



Elementary Spanish I (SPAN 1134)
sections 102 and 106
Prothro-Yeager College of Humanities and Social Sciences

Contact Information

Instructor: Mrs. Sarah Butler

Office: Bea Wood 103

Office hours: Mondays, Tuesdays, Thursdays, Fridays 11:00 am – 12:50 pm; Mondays and Thursdays 2:00 – 3:30 pm. Some Tuesdays 2:00 – 2:50 pm. Office hours also available by appointment.

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Instructor Response Policy

I will respond to emails and voicemails sent to me during regular working hours on weekdays as soon as possible the same day. On weekends, I check my email regularly but not as often, so my response time may be delayed up to 48 hours.

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.

Textbook & Instructional Materials

The following textbook options are available for this course. These materials will be used for both Elementary Spanish I (1134) and Elementary Spanish II (1234). Materials are available at the MSU Texas bookstore in Clark Student Center or on the following websites:

<https://www.bkstr.com/midwesternstatestore/shop/textbooks-and-course-materials>

<https://vistahigherlearning.com/store/school/midwesternstate>

Aventuras, 7th edition, Vista Higher Learning

Print & Digital Access

Option 1: ISBN 978-1-66995-159-9 student edition loose-leaf textbook + Supersite Plus with vText + WebSAM (5-month access) - \$179.99

Option 2: ISBN 978-1-66994-791-2 student edition loose-leaf textbook + Supersite Plus with vText + WebSAM (24-month access) - \$285.59

Digital Access Only

Option 3: ISBN 978-1-66993-670-1 Supersite Plus with vText + WebSAM (5-month access) - \$109.99

- Option 4: ISBN 978-1-66993-671-8 Supersite Plus with vText + WebSAM (12-month access)
- \$164.99
- Option 5: ISBN 978-1-66993-672-5 Supersite Plus with vText +WebSAM (24-month access)
- \$197.99

Other materials:

6 long Scantrons (1 pkg)

Course Description

A beginning course in the develop of fundamental speaking, listening, reading, and writing skills in the Spanish language and an introduction to Hispanic cultures. The language teaching community agrees that learning language and culture are inextricably connected. Thus, this course focuses on developing students' Spanish- language proficiency through modes of communication that reflect real life communication in the varied cultures of the Spanish-speaking world. By employing interpersonal, interpretive, and presentational communicative modes in Spanish, students will explore the ideas, values, beliefs, and other cultural aspects of Spanish-speaking peoples across the world and how these aspects work together to affect human experience.

Course Objectives/Learning Outcomes/Course Competencies

By the end of the course, students will have developed solid competencies in each of the five goal areas (the five C's): Communication, Cultures, Connections, Comparisons, and Communities. Main objectives include:

1. Ability to comprehend and respond to basic conversational patterns
2. Proficiency and knowledge of basic grammatical structures and terminologies
3. Basic proficiency in reading and writing the language
4. Knowledge of significant cultural practices and historical events from the Spanish-speaking world
5. Ability to use technology for e-mail and research of selected topics in Spanish
6. Ability to use the [VHL Central Supersite](#) for oral and written practice of Spanish.

Specific outcomes of the course are the following:

Introducing yourself, greeting and saying goodbye to friends, learning courtesy expressions, talking about yourself and others, spelling your name, performing simple math problems, 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 pastimes, 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, describing some aspects of your daily routine.
- Describing and illustrating aspects of the cultures of Spanish-speaking countries and making comparisons between cultures using basic linguistic structures and vocabulary in the target language.
- Evaluating personal values, behaviors, and worldviews on the socio-cultural topics presented and comparing these to those of Spanish-speakers.

Study Hours and Tutoring Assistance

In addition to time spent on homework, approximately one hour of daily study is suggested for success in this course. You are welcome to come to my office or meet with me via Zoom or Skype when you have questions about topics presented in class. Before you visit me for tutoring, please make sure you have watched the tutorials/presentations at the [VHL Central Supersite](#). Tutoring is also available for free with the Tutoring & Academic Support Program's Learning Center located on the 1st floor of Moffett Library. Please visit <https://msutexas.edu/academics/tasp/> for more 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 individuals to whom credit is given). AI-generated submissions (e.g., ChatGPT) are not permitted and will be treated as plagiarism. Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Office of Student Conduct](#)

Grading/Assessment

Course Grade: The following components make up the course grade. The number of quizzes and graded homework assignments will vary according to the discretion of the instructor. You can monitor your grades throughout the semester in the D2L gradebook.

Table 1: Percentage allocated to each element of the course.

Elements of the Course Grade	% of Course Grade
Attendance	5%
Class Participation	10%
Homework Assignments (VHL Central Supersite)	10%
Quizzes (In-class and/or in D2L)	10%
In-class Writing Assignments (1 per lesson)	10%
Language Lab Quizzes (Bea Wood 128) (1 per lesson)	5%
Speaking Assignments/Oral Interviews (2 per semester)	10%
Midterm Exam (Lecciones 1-3 through Gramática 3.2 only)	20%
Comprehensive Final Exam (Lecciones 1-5)	20%

Table 2: Percentages for final grade.

Grade	Percentage
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Less than 60%

Homework

You will have almost daily homework assignments on the [VHL Central Supersite](#). Some of the assignments are for the presentation of vocabulary and/or tutorials for grammar topics. These assignments include written, audio and video activities. The purpose of these assignments is to help you learn the material, so you should use all the VHL resources (vText, vocabulary cards, etc.) to complete these “homework” type activities.

Each assignment is to be completed by the start of class time on the due date (see calendar/dashboard in [VHL Central Supersite](#)). Homework completed after the due date will be accepted but with a 5% penalty assessed for each day past the original due date for that assignment. For each lesson in the [VHL Central Supersite](#), an average of all the homework assignments for that lesson will be recorded in the D2L course gradebook. Once the lesson grade has been recorded in the D2L gradebook, no late work will be accepted. These lesson grades contribute 10 % to your course grade. You are welcome to work ahead in the online program. I drop your lowest grade in this category at the end of the semester.

Quizzes

Frequent quizzes, typically once weekly, based on homework and class work will be given either in class or in D2L (Desire to Learn). If the quiz is given in D2L, it will be available on Friday at 5:00 pm and will be due by the start of class on Monday. The quizzes are not listed in the course calendar but will be announced in class at least the day prior and posted in the “News” section of our D2L page. These quizzes (both in class and D2L) contribute 10% to your course grade. No late work is accepted, and no make-up quizzes are given. I will drop your lowest grade in this category at the end of the semester.

In-Class Writing Assignments (*Composiciones*)

Students will complete an in-class, pen/pencil, and paper writing assignment toward the end of each lesson. You will be given information and a prompt to help you organize your writing. These assignments contribute 10% to your course grade. No late work is accepted, and no make-up assignments will be given. You must be in class to complete these assignments. I will drop your lowest grade in this category at the end of the semester.

Speaking Assignments/Oral Interviews

Per the instructor’s preference, students will complete either two oral interviews with the instructor or two speaking assignments or a combination of an oral interview and a speaking assignment to evaluate students’ progress toward proficiency in speaking Spanish. The first interview/assignment will be completed approximately half-way through the semester and the second at the end of the semester. These interviews/speaking assignments contribute 10% to your course grade. No late work is accepted, and no make-up assignments will be given. You must be in class or meet with the instructor at the agreed upon time to complete these assignments/interviews. I do not drop any grades from this category. Also, it is important to practice speaking every day in class with your classmates and the instructor to be comfortable speaking Spanish and to increase your proficiency. Perfection is not the expectation, but consistent and regular participation are expected and required to do well in this course.

Language Lab Quizzes

You will take five 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 may preview these videos at the [VHL Central Supersite](#) and 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 receive a quiz and a Scantron. Please do not write on the quiz. After you complete the quiz, please sign out at the lab attendant's desk. These quizzes contribute 5% to your course grade. Make-up and/or late quizzes are not permitted. I will drop your lowest grade in this category at the end of the semester. Please note the schedule of Language Lab hours and the due dates below. Note that the lab may close 30 minutes prior to the posted closing time if no student has arrived by that time.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Closed	9:30 – 11:00	8:00 – 12:00	9:00 – 11:00	8:00 – 12:00	9:00 – 11:00	8:00 – 12:00
Closed	3:00 – 5:00	1:00 – 5:00	1:30 – 4:30	1:00 – 5:00	3:00 – 5:30	

Lesson 1: Wed., Sept. 17	Lesson 2: Wed., Oct. 1	Lesson 3: Wed., Oct. 22
Lesson 4: Wed., Nov. 12	Lesson 5: Fri. Dec. 5	n/a

Midterm Exam

The midterm exam covers all material covered in Lessons 1-3 through Gramática 3.2 and 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 midterm exam contributes 20% to the final course grade. The midterm exam is scheduled for Thursday, Oct. 9, and Friday, Oct. 10, during our regular class time.

Final Exam

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 20% to the final course grade. The Final Exam for this course is scheduled for Saturday, December 6, 2025, 10:30 am – 12:30 pm. The location will be announced during the final week of classes.

Extra Credit

No extra credit assignments are given to individuals that are not offered to the entire class. Any extra credit assignment will be offered at the discretion of the instructor.

Late Work

No late work is accepted apart from homework assignments completed in the [VHL Central Supersite](#). Individual assignments are accepted with a 5% late penalty per day until the due date for the last assignment for each lesson. Please see the calendar at the [VHL Central Supersite](#)

Make Up Work/Quizzes

No make-up work is accepted, and no make-up quizzes tests will be offered. Please see Attendance.

Important Dates

Change of schedule and late registration: August 25-28, 2025
Midterm Exam: Thurs., Oct. 9, and Fri., Oct. 10, 2025

Last Day to Drop with “W”: November 24, 2025, 4 pm:

<https://msutexas.edu/registrar/howtodrop.php>

Thanksgiving Break: November 26 – 28, 2025

Final Exam: Saturday, December 6, 2025, 10:30 am – 12:30 pm

Inclement Weather Policy

If campus closes due to inclement weather, please check your e-mail and the course’s D2L page for updates and procedures. If campus were to be closed more than two consecutive class days, it is possible that I might hold class via Zoom (in D2L) so that we would not fall too far behind the class schedule outlined in this syllabus.

Attendance

You are required to be in class for the entire 50-minute period. Arrive on time. I may count you absent if you are more than 10 minutes late for class or if you leave class early.

Absences due to official university functions or illness will be dealt with on an individual basis and should be discussed with the instructor outside of class time. There are no “excused” absences from regular class periods, and the instructor will take attendance every day. Each absence lowers your attendance grade. The attendance grade is calculated by dividing the number of days that you are in class by the number of days that the course meets. (Example for 2 absences out of a total of 57 class days: $55/57 = .9649... = 96.49\%$). The attendance grade contributes 5% to the final course grade.

This syllabus serves as notice that I may drop you from the class without further notification if you are absent more than six 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.

Participation

The participation grade contributes 10% to your course grade and is based upon your use of Spanish in the classroom. Don’t worry about speaking perfect Spanish. Accuracy will come with practice and repetition. Active participation in class in Spanish will be awarded by the instructor in the form of *puntos de participación* (participation points). At the end of the semester, you should have 150 points for 100% participation. I will award *puntos* for your active participation in classroom activities in Spanish and for your interaction with me in Spanish. You will record your *puntos* earned each class period on a card that you will turn in at the end of each class period. I will record *puntos* earned each week and post your total in the D2L gradebook so that you can monitor your progress.

Instructor Class Policies

Please be polite to your instructor and fellow students. Pay attention to the instructor and to your fellow students when they are speaking. Do not engage your classmates in conversation in English during class.

Please silence your devices during class. Text messaging or the use of non-authorized electronic devices is prohibited. Please speak with your instructor if you have questions.

No food or drinks, except for water, are allowed in our classrooms.

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) exist 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 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](#).

University Policies

Smoking/Tobacco Policy

University 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 as 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.”](#)

Obligation to Report Sex Discrimination under State and Federal Law

Midwestern State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. State and federal law require University employees to report sex discrimination and sexual misconduct to the University’s Office of Title IX. As a faculty member, I am required to report to the Title IX Coordinator any allegations, personally observed behavior, or other direct or indirect knowledge of conduct that reasonably may constitute sex discrimination or sexual misconduct, which includes sexual assault, sexual harassment, dating violence, or stalking, involving a student or employee. After a report is made, the office of Title IX will reach out to the affected student or employee in an effort to connect such person(s) with resources and options in addressing the allegations made in the report. You are also encouraged to report any incidents to the office of Title IX. You may do so by contacting:

Laura Hetrick
Title IX Coordinator
Sunwatcher Village Clubhouse
940-397-4213
laura.hetrick@msutexas.edu

You may also file an online report 24/7 at
https://cm.maxient.com/reportingform.php?MSUTexas&layout_id=6

Should you wish to visit with someone about your experience in confidence, you may contact the MSU Counseling Center at 940-397-4618. For more information on the University’s policy on Title IX or sexual misconduct, please visit <https://msutexas.edu/titleix/>

Grade Appeal Process

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 and/or as required by the university.

Course Schedule:

Fechas	Lección	Temas
Semana 1: 25 – 29 de agosto	Lección 1	<ul style="list-style-type: none"> • Introduction to the course • Preparación: Basic greetings and farewells, courtesy expressions • Pronunciación: The Spanish alphabet
1 de septiembre	<i>No classes</i>	<i>Labor Day</i>
Semana 2: 2 – 5 de septiembre	Lección 1	<ul style="list-style-type: none"> • Cultura: <i>Los saludos y el espacio personal</i> • Gram. 1.1: Nouns and articles • Gram. 1.2: Numbers 0-30
Semana 3: 8 – 12 de septiembre	Lección 1 Lección 2	<ul style="list-style-type: none"> • Gram. 1.3: Present tense of <i>ser</i> • Gram. 1.4: Telling time • Review of Lesson 1 • Composición – Lección 1 (Sept. 11-12) • Preparación: People and places at the university, courses of study
Semana 4: 15 – 19 de septiembre	Lección 2	<ul style="list-style-type: none"> • Pronunciación: The vowels in Spanish • Cultura: <i>La elección de una carrera universitaria</i> • Prueba de laboratorio – Lección 1 due by Wed., Sept. 17 • Gram. 2.1: Present tense of <i>–ar</i> verbs; the verb <i>gustar</i> • Gram. 2.2: Forming questions
Semana 5: 22-26 de septiembre	Lección 2	<ul style="list-style-type: none"> • Gram. 2.3: Present tense of <i>estar</i> • Gram. 2.4: Numbers 31-100 • Review of Lesson 2 • Composición – Lección 2 (Sept. 25-26)
Semana 6: 29 de septiembre – 3 de octubre	Lección 3	<ul style="list-style-type: none"> • Preparación: Family relationships and professions • Pronunciación: Diphthongs and Linking • Cultura: <i>¿Cómo te llamas?</i> • Prueba de laboratorio – Lección 2 due by Wed., Oct. 1 • Gram. 3.1: Descriptive adjectives • Gram. 3.2: Possessive Adjectives
Semana 7: 6 – 10 de octubre	Lección 3	<ul style="list-style-type: none"> • Review for Midterm Exam (Lección 1 - Gramática 3.2) • Practice for Speaking Assignment/ Interview • Midterm Exam: Thurs., Oct. 9 and Fri., Oct. 10
Semana 8: 13 – 17 de octubre	Lección 3	<ul style="list-style-type: none"> • Gram. 3.3: Present tense of regular <i>–er</i> and <i>–ir</i> verbs • Gram. 3.4: Present tense of <i>tener</i> and <i>venir</i> • Composición – Lección 3 (Oct. 16-17) • Speaking Assignment/Interview – schedule through <i>Calendly</i> link (QR code in classroom or link in D2L)

Fechas	Lección	Temas
Semana 9: 20 – 24 de octubre	Lección 4	<ul style="list-style-type: none"> Preparación: Pastimes and places in the city Pronunciación: Word stress and accent marks Cultura: <i>¡El fútbol es pasión!</i> Prueba de laboratorio – Lección 3 due by Wed., Oct. 22 Gram. 4.1: Present tense of <i>ir</i> Speaking Assignment/Interview – schedule through <i>Calendly</i> link (QR code in classroom or link in D2L)
Semana 10: 27 – 31 de octubre	Lección 4	<ul style="list-style-type: none"> Gram. 4.2: Present tense of stem-changing verbs, e→ie, o→ue Gram. 4.3: Present tense of stem-changing verbs, e→i
Semana 11: 3 – 7 de noviembre	Lección 4	<ul style="list-style-type: none"> Gram. 4.4: Verbs with irregular <i>yo</i> forms Review of Lesson 4 Composición – Lección 4 (Nov. 6-7)
Semana 12: 10 – 14 de noviembre	Lección 5	<ul style="list-style-type: none"> Preparación: Transportation, lodging, weather, seasons, months, ordinal numbers Pronunciación: Spanish <i>b</i> and <i>v</i> Prueba de laboratorio – Lección 4 due by Wed., Nov. 12 Cultura: <i>A buscar alojamiento</i> Gram. 5.1: <i>Estar</i> with conditions and emotions Gram. 5.2: The present progressive
Semana 13: 17 - 21 de noviembre	Lección 5	<ul style="list-style-type: none"> Gram. 5.3: Comparing <i>ser</i> and <i>estar</i> Gram. 5.4: Direct object nouns and pronouns
Semana 14: 24 – 25 de noviembre	Lección 5	<ul style="list-style-type: none"> Composición – Lección 5 (Nov. 24-25) Speaking Assignment/Interview - schedule through <i>Calendly</i> link (QR code in classroom or link in D2L)
26 – 28 de noviembre	<i>No classes</i>	<i>Thanksgiving Break</i>
Semana 15: 1 – 5 de diciembre	Lecciones 1-5	<ul style="list-style-type: none"> Review for Comprehensive Final Exam Speaking Assignment/Interview - schedule through <i>Calendly</i> link (QR code in classroom or link in D2L) Prueba de laboratorio – Lección 5 due by Fri., Dec. 5
6 de diciembre 10:30 AM – 12:30 PM	Lecciones 1-5	<ul style="list-style-type: none"> Comprehensive Final Exam