A.

ñ, Ñ – Type Option + N, then lowercase N for ñ or capital N for Ñ.

ü, Ü – Type Option + U, then lowercase U for ü or capital U for Ü.

¿ - Type Shift + Option + ?

¡ - Option + 1

« - Option + \

» - Shift + Option + \

€ - Shift + Option + 2 (May not work for older System 9 fonts)

*Note: Codes may not work on laptop computers.

Further information about the evaluation of the compositions will be provided by the instructor.

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All students are expected to read, sign and return the following to the instructor by the designated due date listed on the course calendar:

I have downloaded, printed and completely read and understand my syllabus for my Spring 2011 Spanish 113 class.

I am fully aware of, and understand all departmental policies, rules, regulations and expectations for this course that are outlined on my course syllabus.

I am completely aware of and fully understand that if I have any questions, concerns or issues I will initially attempt to resolve these with my instructor. If my questions, concerns or issues are still unresolved I may contact the Spanish Language Program Coordinator.

I am aware of, and fully understand that all contact information for my instructor and the Spanish Language Program Coordinator are available on the first page of my syllabus.

Student's Printed Name _____

Student's Signature _____

Section _____

Date _____