University of Nevada - Las Vegas  
Department of World Languages and Cultures  
Spanish 113 - Elementary Spanish I (MW)  
Spring 2016

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

Spanish Language Program Coordinator: Germán Negrón Rivera, Ph.D.  
Office: FDH 509  
Office Hours: Mondays from 10:00 to 12:00. Tuesdays and Thursdays from 11:30 to 12:30 and by appointment.  
Phone: (702) 895-3448  
E-mail: german.negron@unlv.edu

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

General objectives  
• Students demonstrate basic proficiency level in reading, writing, listening and speaking  
• Students demonstrate cultural of understanding of Hispanic cultures through comparisons and connections with their own culture.  
• Students develop metalinguistic awareness of language as a system and of the ways in which language codes information.

Specific linguistic and communicative outcomes

Students will be able to  
• Introducing yourself  
• Greeting and saying goodbye to friends  
• Talking about yourself and others  
• Spelling your name  
• Performing simple math problems  
• Asking and telling time  
• Describing your classroom  
• Responding to classroom instructions  
• Exchanging information about classes  
• Talking about the calendar and dates  
• Discussing everyday activities  
• Describing yourself, other people, and things
• Asking and responding to simple questions
• Expressing likes and dislikes
• Talking about your family and friends
• Talking about things that belong to you and others
• Talking about pastimes, weekend activities, and sports
• Talking about what you are going to do
• Planning activities
• Extending invitations
• Discussing and planning a vacation
• Describing a hotel
• Talking about the seasons and the weather
• Talking about how you and others feel
• Describing what is happening at the moment

**Course Materials***:
- Supersite Plus Card with WebSam (Textbook & WebSam card will be used for Span 113, 114, 213 & 214).
- 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:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
<th>Grade Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework/Lab</td>
<td>15%</td>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>Compositions</td>
<td>15%</td>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>Oral presentation</td>
<td>5%</td>
<td>B+</td>
<td>88-89</td>
</tr>
<tr>
<td>Quizzes</td>
<td>20%</td>
<td>B</td>
<td>84-87</td>
</tr>
<tr>
<td>Midterm</td>
<td>20%</td>
<td>B-</td>
<td>80-83</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25%</td>
<td>C+</td>
<td>78-79</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td>C</td>
<td>74-77</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C-</td>
<td>70-73</td>
</tr>
<tr>
<td></td>
<td></td>
<td>D+</td>
<td>68-69</td>
</tr>
<tr>
<td></td>
<td></td>
<td>D</td>
<td>64-67</td>
</tr>
<tr>
<td></td>
<td></td>
<td>D-</td>
<td>60-63</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F</td>
<td>59 &amp; Below</td>
</tr>
</tbody>
</table>

**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 by one number for each unexcused absence thereafter. Example: if your grade is 90 (which is A-) and you have one unexcused absence beyond the three allowed, your grade will change to 89 (which is 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).

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.

**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.

**VISTAS SuperSite Plus (Online Laboratory and Workbook)** - The laboratory will consist of the assigned WebSam exercises for lessons 1-5. All sections and due dates are pre-assigned and must be completed online at: [http://vistas.vhlcentral.com](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://lrc.unlv.edu](http://lrc.unlv.edu))

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

**NOTE:** Students are required to register with the SuperSite program by **Wednesday 03 February 2016.** 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. Topic for the first composition will be provided by the instructor. The topics for the other three compositions are on the *Escríitura* section of the following pages: 70, 108, 182.
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 chapter 4. The material of chapter 3 will be included in the midterm, and material for chapter 5 and additional material 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 2016 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 four (4) or more semesters of high school Spanish or if you are a Spanish heritage speaker, please go to the Language Resource Center (FDH 240) and ask for the Placement test 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 Student 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 with 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/provost/copyright](http://www.unlv.edu/provost/copyright).

**Disability Resource Center (DRC)** – The UNLV Disability Resource Center (SSC-A 143, [http://drc.unlv.edu/](http://drc.unlv.edu/), 702-895-0866) provides resources for students with disabilities. If you feel that you have a disability, please make an appointment with a Disabilities Specialist at the DRC to discuss what options may be available to you. If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to the instructor during office hours so that you may work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any information you provide is private and will be treated as such. To maintain the confidentiality of your request, please do not approach the instructor in front of others to discuss your accommodation needs.

**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 end of the first two weeks of classes, January 29, 2016, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit: [http://catalog.unlv.edu/content.php?catoid=6&navoid=531](http://catalog.unlv.edu/content.php?catoid=6&navoid=531).

**Incomplete Grades** - The grade of I – Incomplete – can be granted when a student has satisfactorily completed three-fourths of course work for that semester/session but for reason(s) beyond the student’s control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. The incomplete work must be made up before the end of the following regular semester for undergraduate courses. Graduate students receiving “I” grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the I grade.

**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 (SSC). Students may learn more about tutoring services by calling 702-895-3177 or visiting the tutoring web site at: [http://academicsuccess.unlv.edu/tutoring/](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 702-895-3908. 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/](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. **Emailing within WebCampus is acceptable.**

**Final Examinations** – The University requires that final exams given at the end of a course occur at the time and on the day specified in the final exam schedule. See the schedule at: [http://www.unlv.edu/registrar/calendars](http://www.unlv.edu/registrar/calendars).

**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](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.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 18</td>
<td>Martin Luther King, Jr. Day Recess</td>
</tr>
<tr>
<td>Jan 20</td>
<td>Introduction; Lesson 1</td>
</tr>
<tr>
<td>Jan 25</td>
<td>Lesson 1</td>
</tr>
<tr>
<td>Jan 27</td>
<td>Lesson 1</td>
</tr>
<tr>
<td>Feb 01</td>
<td>Lesson 1</td>
</tr>
<tr>
<td></td>
<td>NOTE: Students must be registered at WebSam by Wednesday Feb 03</td>
</tr>
<tr>
<td>Feb 03</td>
<td>Lesson 1</td>
</tr>
<tr>
<td></td>
<td>WebSam due on Feb 07</td>
</tr>
<tr>
<td>Feb 08</td>
<td>Lesson 2</td>
</tr>
<tr>
<td>Feb 10</td>
<td>Lesson 2</td>
</tr>
<tr>
<td>Feb 15</td>
<td>Washington’s Birthday Recess</td>
</tr>
<tr>
<td>Feb 17</td>
<td>Lesson 2</td>
</tr>
<tr>
<td></td>
<td>Composition #1</td>
</tr>
<tr>
<td>Feb 22</td>
<td>Lesson 2</td>
</tr>
<tr>
<td></td>
<td>WebSam due on Feb 23</td>
</tr>
<tr>
<td>Feb 24</td>
<td>Quiz #1</td>
</tr>
<tr>
<td></td>
<td>Lesson 3</td>
</tr>
<tr>
<td>Feb 29</td>
<td>Lesson 3</td>
</tr>
<tr>
<td></td>
<td>Composition #1 (final)</td>
</tr>
<tr>
<td>Mar 02</td>
<td>Lesson 3</td>
</tr>
<tr>
<td>Mar 09</td>
<td>Lesson 3</td>
</tr>
<tr>
<td>Mar 14</td>
<td>Lesson 3</td>
</tr>
<tr>
<td></td>
<td>Composition #2 (in class)</td>
</tr>
<tr>
<td></td>
<td>WebSam due on Mar 15</td>
</tr>
<tr>
<td>Mar 16</td>
<td>MIDTERM</td>
</tr>
<tr>
<td>Mar 21</td>
<td>SPRING BREAK</td>
</tr>
<tr>
<td>Mar 23</td>
<td>SPRING BREAK</td>
</tr>
<tr>
<td>Mar 28</td>
<td>Lesson 4</td>
</tr>
<tr>
<td></td>
<td>Composition #2 (due)</td>
</tr>
<tr>
<td>Mar 30</td>
<td>Lesson 4</td>
</tr>
<tr>
<td></td>
<td>Composition #3</td>
</tr>
<tr>
<td>Apr 04</td>
<td>Lesson 4</td>
</tr>
<tr>
<td>Apr 06</td>
<td>Lesson 4</td>
</tr>
<tr>
<td></td>
<td>Composition #3 (final)</td>
</tr>
<tr>
<td>Apr 11</td>
<td>Lesson 4</td>
</tr>
<tr>
<td></td>
<td>WebSam due on Apr 12</td>
</tr>
<tr>
<td>Apr 13</td>
<td>Quiz #2; Lesson 5</td>
</tr>
<tr>
<td>Apr 18</td>
<td>Lesson 5</td>
</tr>
<tr>
<td></td>
<td>Composition #4</td>
</tr>
<tr>
<td>Apr 20</td>
<td>Lesson 5</td>
</tr>
<tr>
<td>Apr 25</td>
<td>Lesson 5</td>
</tr>
<tr>
<td>Apr 27</td>
<td>Lesson 5</td>
</tr>
<tr>
<td>May 02</td>
<td>Lesson 5</td>
</tr>
<tr>
<td></td>
<td>Composition #4 (final)</td>
</tr>
<tr>
<td>May 04</td>
<td>Lesson 5 – Review</td>
</tr>
</tbody>
</table>
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
17 Feb 2016
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 60% 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 (topic to be announced) - 70 words
Comp #2 (p. 70) - 100 words*
Comp #3 (p. 108) - 125 words
Comp #4 (p. 182) - 150 words

Composition #2 will be done mostly in class cooperatively (Sept 12) with the instructor’s guidance. Students will take home the cooperatively produced text and will bring a final version on the next class (Sept 14).

Spanish Typing Accent Information:

Windows*

<table>
<thead>
<tr>
<th>A – Alt + 0193</th>
<th>á – Alt + 0225</th>
<th>ü – Alt + 0252</th>
</tr>
</thead>
<tbody>
<tr>
<td>É – Alt + 0201</td>
<td>é – Alt + 0233</td>
<td>í - Alt + 0191</td>
</tr>
<tr>
<td>Í – Alt + 0205</td>
<td>í – Alt + 0237</td>
<td>ñ - Alt + 0161</td>
</tr>
<tr>
<td>Ó – Alt + 0211</td>
<td>ó – Alt + 0243</td>
<td>¿ - Alt + 0171</td>
</tr>
<tr>
<td>Ú – Alt + 0218</td>
<td>ú – Alt + 0250</td>
<td>» - Alt + 0187</td>
</tr>
<tr>
<td>Ñ – Alt + 0209</td>
<td>ñ – Alt + 0241</td>
<td>€-Alt+0128</td>
</tr>
<tr>
<td>Õ – Alt + 0220</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

¿ - Type Shift + Option + ?

ú, Ù – Option + 1

« - Option + \n
» - 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.
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 2016 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 _______________________________________