

**Spanish 101**  
**Department of Spanish and Portuguese**  
**Spanish as a Second Language Program**  
**Fall 2009**

**Instructor:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Office:** \_\_\_\_\_ **Office Phone:** \_\_\_\_\_  
**Office Hours:** \_\_\_\_\_

**Course Webpage:** <http://www.unm.edu/~spanport/ssl/101.htm>

**1. REQUIRED COURSE PLACEMENT:**

All UNM students enrolling in a Spanish Language course for the first time must have an orange Verification Card. Students who do not have an orange placement Verification Card when the semester begins will not be allowed to stay in class until they obtain one. **If an orange card is not obtained by the third class period the student will be dropped from the course.**

- A Placement Evaluation must be taken if enrolling in a Spanish class for the first time—especially if taking a beginning Spanish course (101 or 111). The orange Verification Card is issued once the student has taken the Placement Evaluation.
- There are two ways to obtain an orange card: 1. Take either a SSL or SHL Placement Evaluation in the Language Lab-OR-2. Go to the Spanish and Portuguese office (Ortega Hall #235). Bring a transcript if you are a transfer student taking Spanish courses in successive semesters or have AP or CLEP credits.
- Placement Evaluation scores are valid for one year only. Similarly, there is a one year grace period between Spanish courses. If a student has not taken the course that they placed into within a year's time, or more than a year has passed between enrolment in a Spanish course, the student will have to retake the Placement Evaluation.
- The instructor will tell continuing students if an orange card is needed.

**GENERAL INFORMATION**

**2. COURSE DESCRIPTION AND OBJECTIVES:** Spanish 101 is the first semester course in the four-semester Spanish as a Second Language Series. It is designed to introduce you to the Spanish language and the many facets of Hispanic culture. It also aims to develop basic second language skills for both oral (speaking and listening) and written (reading and writing) communication. In this course, you will develop your ability to communicate in Spanish in everyday situations.

Throughout the courses, you will:

1. Engage in conversations and written communication to describe daily activities, obtain information, express feelings and emotions, and give and ask directions.
2. Develop skills for understanding written and spoken language on the following topics: academic life, family, free time, and vacation.
3. Demonstrate understanding of the culture in the Americas and Spain.

The course requires regular classroom participation and approximately **two hours of outside preparation (listening, writing, reading, and grammar study) for every hour of class.**

### 3. REQUIRED COURSE MATERIALS:

- Textbook
  - *Mosaicos, UNM Custom Edition, 5 ed.* Castells, Guzmán, Lapuerta, Liskin-Gasparro, 2008.
- MySpanishLab
  - <http://myspanishlab.com/>. For this course you will need to set up an account online. The information you need to do so is enclosed in your book package. **You should bring your access code with you to class.** If you have questions, you must ask your instructor as soon as possible. Not understanding how the program works is not an excuse for late homework. **IMPORTANT: PLEASE SAVE YOUR COURSE PASSCODE FOR FUTURE SEMESTERS OF SPANISH AT UNM.**
- A full-size bilingual Spanish-English dictionary (optional), (Cuyás, Collins, Larousse, Oxford, or Vox).

**4. GENERAL COURSE POLICIES:** This course may be conducted differently from previous language courses you may have had. This class will emphasize the learning of Spanish for real-world purposes. **Your instructor will speak Spanish 100% of the time and you are expected to do so also.** You will participate in pair and group activities that will give you the opportunity to practice your Spanish in a relaxed environment. Grammar is necessary for communication. However, vocabulary, discourse strategies and familiarity with the cultural norms are equally important for communication.

**Attendance:** Daily attendance is essential for improving your skills in Spanish. No matter what the reason for the absence, failure to attend class always results in missed opportunities to hear and speak Spanish. Attendance policies will be strictly enforced.

- Absences result in **0 participation points** for the date in question. Late arrivals will be penalized by reducing participation points.
- Homework missed due to a justifiable absence (such as illness, death in the family, military orders, etc.) may be made up with appropriate documentation (doctor's note, original medical invoice, death notice, copy of military orders, etc.) and instructor approval. **No credit will be awarded for missed assignments due to unjustifiable absences. Students are expected to inform their instructor of an extended absence (via email or by phone) in a timely manner.**
- Make-ups are not permitted for scheduled exams and quizzes unless you have appropriate documentation. It is your responsibility to present this documentation to your instructor on the day you return from your absence. Documentation will not be accepted after ONE WEEK.
- **Every absence exceeding four absences (TTh classes) six absences (MWF classes), regardless of the reason, will result in a 1% reduction from the student's final grade in the course.**

**No cell phones, pagers or other electronic communication devices are to be on or used during class. Their use may result in the entire loss of participation points for the day. Furthermore, they are entirely prohibited during exams.**

**Policy on Academic Dishonesty:** (Adopted by the President June 15, 1992)  
(<http://www.unm.edu/%7esac/policies.html#academicdishonesty>)

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet the standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

## 5. GRADE DISTRIBUTION

**Participation** 10%

**Homework** 15%

· MySpanishLab

**Compositions (2)** 20%

**Examinations**

· Quizzes (3) 15%

· Oral Exam 10%

· Midterm Exam 15%

· Final Exam 15%

## 6. ASSIGNMENTS & COURSEWORK

**1. PARTICIPATION (10%):** You are expected to attend class and to participate. Your participation grade includes your contributions in Spanish during regular class sessions and active participation in Spanish in small group activities. If you are in class, but are **not** prepared and/or do **not** participate, you will receive no credit for that day. For evaluation criteria on participation, see the course website at: <http://www.unm.edu/~spanport/ssl/101.htm>

**2. HOMEWORK (15%):** There will be **online** homework assignments due each day before class. Due dates for these assignments can be found in MySpanishLab. Assignments are **due at 8:00am (before class) on the assigned date**. Plan ahead and do not wait until the last moment to do your homework. Technical problems and sudden emergencies are not valid excuses for turning homework in late. It is suggested that you do homework using Microsoft Internet Explorer using the Microsoft Windows

operating system or Safari in Macintosh systems due to known compatibility issues with other setups. You may do your online homework in any one of the many campus computing facilities or with your own equipment.

**Facilities on Campus:** Language Center (Ortega 125), SUB Computer Lab, Dane Smith Computer Lab, Zimmerman Library

- After completing your online homework you should press SUBMIT at the bottom of the activity page. The computer will automatically assign you a grade for certain activities and your instructor will input the grades for others. When you complete a whole lesson, your instructor will record this grade. You must do your homework according to the syllabus due dates because, while the computer will allow you to send late homework, your instructor will not grade it. **Verify that the system has recorded your grades once you have completed your homework, before the assignment deadline.**
  
- **Late Homework Special Exceptions: Under no circumstances will the instructor accept a hard copy of your online homework.** After the deadline, the instructor could receive late homework, but it will be marked as late, and the instructor will not count it unless you have documentation supporting emergency circumstances. Verification (such as original doctor's note, original hospital billing invoice, original military orders, death notices, etc.) of a student's report of absence and late homework must be provided to the instructor the day of the student's return from the absence.

**2. COMPOSITIONS (20%, 10% EACH):** There will be 2 compositions (100- 200 words each) during the semester. All compositions must be typed and double-spaced. The first drafts will be started in class and then completed at home, and the final drafts will be done at home with the help of your teacher's comments. The grade will be given based on the Evaluation Criteria for Written Expression (see <http://www.unm.edu/~spanport/ssl/101.htm>). Further details about the composition topics and grading criteria will be explained to you by your instructor. All drafts should be **typed (double-spaced)**. After your instructor corrects the first version and assigns it a grade, you will make the corrections and turn in the final version with the first draft attached.

- A copy of your composition must be turned in through the assignment in MySpanishLab.
- Your composition grade will be lowered **5 points per day (not per class)** for late drafts.
- No e-mailed compositions will be accepted.
- Compositions must reflect your individual work. Any composition that seems to have been corrected by somebody else or written with the use of an automated translating program will receive a zero (0) as a grade (See #5: Policy on Academic Dishonesty). This rule applies to both drafts.

**4. EXAMINATIONS (55%):** There will be no make-ups for any exams. Note that all assignments are important. Getting good grades in exams does not guarantee an overall good grade.

- **Quizzes (15%):** There will be three chapter quizzes. These are not cumulative and will cover the main points of the chapters. The dates of the quizzes are stated in the syllabus and myspanishlab.
  
- **Midterm exam (15%):** The Midterm exam (over Chapters 1-3) will consist of the following sections: listening comprehension, vocabulary, structure, reading, and culture. It will be administered during class.

- **Oral exam (10%):** An oral exam in Spanish will be administered at the end of the semester based on the content studied throughout the course. Your instructor will announce details after the midterm exam.
- **Final exam (15%):** The two-hour Final Exam is cumulative (Chapters 1-5) and will consist of the following sections: listening comprehension, vocabulary, structure, reading and culture. It will be administered on **Monday, December 14, 2009**. Time and location to be announced.

### 5. EXTRA CREDIT:

Tertulias (4 %): On Thursdays and Fridays throughout the semester, the Department will have conversation groups or other activities in Spanish. The various activities and locations can be found at <http://www.unm.edu/~spanport/ssl/tertulias.html>. To receive full credit for participation, students must sign in and stay for 30 minutes. Each visit results in the addition of an entire percentage point onto the student's final grade with a maximum possibility of receiving 4 percentage points.

### 6. Grading Scale:

#### Grading Scale

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
		F	00-59