



Course Syllabus: Elementary Spanish I
Prothro-Yeager College of Humanities and Social Sciences
SPAN 1134 Section 201
Spring 2023

Contact Information

Instructor: Philip Allen, Ph.D.

Office: Bea Wood Hall 105

Office hours: Monday, Tuesday, Wednesday, Thursday 10:00am – 11:50am or by appointment

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Instructor Response Policy

You are welcome to stop by my office or call me at the office at any time without prior appointment during my office hours (see above). Please allow 24 hours for email responses during the week and 48 hours on weekends and holidays.

Textbook & Instructional Materials

1. The following package is required for all Elementary Spanish language courses. These materials will be used for both SPAN 1134 and SPAN 1234: **Vista Higher Learning (VHL) Aventuras, 6th edition ISBN 978-1-54333-615-3** with full [VHL Central Supersite](#) plus & WebSAM technology. You may acquire a hard copy version of the book at the [MSU Texas Bookstore](#) (online and in-person shopping available) or Digital Access Only (**ISBN: 978-1-54333-616-0**) through the [Vista Higher Learning website](#). *Please note **the code with this package lasts for 24 months**. Please contact your instructor or World Languages & Cultures at (940) 397-4309 if you have any questions.



2. Six (6) sheets —two (2) packages— of long scantrons.

3. The following technology recommendations are taken from the Student Life Subcommittee Report of the MSU Task Force to Return to Campus Report: <https://msutexas.edu/return-to-campus/assets/files/return-to-campus-taskforce-8-4-20.pdf>:

PC Desktops and laptops Minimum Specifications	Mac desktops and laptops Minimum Specifications
<ul style="list-style-type: none"> • Intel Core (i3, i5, i7) processors; 4th generation or newer • 4 GB of RAM, 8 GB of RAM is highly recommended • 256 GB SSD Storage • Dual band spectrum (2.4GHz and 5 GHz with 802.11ac or 802.11n) • Use Windows' Operating System and PC Info to find your hardware information 	<ul style="list-style-type: none"> • Intel Core (i3, i5, i7) processors; 4th generation or newer • 4 GB of RAM, 8 GB of RAM is highly recommended • 256 GB SSD Storage • Dual band spectrum (2.4GHz and 5 GHz with 802.11ac or 802.11n) • Use Apple's About this Mac feature to find your hardware information

Chromebooks are not recommended as they will not work with D2L.

Course Description

A beginning course in the development of fundamental speaking, listening, reading, and writing skills in the Spanish language and an introduction to Hispanic cultures. One hour of laboratory practice per week is required. (TCCNS = SPAN 1411)

Course Objectives/Learning Outcomes/Course Competencies

By the end of SPANISH 1134, you will be able to understand and express ideas in Spanish at the novice-mid level. This includes, but is not limited to:

1. Developing the ability to comprehend and respond to simple conversations and correspondence about yourself and others.
2. Applying elementary grammatical structures and lexicon in spoken and written form.
3. Reading small texts and excerpts of texts and being able to understand their overall meaning with no external aid.
4. Writing small texts to narrate events in the past and present tenses and to describe items related to yourself and others.
4. Acquiring a knowledge of and appreciation for cultural perceptions, practices, and products across the Spanish-speaking world.
5. Using authentic resources and technology to research information and complete tasks in Spanish (individually and in small groups).
6. Making meaningful connections between your previous knowledge of Spanish and Spanish-speaking peoples and cultures and the material learned in this course.

Some specific skills that will be developed in this course include:

- Introducing yourself, greeting and saying goodbye to others, learning courteous expressions, talking about yourself and others, spelling, performing simple math operations, asking and telling time.
- Describing your university and classroom, exchanging information about courses of study, talking about the calendar and dates, asking and responding to simple questions.
- Talking about your family and friends, describing yourself, other people and things, saying how old you and others are, talking about things that belong to you and others.
- Talking about hobbies, weekend activities and sports, talking about what you are going to do, planning activities, extending invitations, apologizing.
- Talking about your vacation plans, describing a hotel, talking about how you and others feel, negotiating and paying for items, describing your daily routine.
- Describing and illustrating aspects of the cultures of Spanish-speaking countries and making connections and comparisons among cultures using elementary linguistic structures and vocabulary in the target language.
- Evaluating personal values, behaviors, and worldviews on the socio-cultural topics presented and comparing them to those of some Spanish-speakers.

Note

As per **The Code of Federal Regulations** (CFR Title 34, Part 600.2), “a credit hour is an amount of work [...that] reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester.”

Study Hours and Tutoring Assistance

Your success and learning require substantial commitment, self-discipline, and study both in and out of class. The level of proficiency and cultural competence you attain depends largely on what YOU put in to your learning. As such, you should expect to dedicate at least two hours of daily study outside of class time in order to be successful in this course. You are encouraged to come to my office or meet with me via *Zoom* or *Skype* when you have questions about topics presented in class. Typically, tutoring is also available for free with our departmental tutor and/or with the MSU Tutoring Center (Moffett Library). Keep an eye out on D2L for further information!

Student Handbook

Refer to: [Student Handbook-2021-22](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

Grading/Assessment

Course Grade-

Table 1: Points allocated to each assessment.

Category	Percent of Final Grade
Preparation and Participation	10%
VHL Homework	10%
D2L Quizzes	7.5%
Lab Quizzes	7.5%
Exam I	15%
Exam II	15%
Exam III	15%
Final Exam	17%
Reflective Essay Questions	3%

Table 2: Total points for final grade.

Grade	Percentage Range
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 and below

Preparation and Participation (10%)

SPANISH 1134 requires you to practice **Active Learning**; that is, rather than being a passive consumer of the material, you must become a participant in the learning process. In class, you and your classmates converse and collaborate on tasks, activities, and exercises in Spanish based on what you prepared beforehand. Your active participation is essential to your progress to proficiency in Spanish and, in turn, being successful in this course. There will be opportunities for you to contribute to the conversation, volunteer answers, share your work with your classmates/the whole class, and ask thought-provoking and content-related

questions *in each class meeting*. The best starting point for good participation is to read the pages of the book and watch the tutorials regarding upcoming material **before the start of class** (when possible).

You will receive a grade for participation each week except for the first and last weeks of class. This grade will be available for you to see in the D2L grade book. For weeks in which you have an excused absence, your participation grade will be based on your performance for the days you were present. If you should happen to miss a week (excused), your participation grade from that week will be calculated at the end of the semester as your semester participation average.

Note: Attendance is not participation!

VHL Homework (10%)

We will be learning and practicing a lot of material in this course and, naturally, practice makes perfect. Before each lesson you should read the corresponding pages in the book and watch the appropriate tutorials. There will be homework assigned to accompany each item we cover in class. You will have access to the week's tutorials and assignments one (1) week before the due date. Although I **highly** recommend completing the assignments on the day we learn and practice the material in class, you will have until 11:59pm on the Sunday of that week to complete and submit all assigned VHL activities for the week (except for weeks prior to Spring Break and Holiday Break, when the due dates are earlier). There will be a 10% penalty per day that each assignment is late after this deadline. Otherwise, no late VHL homework will be accepted for credit. You will have three (3) attempts on activities with more than two possible answers and one (1) attempt on activities with only two possible answers (e.g. "true/false").

D2L Quizzes (7.5%)

There will be weekly quizzes on D2L that will become available on Thursdays from 5:00pm and will close at 11:59pm on the following Sunday (except for weeks prior to Spring Break and Holiday Break, when the due dates are earlier). These assessments will be comprised of a variety of different types of questions and/or prompts —multiple choice, short answer, and open-ended mini-compositions. Quizzes will be worth ten (10) points each and will be geared towards reinforcing the material learned during the week with the goal of helping you to be better prepared for the exams. You will have three (3) attempts at the multiple choice and short answer questions. You will have one (1) attempt at mini-compositions, which will be graded and available for your review before the next quiz becomes available on the following Thursday. No late quizzes will be accepted after the 11:59pm Sunday deadline and no make-up quizzes will be allowed. To help you get used to the D2L program and to ensure your familiarity with course policies and procedures, you will be required to take an initial "Syllabus Quiz" at the beginning of the semester. You will have an unlimited amount of attempts to take this quiz and the results will not be published in the Grade Book, but you must score a 100% in order to access upcoming D2L Content Folders.

I reserve the right to set timers on quizzes and to enable the Respondus Lockdown Browser with Webcam Proctoring for D2L Quizzes.

Lab Quizzes (7.5%)

You will take six listening comprehension quizzes in the World Languages Laboratory in Bea Wood 127/128. The quizzes are based on videos related to the vocabulary, grammar and cultural concepts presented in each lesson. You will need to access the site in the Language Laboratory to complete your quizzes.

Please show your MSU Student ID to the lab attendant to receive your quiz. You will need to provide your own Scantron. You are not allowed to use books, notes, or any other materials when completing the quiz. Also, do not write on the quiz. Please sign out at the lab attendant's desk. Make-up and/or late quizzes are not permitted. Your lowest lab grade will be dropped at the end of the semester. Please note the due dates below. A schedule of lab hours will be posted on D2L as soon as it is available. Please plan ahead to avoid missing a deadline.

Exams (45%)

There will be three general exams, one every two lessons (chapters in the book). Each exam consists of a multiple choice, matching, and/or true false portion and a written/short answer portion. Each portion is worth approximately 50% of the exam grade. Each exam contributes 15% to the final course grade. You will be allowed one class period (50 minutes) for each exam. You will be penalized 0.25 pts. for incorrect or missing accent marks that do not change the meaning of a word. Missing or misplaced accent marks that change the meaning of the word will lose one (1) full point. **Note:** On sections in which you are required to answer in complete sentences, you must provide enough information to demonstrate your understanding of the meaning of all vocabulary terms in addition to their correct form. Taking exams early is not permitted under any circumstances and make-up exams can only be scheduled once proper documentation of an approved university event or medical excuse has been provided to your professor.

Reflective Essay Questions (3%)

During the last week of classes, you will be required to submit answers to a series of "Reflective Essay" questions on D2L. The questions –which are aimed at providing you with an opportunity to demonstrate your critical-thinking skills regarding current events in the Spanish-speaking world– will be written in English and you are also required to provide your answers in English. Materials to prepare for this assessment and the rubrics that outline the instructor evaluation of this task will be made available to you prior to this evaluative event being made available to you online.

Final Exam (17%)

The comprehensive final exam covers all materials studied during the course. The exam consists of a multiple choice, matching, and/or true false portion and a written/short answer portion. Each portion is worth approximately 50% of the exam grade. The Final Exam contributes 17% to the final course grade. The final exam for this course is scheduled for **Tuesday, May 9, 2023** from 10:30am to

12:30pm and the location will be announced during the last week of classes. Taking the final exam early is not permitted under any circumstances and make-up exams can only be scheduled once proper documentation of an approved university event or medical excuse has been provided to your professor. Any make-up exam must be completed during finals week unless extenuating circumstances prevent it, in which case you will need to contact Student Affairs (student.affairs@msutexas.edu) in order for us to accommodate the situation.

Extra Credit

There is no extra credit planned for any student in this course. If at any time during the semester you feel concerned about your performance in this class, please consult with me as soon as possible to discuss strategies to help you improve your grade before the end of the semester approaches.

In the event that an opportunity for extra credit arises, it will be available to all students enrolled in the course, announced in class, and posted to the D2L course home page.

Late Work

No late work will be allowed for this course, with the exception of the VHL Homework assignments that can be submitted late with a 10% per day penalty. Please be mindful of the weekly deadlines outlined in the Course Calendar below and plan ahead.

Make Up Work/Tests

No early or make-up assignments or exams will be allowed for this course. Please be mindful of the weekly deadlines outlined in the Course Schedule below and plan ahead. If you know you will miss an evaluative event —exam, presentation, etc.— due to an official university function, you must speak with your professor and provide documentation of the absence before a make-up exam can be scheduled. Absences from evaluative events should be avoided when at all possible and will be managed on a case-by-case basis between the student and the instructor as long as proper procedures are followed and any necessary documentation (medical, etc.) has been submitted.

Important Dates

Last day for term schedule changes: January 20, 2023. Check date on [Academic Calendar](#).

Deadline to file for graduation: February 20, 2023. Check date on [Academic Calendar](#).

Last Day to drop with a grade of "W:" March 27, 2023 by 4:00pm. Check date on [Academic Calendar](#).

Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general

course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Attendance

You are expected to be in class for the entire 50-minute period during every meeting in order to practice your language skills by actively participating in each session. I will be taking attendance every day as I track your progress through participation. Arriving more than ten minutes late to class or leaving more than ten minutes early may result in an absence for that day. There will be a sign-in sheet for each day of class. Failure to sign can result in your being counted absent for that class. You must be present in class in order to receive participation points for that day, which will be calculated into your weekly participation grade. You can earn up to 2.5 participation points per day, for a total of ten (10) participation points per week. This syllabus serves as notice that you may be dropped from the class without further notification if you are absent more than six (6) times. A Conduct and Attendance Referral may be sent to the Dean of Students upon the fourth absence. If you decide to drop the course, you must follow university procedure for dropping a course to receive a W. If the instructor drops you, you will receive a WF or F. In the event of an excusable absence (a university-sponsored event, documented proof of illness from a medical professional, religious observance, etc.), you must present proper documentation to your instructor as soon as you become aware of the absence in order to avoid losing participation points or accruing unexcused absences for the days missed. If the excused absence is completely unpredictable, you have one (1) week to submit the documentation to your instructor. To be excused from class for a religious observance, you must notify the instructor by the end of Week 2 (end of business on Friday, January 27, 2023).

Instructor Class Policies

Learning a new language and being expected to speak aloud in front of the class can be daunting, especially at first. Mistakes are natural and necessary to the learning process. There will be zero tolerance for any remarks or attitudes that do not contribute to a constructive, respectful, and supportive environment, both to your classmates and to your instructor.

Mobile phones and other devices should be silenced and put away during class unless permission is given to use them for an educational purpose. Text messaging, making phone calls, and being off task during class time in any other way will not be tolerated.

Recording devices are not to be used in class unless documented accommodation requests have been presented via a letter from the Disability Support Services (DSS) and permission has been given by the professor prior to recordings taking place.

Eating and drinking —with the exception of bottled water with a lid on it at all times that it is not being consumed— is not allowed in the classroom.

Midterm Progress Report

In order to help students keep track of their progress toward course objectives, the instructor for this class will provide a Midterm Progress Report through each student's WebWorld account. Midterm grades will not be reported on the students' transcript; nor will they be calculated in the cumulative GPA. They simply give students an idea of where they stand at the midpoint of the semester. Students earning below a C at the midway point should meet with the instructor and/or take advantage of tutoring options.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the [Schedule of Classes](#) each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU TEXAS Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “*Run. Hide. Fight.*” which may be electronically accessed via the University police department’s webpage: [“Run. Hide. Fight.”](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.