



Elementary Spanish II (online)  
Prothro-Yeager College of Humanities and Social Sciences  
SPAN 1234 Section X40  
Summer II 2024

#### Contact Information

Instructor: Mrs. Sarah Butler

Office hours: By appointment in Bea Wood 103 and/or via Zoom. Please email me to set up a time.

Office phone: (940) 397-4142

E-mail: [sarah.butler@msutexas.edu](mailto:sarah.butler@msutexas.edu)

#### 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.

This course is a fully online, asynchronous course. I will use D2L for posting syllabi, course communication, course schedule, attendance, and gradebook, as well as for course materials and testing. You should regularly check D2L and your mymsutexas.edu email for important course information.

#### Desire-to-Learn (D2L)

Extensive use of the MSU learning management system, D2L, is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication about assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Texas Portal. For information about system requirements and recommendations for D2L, please visit: <https://msutexas.edu/distance/d2l-technical-requirements.php>

#### Course Description

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:

- Talk about daily routines and personal hygiene, reassure someone, tell where you went
- Talk about food, order at a restaurant, discuss familiar people and places
- Talk about celebrations and personal relationships, express congratulations, ask for the bill in a restaurant, express gratitude
- Discuss medical conditions, talk about parts of the body, talk about health and medical visits.
- Talk about using technology and electronics, talk about car trouble, use common expressions on the telephone, say how far away things are
- Welcome people, show people around the house, give instructions
- Describe and illustrate aspects of the cultures of Spanish-speaking countries and make comparisons between these cultures and their own culture(s) using basic linguistic structures and vocabulary in the target language.
- Evaluate their own values, behaviors and worldviews on the socio-cultural topics presented and compare these to those of Spanish-speakers.

The following textbook options are available for this course. These are the same materials used for Elementary Spanish I (1134). Materials are available at the MSU Texas bookstore in Clark Student Center or at the following websites: <https://www.bkstr.com/midwesternstatestore/shop/textbooks-and-course-materials>, <https://vistahigherlearning.com/store/school/midwesternstate>

- *Aventuras*, 6th edition, Vista Higher Learning
  - Print & Digital Access
    - Option 1: ISBN 978-1-54333-615-3 student edition loose-leaf textbook + Supersite Plus with vText + WebSAM (24 months)
    - Option 2: ISBN 978-1-54333-873-7 student edition loose-leaf textbook + Supersite Plus with vText + WebSAM (5 months)
  - Digital Access Only
    - Option 3: ISBN 978-1-54333-616-0 Supersite Plus with vText + WebSAM (24 months access)
    - Option 4: ISBN 978-1-54333-875-1 Supersite Plus with vText + WebSAM (12 months access)
    - Option 5: ISBN 978-1-54333-871-3 Supersite Plus with vText +WebSAM (5 months access)
  - **EXTENSION CODE ONLY:** ISBN 978-1-54337-194-9. This code will only work if you previously purchased access to *Aventuras* 6e. (Extends your access for another 5 months).

### Minimum Supported Software and Hardware List

Please follow this link for information on the minimum requirements for software and hardware used by the IT and Extended Education helpdesks to guide their responses to support requests: <https://msutexas.edu/it/assets/files/basic-software-and-hardware-list.pdf>

### Study Hours and Tutoring

A minimum of three hours of study daily (seven days per week) 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. Before you visit for me for tutoring, please make sure you have watched the tutorials/presentations at the [VHL Central Supersite](#). Typically, tutoring is also available with the MSU Tutoring and Academic Support Center. Please visit their website for schedules and more information: <https://msutexas.edu/academics/tasp/tutoring-option.php>

### Student Handbook

Refer to: [Student Handbook 2020-2021](#)

### 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.

Your Spanish does not have to be perfect for this class nor any of the assignments, and most likely it will not be. I expect to see mistakes. If I find that your use of vocabulary and/or grammar concepts is more advanced than the typical Elementary Spanish II student on any assignment and/or quiz or exam, and there is no apparent reason for your level of expertise, you may receive a zero if I am suspicious that you used an app or program to write or translate your work. If you challenge my decision, I will meet with you in person or via Zoom, and you can write a short composition in my presence to show that your use of Spanish is authentically your own. We will also have an impromptu conversation in Spanish to check your level. Please do your own work and do not cheat using others and/or artificial or technological means.

### Student Honor Creed

**"As an MSU Student, I pledge not to lie, cheat, steal, or help anyone else do so."**

As students at MSU, we recognize that any great society must be composed of empowered, responsible citizens. We also recognize universities play an important role in helping mold these responsible citizens. We believe students themselves play an important part in developing responsible citizenship by maintaining a community where integrity and honorable character are the norm, not the exception.

Thus, We, the Students of Midwestern State University, resolve to uphold the honor of the University by affirming our commitment to complete academic honesty. We resolve not only to be honest but also to hold our peers accountable for complete honesty in all university matters.

We consider it dishonest to ask for, give, or receive help in examinations or quizzes, to use any unauthorized material in examinations, or to present, as one's own, work or ideas which are not entirely one's own. We recognize that any instructor has the right to expect that all student work is honest, original work. We accept and acknowledge that responsibility for lying, cheating, stealing, plagiarism, and other forms of academic dishonesty fundamentally rests within each individual student.

We expect of ourselves academic integrity, personal professionalism, and ethical character. We appreciate steps taken by University officials to protect the honor of the University against any who would disgrace the MSU student body by violating the spirit of this creed.

### LockDown Browser and Respondus Monitoring

This course requires the use of LockDown Browser and a webcam (Respondus Monitoring) for all quizzes and exams completed in D2L. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this [short video](#) to get a basic understanding of LockDown Browser and the webcam feature. A student [Quick Start Guide \(PDF\)](#) is also available.

When taking a quiz or exam that requires LockDown Browser and a webcam, remember the following guidelines:

- Select a location where you are comfortable having a video recording taken of yourself and your workspace environment. This area should also be free of distractions and interruptions.
- Turn off all other devices (e.g., tablets, phones, second computers) and place them outside of your reach.
- Clear your desk of all external materials not permitted — books, papers, other devices, etc.
- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it.
- Remain at your device for the duration of the test.
- If the device or networking environment is different than what was used previously with the **Webcam Check** and **System & Network Check** in LockDown Browser, run the checks again prior to starting the test.
- To produce a good webcam video, do the following:
  - Avoid wearing baseball caps or hats with brims.
  - Ensure your device is on a firm surface (a desk or table). Do NOT have the device on your lap, a bed or other surface where the device (or you) are likely to move.
  - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete.
  - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window.
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

**No notes, textbooks, phones, translation apps, websites, AI software, friends etc. should be used on any quiz or exam in this course. Please do your own work and adhere to the MSU Student Honor Creed.**

If the Respondus Monitoring system flags a quiz or exam for behavior that violates the above statement, and after review, I believe that you were cheating on the quiz or the exam, I will subtract 10 points from that quiz or exam grade for this first infraction. If another infraction or subsequent infractions occur, you will receive a grade of zero (0) for the quiz or exam in question.

If you experience any difficulties with Lockdown Browser and/or Respondus Monitoring, please contact [d2lhelp@msutexas.edu](mailto:d2lhelp@msutexas.edu).

### Grading

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.

Table 1:

<i>Assignments</i>	<i>% of Course Grade</i>
Homework Assignments <a href="#">VHL Central Supersite</a>	15%
Vocabulary Quizzes (one per lesson – D2L)	10%
Lesson Quizzes (one per lesson – D2L)	10%
Writing Assignments (one per lesson – D2L)	10%
Speaking Assignments (1-2 per lesson – D2L)	10%
Listening Comprehension Quizzes <a href="#">VHL Central Supersite</a> (one per lesson)	10%
Midterm Exam (Lecciones 6-8 – D2L)	15%
Comprehensive Final Exam (Lecciones 6-10, and Gram 11.1 – D2L)	20%
Total	100%

Table 2: Total percentages for final grade.

<b>Grade</b>	<b>Points</b>
<b>A</b>	90 - 100
<b>B</b>	80 – 89
<b>C</b>	70 – 79
<b>D</b>	60 – 69
<b>F</b>	Less than 60

### VHL Homework Assignments and Tutorials

Homework assignments will be completed on the [VHL Central Supersite](#). **Each assignment is to be completed by 11:59 pm on the due date.** Homework completed after the deadline will be accepted but with a 5% per day penalty until the day of the last assignment for that lesson. After that day, no late homework is accepted (See Calendar on [VHL Central Supersite](#)). 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.

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. These lesson grades contribute 15 % to your course grade. You are welcome to work ahead in the online program. Your lowest grade in this category will be dropped at the end of the semester.

The [VHL Central Supersite](#) also offers tutorial videos for presenting the vocabulary and grammar lessons. These will appear on the [VHL Central Supersite](#) and can be accessed throughout the semester either through “Activities” or in the “Calendar.” Both can be found in the pulldown menu called “Assignments.” Although these tutorials are not graded, I highly recommend that you view them and rewatch them if you have any trouble with the grammatical concepts being learned this semester.

#### Vocabulary Quizzes in D2L

You will take a vocabulary quiz for each lesson in MSU’s D2L online platform (Desire-To-Learn). Please read the section on pages 4-5 of this syllabus about testing with Lockdown Browser and Respondus Monitoring. These quizzes are for checking your knowledge of the vocabulary for each lesson. They are like mini exams to help you with the difficult work of memorizing a great amount of vocabulary. They are to be taken without notes or the textbook or any other type of assistance. **No notes, textbooks, phones, translation apps, websites, AI software, friends etc. should be used. Please do your own work and adhere to the MSU Student Honor Creed.**

**Please see the course calendar in this syllabus and/or on our D2L site for availability and due dates.** These quizzes will contribute 10% to your course grade. No late work is accepted, and no make-up quizzes are given. Your lowest grade in this category will be dropped at the end of the semester.

#### Lesson Quizzes in D2L

You will take one quiz for each lesson in MSU’s D2L online platform (Desire-To-Learn). Please read the section on pages 4-5 of this syllabus about testing with Lockdown Browser and Respondus Monitoring. These quizzes are to evaluate your knowledge of the vocabulary, culture and grammar concepts learned and are to be taken without notes or the textbook. They are like mini exams to help you with the difficult work of memorizing a great amount of vocabulary and grammar concepts and help you be prepared for the midterm and final exams. **No notes, textbooks, phones, websites, translation apps, AI software, friends etc. should be used. Please do your own work and adhere to the MSU Student Honor Creed.**

Typically, **these quizzes will become available on Fridays by 5:00 pm and will be due by 11:59 pm on Sundays but see the course calendar in this syllabus and/or in D2L for exceptions and specific dates.** These quizzes will contribute 10% to your course grade. No late work is accepted, and no make-up quizzes are given. Your lowest grade in this category will be dropped at the end of the semester.

#### Writing Assignments

Toward the end of each lesson, but prior to the lesson quiz, you will write a short composition related to the content and at least some of the grammar concepts presented in that lesson. Your Spanish does not have to be perfect and most likely it will not be. I expect to see mistakes. If I find

that your use of vocabulary and/or grammar concepts is more advanced than the typical Elementary Spanish II student, and there is no apparent reason for your level of expertise, you may receive a zero for that writing assignment if I am suspicious that you used an app or program to write or translate your work. If you challenge my decision, I will meet with you in person or via Zoom, and you can write a similar composition in my presence to show that your use of Spanish is authentically your own. We will also have an impromptu conversation in Spanish to check your level. Please do your own work and do not cheat by using others and/or artificial or technological means. **Please do your own work and adhere to the MSU Student Honor Creed. Please see the course calendar in this syllabus and/or on our D2L site for availability and due dates.** No late work is accepted but you may complete these assignments prior to the due date. These writing assignments contribute 10% to the course grade. I will drop the lowest grade from this category at the end of the semester.

### Speaking Assignments

Even though this course is online, you will have to demonstrate your speaking ability by responding to some questions using “Record Video” in D2L. I encourage you to practice speaking and listening to Spanish outside of the online environment. There is a “chat” feature in the [VHL Central Supersite](#) that I have enabled so that you can talk with your classmates who are also online doing the homework. I am also available to practice speaking with you in person on campus and/or via Zoom in D2L. Please send me an email so that we can set up a time to meet. You can also practice speaking Spanish with those in your community who speak Spanish. All these opportunities will help you feel more prepared for the weekly Speaking Assignments. There are two speaking assignments per lesson for Lessons 6-8 but only one each for Lessons 9 and 10. Thus, in total, you will have 8 speaking assignments. **Please see the course calendar in this syllabus and/or on our D2L site for availability and due dates.** These assignments contribute 10% to your overall course grade. No late work is accepted but you may complete these assignments prior to the due date. I will drop the lowest grade from this category at the end of the semester.

### LC (Listening Comprehension) Quizzes

For each lesson you will take a Listening Comprehension Quiz at the [VHL Central Supersite](#), for a total of five Listening Comprehension Quizzes. You will watch the *Aventuras* video novela for each of the quizzes. These will be assigned in VHL as “Listening Comprehension,” and the corresponding quiz activities will be assigned as L6, L7, L8, L9, L10, – LC Quiz. There is no Listening Comprehension Quiz for Lección 11 since we are only doing one of the grammar sections from that lesson. **These are all visible in the [VHL Central Supersite](#) Assignment calendar, and the due dates are listed in the course calendar in this syllabus and/or on our D2L site.** You may do them prior to the due date. No late work is accepted, and no make-up quizzes are given. Your lowest grade in this category will be dropped at the end of the semester.

### Midterm Exam

The midterm exam will cover lessons 6-8 and consists of a multiple choice, matching, and/or true false part and a written/short answer part. Each part is worth approximately 50% of the exam grade. The midterm exam will be administered via D2L Assessment. Please read the section on pages 4-5 of this syllabus about testing with Lockdown Browser and Respondus Monitoring. This exam contributes 15% to the final course grade. The exam will be accessible in D2L **beginning Friday, July 26, 2024, 5:00 pm and ending Sunday, July 28, 2024, 11:59 pm.** Once you access the exam, you have **60 minutes** to complete the exam. **No notes, textbooks, phones, websites, translations apps, AI**



**software, friends etc. should be used. Please do your own work and adhere to the MSU Student Honor Creed.**

#### Final Exam

The Final Exam for this course is scheduled for **Friday, August 8**. The Final Exam will be administered via D2L Assessment and will be accessible for a 24-hour period **beginning Thursday, August 8, 2024, 12:01 am until Thursday, August 8, 2024, 11:59 pm**. Please read the section on pages 4-5 of this syllabus about testing with Lockdown Browser and Respondus Monitoring. You will have a 2-hour block in which to complete the exam once you have accessed it. **No notes, textbooks, phones, websites, translation apps, AI software, friends etc. should be used. Please do your own work and adhere to the MSU Student Honor Creed.**

#### Extra Credit

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

#### Late Work

No late work is accepted apart from Homework Assignments on the [VHL Central Supersite](#). These are accepted late with a 5% penalty per day late until the last due date for the last assignment in a particular lesson (see "Calendar" under "Assignments" on the [VHL Central Supersite](#)).

#### Make Up Work/Quizzes/Exams

No make-up work is accepted, and no make-up quizzes or exams will be offered.

#### Important Dates

Last Day to drop with a grade of "W:" Wednesday, July 31, 2024, 4:00 pm

Last Day of class: Wednesday, August 7, 2024

Final Exam: Thursday, August 8, 2024

See course schedule for other important dates

#### 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 accommodation 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 to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Student Life Disability](#).

#### University 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 WATC. 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.

### Grade Appeal Process

Students who wish to appeal a grade should consult the Midwestern State University [Undergraduate Catalog](#)



