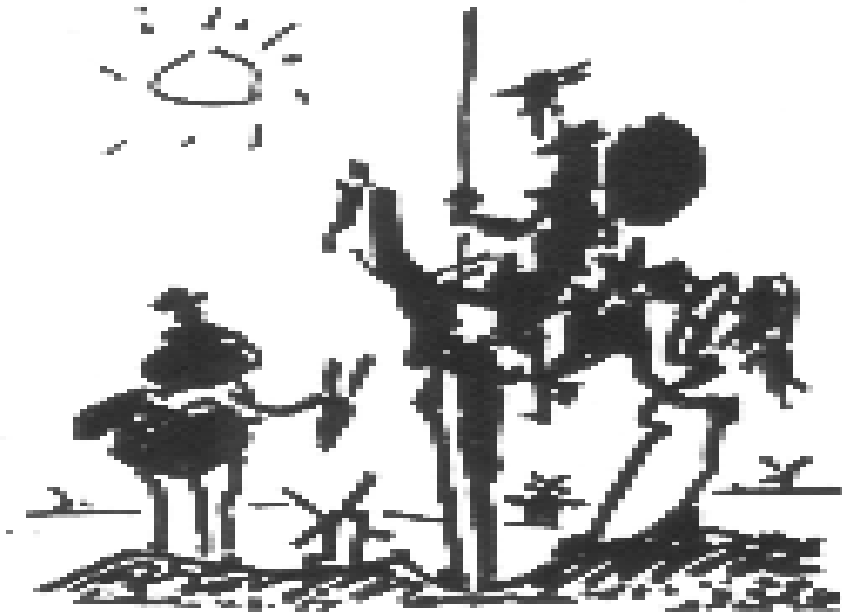


**SPANISH 1411**

**CRN 51623**

**Beginning Spanish I  
Course Outline and Syllabus  
Houston Community College**



Distance Education  
**María M. López, Instructor**

Houston Community College  
Spanish 1411 Distance Education  
Course Syllabus and Schedule  
Fall 2011

**Instructor: María M. López**

**Arts and Languages Department  
HCCS-Southeast, Eastside Campus  
Address: Felix Morales Bldg. Room: 124  
6815 Rustic, Houston, TX 77087  
phone: 713-718-7242  
e-mail: [mariam.lopez@hccs.edu](mailto:mariam.lopez@hccs.edu)**

**DE contact person: Ayesha Gates [ayasha.gates@hccs.edu](mailto:ayasha.gates@hccs.edu) or 713-718-5286**

**1. Textbook and Materials Required:**

- An Invitation to Spanish Adelante Uno José A. Blanco (orange book)
- Level Uno Student Edition w/Supersite Passcode + WebSam passcode  
ISBN: 978-1-60007-996-2
- Book and Code is also available at: <http://vhldirect.com>

If you have any problems, please notify me. There will be a card in front of your textbook with a passcode; It is a index type of card with a silver box to scratch off that reveals your code. There is also an ADDITIONAL passcode for the WebSAM section. Once you buy your book, you will go to the website and redeem your passcode. It is extremely important to register in my course AFTER redeeming your passcode. If you do not "register" yourself in my course ... I cannot view your work.

**2. STUDENT EVALUATION:**

The student is expected to do all assignments and tests.

**3. Grading Percentages :**

- 3 Exams ( in person).....45%
- Listening Tests ( 3 given at Labs) .....15%
- Supersite work (6 lessons total).....30%
- Composition.....10%

Letter grades are determined by the following scale:

- 90+ .....A
- 80+ .....B
- 70+ .....C
- 60+ .....D
- 50- .....F

**Grades are not given..... they are earned**

There are no extra credit assignments, extra work, or "curves" for grades in this course.

**4. Assignments**

<b>Due Date</b>	<b>Chapters/Assignments Due</b> All activities for are due on the due date; this incluyes textbook, workbook, and lab manual activities
<b>September 24 – October 13</b>	<b>Begin Lección Uno: Hola ¿Qué Tal?</b> <b>Lab #1 Southeast campus 1pm-3pm</b> Leccion Uno Due <b>Begin Lección Dos: En La Universidad</b> <b>Review Session for Test #1</b> <b>Listening Quiz #1 .</b> <b>Leccion 2 Due</b>
<b>October 14 - 16</b>	<b>Test #1</b> - Taken in-person at the DE testing Centers (times and locations listed on this syllabus) <b>Lecciones 1 y 2</b>
<b>October 17- November 10</b>	Begin Lección 3: <b>La Familia</b> Lección 3 Due Begin Lección 4: <b>Los Pasatiempos</b> <b>Lab #3 Southeast campus 1pm-3pm Review Session for Test #2</b> <b>Listening Quiz#2</b> Lección 4 Due
<b>November 11 -13</b>	<b>Test # 2</b> - Taken in-person at the DE testing Centers (times and locations listed on this syllabus) <b>Lecciones 3 y 4</b>
<b>November 14 – December 8</b>	Begin Lección 5: <b>Las Vacaciones</b> Leccion 5 Due Begin Leccion 6: <b>iDe Compras!</b> <b>Lab #4 Southeast campus 1pm-3pm Review Session for Test #3</b> <b>Listening Quiz #3</b> Lección 6 due
<b>December 9-11</b>	<b>Test #3</b> --Taken in-person at the DE testing Centers (times and locations listed on this syllabus) <b>Lecciones 5 y 6</b>

- Fridays: Fine Arts Building, Central Campus 4pm to 7pm      Saturdays: Westgate, Katy 10am to 1pm
- Sundays: Eastside (Southeast) Campus 10am to 1pm

You will need to take an ID and a pencil with you to the testing center. You must arrive between the given times. If you arrive after the last admit time, you will not be allowed to take your exam. There will be signs posted at each campus on the main entry doors directing you to the DE testing rooms. There are no set room numbers. You will arrive, follow the signs, check in at the DE table where you will be given your exam and directed to a room with a proctor.

**Due dates are by midnight on each due date given. These dates are also listed beside the activities on the Supersite.**

**5. COURSE DESCRIPTION: HCC Catalog Description**

Introduction to the Spanish language and Hispanic culture. Development of basic skills in listening comprehension, speaking, reading, writing, and cultural awareness. Course includes vocabulary building, conversation and grammar. Transfers as foreign language credit . Core Curriculum Course.

## **6. Course Prerequisite:**

Must be placed into *Gust* 0342 ( or higher) in reading and ENGL 0310/0349 ( or higher) in writing.

## **7. Introduction to Course:**

Welcome to Spanish 1411.

This is a intermediate Spanish course that satisfies and transfers as the first semester freshman level Spanish requirement at all major universities. Even though the instructor will be using English at some times, the instructor will be using Spanish more and more as the semester progresses in order to provide students the opportunity to listen to and practice Spanish. The student is expected to do the assignments given for class and come prepared for class so that he or she can participate in all class activities. The student shall strive to use Spanish in class as much as possible

## **8. Academic Discipline / CTE Program Learning Outcomes**

The student will:

1. Speak clearly and fluently enough for a target-language speaker to understand and interpret intent without difficulty.
2. Comprehend the main points of standard discourse and authentic material in target language spoken at near-native speed.
3. Write simple descriptions and narrations of paragraph length on everyday events and situations in different time frames.
4. Read with understanding authentic written material in the target language on a variety of topics related to daily life in the target-language world.
5. Demonstrate knowledge of and sensitivity to characteristic perspectives, practices and products that reflect the culture of the target language.

## **9.Course Student Learning Outcomes (SLO)**

The student will:

1. Communicate orally in the target language about familiar topics and activities requiring a simple and direct exchange of information
2. Comprehend spoken words and phrases in the target language related to self, family and immediate surroundings, with allowance for repetition and rephrasing.
3. Create simple notes, messages and paragraphs related to self, family and immediate surroundings.
4. Comprehend a short passage in the target language on a topic of everyday life using appropriate target vocabulary.
5. Demonstrate knowledge of specific aspects of target-language culture and gain insights into how language and culture reflect values, belief systems, and behavior.

## **10.Scans or Core Curriculum Competencies:**

Reading, Writing, Speaking/Listening, Critical Thinking, Computer/Information Literacy.

## **11.Program/Discipline Requirements:**

Placement into this course is based on having had no previous formal instruction in Spanish or less than one year of high-school Spanish.

## **12.Distance Education Policies**

Access DE Policies on their Web site:

[http://de.hccs.edu/Distance Ed/DE Home/faculty resources/PDFs/DE Syllabus.pdf](http://de.hccs.edu/Distance%20Ed/DE%20Home/faculty%20resources/PDFs/DE%20Syllabus.pdf)

## **Laboratory**

Lab: The lab will be 2 hour. You will be given a "lab" or "oral language" grade. This grade will be a combination of attendance and your listening and speaking ability with the language. Be sure to come to each lab prepared so that you can participate fully. Review sessions for tests are

incorporated into the lab. Attendance is required for these sessions. Lab will be held on Saturday. All labs will be at Eastside campus.

### **Exams:**

If you do not attend the review sessions, you must have a written excuse in order to make-up your oral language test or you will forfeit those points. You can take the test any of the three days given at indicated location. Be sure to arrive on time at the testing sites. You will not be admitted after the last entry time. Please refer to your DE handbook for testing locations and times.

### **Composition:**

Your composition is due at the end of the semester. (See calendar for exact date). Your composition should be typed, double spaced, and have a cover sheet. Use a standard font and size 12. Your composition should be at least half a page to three-quarters of a page typed. If for some reason you do not attend the lab when the composition is due, you can e-mail it to me, fax-it to me, or drop it off at the Eastside Campus. This, however, does not excuse your missed lab attendance. **The composition will be written in Spanish.**

### **Make-up Exams:**

I strongly recommend that you take the exam at its given time. You have the flexibility of taking the exam Friday, Saturday or Sunday during the testing weekend. It is much more difficult to go back and take an exam late, since learning a language is a process. Please try to avoid having to make up an exam. Please contact me if it is an emergency and you are unable to take an exam. You will be required to have written documentation to make up a test. The listening section of the exam will be given at the review sessions and will not be repeated for the make-up test, resulting in the student's forfeiting those points. **There are no make-ups for the final exam.**

## **Contacting me:**

The best way to get in touch with me is to call me or email me and leave a detailed message. Please always include your name, phone number (please speak slowly, and repeat the number), and the class in which you are enrolled. Please allow me at least one to two days to return your call. Normally you will hear from me within 24 hours. You can also send me an email to the address listed, but occasionally I am too busy to check my email everyday. If contacting me by email, please give me 2 to 3 days to respond. If you call or leave a message on Friday, please assume that you will not hear from me until Monday or Tuesday. **DO NOT CALL Ayesha Gates FOR QUESTIONS ABOUT THE COURSE. ONLY I CAN HELP YOU WITH THAT!!! ONLY CALL MS. Gates ABOUT PROBLEMS WITH YOUR MAKE-UP EXAM.**

### **TECHNICAL SUPPORT:**

#### **For ADELANTE:**

If DE students experience technical problems with the Adelante textbook or website, they have three options:

1-Online: Visit the Online Support Center: [support.vhlcentral.com](http://support.vhlcentral.com)

2-Email: [techsupport@vistahigherlearning.com](mailto:techsupport@vistahigherlearning.com).

3-Phone: Contact VISTA Higher Learning at **800.248.2813**

### **MAKE UP TEST POLICY:**

There are no extensions of due dates for on-line work. You are well aware of the due dates and must work daily to complete these assignments. Students who "rush" to get all the work completed in the last day or two before the deadline are usually not successful. In addition, if a situation arises that prevents you from completing the work, then you receive a zero. It is always a good idea to work ahead!

### **TASP REQUIREMENTS**

Students who have failed any part of the TASP test must be enrolled in at least one developmental course (in any of the areas not passed). If you do not enroll, or drop, or do not attend your developmental courses, you will be withdrawn from all your classes with no refund.

### **SCHOLASTIC DISHONESTY:**

Students engaged in any scholastic dishonesty: cheating, plagiarism or collusion, as described by the Student Handbook may be penalized as specified in the Student Handbook

### **PLEASE NOTE**

Students who repeat a course for a third or more times may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor/counselor about opportunities for tutoring/other assistance prior to considering course withdrawal or if you are not receiving passing grades.

### **HCC Course Withdrawal Policy**

The State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

To help you avoid having to drop/withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.). HCC has instituted an Early Alert process by which your professor may "alert" you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance.

**You (the student) may drop yourself online through the HCC Student Center prior to this date:**

- **August 30 Last day to drop on-line**
- **November 17 Last day for Administrative/Student Withdrawals**

**After the deadline to drop yourself, you MUST provide an email request to your DE professor, PRIOR to the withdrawal deadline to receive a "W" on your transcript.**

After the withdrawal deadline has passed, you will receive the grade that you would have earned. Zeros averaged in for required coursework not submitted will lower your semester average significantly, most likely resulting in a failing grade of an "F". It is the responsibility of the student to withdraw from the class; however, your professor reserves the right to withdraw you without your request due to excessive absences. If you do not feel comfortable contacting your professor to withdraw, you may provide a written request to DE Counseling through the AskDECounseling form found at [de.hccs.edu](http://de.hccs.edu). However, please do not contact both a DE counselor and your DE professor to request a withdrawal; either one is sufficient. Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

### **Student Services**

**DISTANCE EDUCATION ADVISING AND COUNSELING SERVICES** Much DE student information can be found on the DE Student Services website: [de.hccs.edu](http://de.hccs.edu). Advising or counseling can be accomplished through our online request form **AskDECounseling**. Counselors and Student Services Associates (SSA) can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions, can also be scheduled to provide brief counseling and community referrals to address personal concerns impacting academic success.

### **INTERNATIONAL STUDENTS**

Contact the International Student Office at 713-718-8520 if you have questions about your visa status.

### **STUDENTS WITH DISABILITIES**

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance:

**Disability Support Services Offices:**

**System:** 713.718.5165

**Central:** 713.718.6164 - also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.

**Northwest:** 713.718.5422

**Northeast:** 713.718.8420

**Southeast:** 713.718.7218

**Southwest:** 713.718.7909

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the **Instructional Support Specialist (ISS)** assigned to their professor. **NOTICE FOR STUDENTS OUTSIDE OF HCC SERVICE AREA**

Students who live or work outside the HCC service area and cannot take paper exams at one of our HCC testing locations **MUST** make arrangements for a proctor. Please see the DE Student Services Additional Resources webpage for more information.

### **VIRTUAL CLASSROOM CONDUCT**



As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

### **SEXUAL HARRASSMENT**

It is a violation of HCC policy for an employee, agent, or student of the College to engage in sexual harassment as defined in the Equal Employment Opportunity Commission (EEOC) guidelines. Any student who has a complaint concerning this policy has the opportunity to seek resolution of such a complaint in accordance with procedures set forth in the Student Handbook. Report any complaints immediately to College Administration or call the Institutional Equity & Compliance Office 713.718.8271.

### **IMPORTANT NEWS**

1. Labs are required, not optional. Please always check with the "information" desk if it seems that you are at the wrong room. I always notify them of any changes immediately before going to class.
2. Testing times and locations are listed in your Distance Education Handbook, please do not call me to find out where your tests are, especially the evening before you want to take the tests.
3. A written excuse is required to reschedule an exam or the  
or the listening section
4. Your test results will be given to you at the following lab session.
5. You have only one-week to complete any make-up tests.

### **PLEASE NOTE**

**Students who repeat a course for a third or more times may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor/counselor about opportunities for tutoring/other assistance prior to considering course withdrawal or if you are not receiving passing grades.**

### **IMPORTANT INFORMATION ABOUT THE TEXTBOOK AND THE WORK ONLINE**

**Adelante Supersite / Textbook** (<http://vhlcentral.com>)

Click here to watch a **TUTORIAL** for this website! It will save you time and be less frustrating for you!!

[http://bitcasta.v1.dfw1.bitgravity.com/vhl/supersitetutorial/student\\_tours/adelante.html](http://bitcasta.v1.dfw1.bitgravity.com/vhl/supersitetutorial/student_tours/adelante.html)

This is a **FANTASTIC** site and contains everything you need to be successful in this course!! It is very user-friendly and easy to navigate through all activities and pages.

If you have any problems, please notify me. There will be a card in the front of your textbook with a passcode; you will redeem it when you register on the supersite. Once you buy your book, you will go to the website and register under my course.

There are 4 sections to your Supersite:

**1-Tutorials:** These are video clips of all grammar explanations. There are short and very helpful. You need to watch these in order to review the grammar for the course. It is just like having a teacher in your computer. There are also electronic flashcards to help you practice your vocabulary and other activities to help you master the grammar points in each lesson. These activities are not graded and may be done as many times as you'd like.

## 2-Practice:

This tab on your supersite corresponds with your textbook. You have **GRADED** activities under THIS tab. About  $\frac{1}{2}$  of your on-line work is done here. What this means is that if you ONLY do the work here, your chapter averages will be about 50% or less depending upon your grades. The OTHER  $\frac{1}{2}$  of your on-line work is in the “**workbook**” which is on the supersite also, but under the “**websam**” tab at the top of the supersite. For example, as you can see **Escuchar A** corresponds to page3. That means this activity is in your textbook on page 3. It looks the same in the textbook and on the website. If there is an audio component, it is built into the activity when you click on it to complete it. The activities that I assign that count towards your grade will have a date under the “**due date**” column. If there is no date, it means that although you should still complete the activity since it is essential to your learning, it is for your practice and does not count toward your final grade.

## 3-WebSAM

This is a Student Activities Manual on-line. It is set up exactly as the Textbook tab has additional assigned activities. Again, if there is no due date, it means it does not count towards your grade and should be used as practice and self-assessment. You have **GRADED** work under this tab!! Approximately  $\frac{1}{2}$  of your on-line work is done here. This is your workbook.

## 4-Assessment

The assessment tab contains **Recapitulación** (a review) and a **practice test** (Prueba de Práctica). These two items are **FANTASTIC** practice for your lesson quizzes. The **Prueba de Práctica** is **ALWAYS** assigned and it is worth 100 points. This makes up about  $\frac{1}{2}$  -  $\frac{1}{3}$  of your grade for each lesson. The total points possible for lesson one : 224 points (the total of the practice activities) The Prueba de Práctica is worth 100 points. So, the total for lesson one goes up to 324. This means if you don't do the practice test, your score would be 224/324 at the end of lesson one if you got 100% on all activities but did not complete the practice test, resulting in your average being only a 69% for lesson one. In other words, the practice tests are **VERY** important!!

## 5-My Results

You can keep track of activities you have completed and see the grades for each activity. Some activities are computer graded which means you will immediately know your results. Other activities are graded by me. I will view the activity on-line and provide feedback for you to see.

## TESTING CAMPUS (Please check DE Handbook)

FRIDAY: Central Campus. Fine Arts Building ( 4:00-7:00pm)

SATURDAY: Westgate Campus. 1550 Fox Lake Drive. ( 10:00am-1:00pm)

SUNDAY: Eastside Campus ( 10:00am-1:00pm)

**Web Page:** You can access syllabus, calendars, newsletters, review sheets and general announcements by going to:

- [http:// learning.sec.hccs.edu](http://learning.sec.hccs.edu)

- click on “ **Find someone on the learning web**”

- Click on L ( for López)

- Click on my name **María M. López**

- Click on your course **Spanish 1411-# 51623**

- You do not have click where it says to register, this is for instructors only.