



Dear Students,

Due to the recent disaster in our city with Hurricane Harvey, regular term HCC classes have been shortened from 16 weeks to 14 weeks to allow time for recovery efforts. The World Language program faculty have met and made adjustments to the course calendars and course content to accommodate this change. You can rest assured that you will be receiving the same high level of instruction despite the reduced number of weeks.

If you are facing challenges securing food or housing and believe this may affect your performance in the course, we urge you to contact the Dean of Students for support. Furthermore, please notify your professor if you are comfortable in doing so.

**World Language Program**  
**Course Syllabus**  
**BEGINNING SPANISH CONVERSATION I**  
**SPAN 1300**  
**CRN 35757– Fall 2017**

3 credits (3 lecture)  
48 hours per semester  
16 weeks

**Type of Instruction:** face-to-face

**INSTRUCTOR:** Keith Anthis, Ph.D.

**E-mail:** [douglas.anthis@hccs.edu](mailto:douglas.anthis@hccs.edu)

**PHONE:** 713-598-2210 (cell phone)

**OFFICE LOCATION AND HOURS:** San Jacinto Building Room 119

**Hours:** TTh 10:30 – 10:55 am or by appointment

**Course Location and Times:** San Jacinto Building 350, TTh 11:00 am – 12:20 pm

**COURSE DESCRIPTION**

(per ACGM)

SPAN 1300, Basic practice in comprehension and production of the spoken language.

(per HCC Catalog)

SPAN 1300, An introductory Spanish course which emphasizes listening comprehension and speaking skills. Reading and writing may be done as reinforcement to oral communication skills. This course is slower-paced and less comprehensive than Spanish 1411. It is highly recommended for students without previous experience in the Spanish language. This course is not open to students whose first language is Spanish. Generally, it

does not transfer as foreign language credit but may transfer as elective credit.

**COURSE PREREQUISITES.** Must have taken or be co-enrolled in INRW 0420 (or higher) or ESOL 0360 (for non-native speakers of English).

### **PROGRAM LEARNING OUTCOMES.**

Upon completion of the capstone course, SPAN 2312, students will be able to

1. speak clearly and fluently enough for a target language-speaker to understand and interpret intent without difficulty;
2. understand the target spoken language well enough to participate fully and effectively in personal oral communication;
3. write proficiently in both academic and non-academic modes in the target language to be understood by a sympathetic target language speaker;
4. read with understanding a level-appropriate text in the target language dealing with a variety of basic and social needs; and
5. demonstrate knowledge and understanding of aspects of behavior, attitudes, and customs of members of the target-language community.

### **COURSE STUDENT LEARNING OUTCOMES (SLO)**

Upon successful completion of SPAN 1300, students will be able to:

1. Comprehend simple spoken statements about familiar everyday situations;
2. Participate meaningfully in a simple conversation in familiar everyday situations;
3. Produce comprehensible reasonably accurate pronunciation of Spanish words and sentences;
4. Produce a brief, informative presentation that is comprehensible with effort to those accustomed to dealing with beginning learners of Spanish; and
5. Demonstrate a basic understanding of the behavior, attitudes, and customs of members of the target-language community.

### **COURSE LEARNING OBJECTIVES**

- 1.1 Distinguish between words in a spoken sentence.
- 1.2 Form appropriate hypothesis regarding the meaning of words and sentences in Spanish.
- 2.1 Employ appropriate Spanish words and expressions on topics related to everyday life.
- 2.2 Respond accurately to questions about familiar everyday situations.
- 3.1 Develop acceptable pronunciation of basic Spanish vocabulary words.
- 4.1 Create a 2-to-3-minute oral presentation in Spanish on a topic in everyday life that is comprehensible to a sympathetic listener.
- 5.1 Compare and contrast Latin culture with the learner's own cultural background.
- 5.2 Explain how Spanish and its culture add to the richness of our cultural diversity.

### **CORE CURRICULUM COMPETENCIES**

Critical thinking, communication skills, teamwork, social responsibility, personal responsibility, and computer/information literacy.

In our efforts to prepare students for a changing world, students may be expected to utilize computer technology while enrolled in classes, certificate, and/or degree programs within Houston Community College.

**The specific requirements are listed below:**

- **Books** – Students purchase a bundle with the paperback book *Hola, ¿qué tal?* (the primary textbook). This bundle contains an access code to the online e-book and accompanying activities which are housed in a separate learning management system known as *Supersite*. Students must access *Supersite* daily.
- **Audio files** - Students will need to listen to audio files within the *Supersite*. It will be necessary to have speakers and/or headphones.
- **Email** – Students will be expected to use and check their HCC email.

### SPANISH 1300 \*MODIFIED COURSE CALENDAR

\*The instructor reserves the right to make changes to the syllabus

**Note:** True beginners of Spanish need to plan on an average of 8 hours per week or more of study time to keep up with the pace of the course and to allow time to practice listening and speaking. We usually cover one chapter every two weeks.

#### **Week 1:**

No class due to Harvey

#### **Week 2:**

No class due to Harvey

#### **Week 3:**

Sept. 12 (T) Presentation of the course and syllabus. Overview of text and Supersite.

**Episodio 1, El primer día de clases:** Pronunciation and the Alphabet.

Sept. 14 (Th) Greeting and saying good-bye to others; saying which classes you take; numbers 0-40; saying how many credits you take and how many hours you work.

Communicative Activities.

#### **Week 4:**

Sept. 19 (T) **Episodio 2, En la librería:** Identifying university-related objects, places and people; asking and telling when an event takes place.

Sept. 21 (Th) Gender of nouns; plural of nouns; Hay; Telling time. Communicative Activities. Repaso (Review).

#### **Week 5:**

Sept. 26 (T) **Examen #1: Episodios 1 y 2**

Sept. 28 (Th) **Episodio 3, Los profesores y las clases:** Expressing likes and dislikes; describing yourself and others.

**Week 6:**

Oct. 3 (T) Identifying Spanish-speaking countries. Communicative activities.

Oct. 5 (Th) **Episodio 4: ¡Qué internacionales!** Talking about your family; telling and asking for someone's age.

**Week 7:**

Oct. 10 (T) Saying and asking where someone is from; asking for and giving phone numbers; numbers 41-100. Communicative activities. Repaso.

Oct. 12 (Th) **Examen #2: Episodios 3 y 4**

**Week 8:**

Oct. 17 (T) **Midterm Oral Evaluation**

Oct. 19 (Th) **Episodio 5, ¿Estudiamos el sábado?** Talking about activities you do at school and at home. Days of the week.

**Week 9:**

Oct. 24 (T) Asking yes/no questions. Communicative activities.

Oct. 26 (Th) **Episodio 6, ¡Qué guapos!** Describing people and things.

**Week 10:**

Oct. 31 (T) Asking for information. Communicative activities. Repaso.

Nov. 2 (Th) **Examen #3: Episodios 5 y 6**

**Week 11:**

Nov. 7 (T) **Episodio 7, ¿Qué van a hacer el sábado?** Talking about your weekend plans; talking about what you have to do and what you want to do.

Nov. 9 (Th) Discussing your obligations as a student. Communicative activities.

**Week 12:**

Nov. 14 (T) **Oral Presentation: "Mi pariente favorito" o "Mi lugar favorito"**

Nov. 16 (Th) **Episodio 8, Vamos al parque:** Talking about common daily activities; identifying places to go.

**Week 13:**

Nov. 21 (T) Saying where you are and what you are going to do there. Communicative activities. Repaso.

Nov. 23 (Th) No class: Thanksgiving Day

**Week 14:**

Nov. 28 (T) **Examen #4: Episodios 7 y 8**

Nov. 30 (Th) Review for Oral Final

**Week 15:**

Dec. 5 (T) **ORAL FINAL**

Dec. 7 (Th) Review for Final Written Exam

**Week 16:**

Dec. 12 (T) **FINAL WRITTEN EXAM – 11:00 am**

## **IMPORTANT DATES:**

Sept. 11:	First day of class
Sept. 26:	Official date of enrollment
Nov. 3:	Last day for administrative and student drop from course
Nov. 23:	Thanksgiving Day Holiday
Dec. 17:	Semester ends.

## **INSTRUCTIONAL METHODS**

As your professor, I want you to be successful in this class. We will work together to achieve the levels of proficiency previously stated. I have created activities where you can experience speaking, listening, and cultural understanding of Spanish. I will also pay attention to your learning style without sacrificing the standards you should achieve.

## **STUDENT ASSIGNMENTS**

Weekly activities done online that support what is being covered in the assigned episode from the online learning management system **Supersite**. These activities include listening, vocabulary, cultural and grammar exercises. All assignments are listed on the tentative course calendar that follows. Pay close attention to the due dates for these assignments. The schedule is available at the beginning of the semester so that students may plan. I encourage you to see me right away if you are having problems with any of the assignments so as not to fall behind.

## **ASSESSMENT OF STUDENT OBJECTIVES**

All the aforementioned assessment instruments determine how successful you are at achieving the learning outcomes previously outlined. If you find you are not mastering the language skills, please reflect on your study habits and time management skills and prepare for each class.

1. Students will do an oral presentation of 2-3 minutes on a topic related to everyday activities and will be evaluated according to:
  - a. fluency
  - b. vocabulary
  - c. pronunciation
2. Students will have a test after completing 2 episodes and an oral evaluation at midterm and final.
3. Students will be tested on vocabulary with quizzes for each episode.
4. Students will be presented with a number of products, values, and behaviors that are part of the Hispanic culture and will be assessed at the end of the semester on their knowledge of these aspects of Hispanic culture.

## **INSTRUCTOR'S REQUIREMENTS**

### **ATTENDANCE POLICY**

Class will begin at the scheduled time. Please be on time, as coming and going is disruptive. The class roll will be called every day at the beginning of class. You are expected to attend classes every day and will be responsible for materials covered during your absence, as per the course lesson plan and additional materials assigned by instructor. You will lose points on the participation grade for every class missed. As per HCCS policies, stated in the Student Handbook (P. 2), your instructor has full authority to drop you after you have

accumulated absences in excess of 6 hours. However, it is recommended that you be responsible for dropping the course if you have been absent more than 6 hours of class. If you are late by more than 10 minutes or leaves class 15 minutes before the class ends, you will receive one 1/2 absence. After 2 of these absences you will get one full absence. Poor attendance records tend to correlate with poor grades. There are no excused or unexcused absences; they are all absences.

### MAKE UP TEST POLICY

You **are responsible** for material covered during your absences. It is a good idea to exchange phone numbers with one or two other students for times when you miss a class. Make-up exams will not be given except in well-documented dire circumstances. You may only make up one exam per semester and the test will be given on the last day of class. Make-up tests will be different from regularly scheduled tests. Quizzes may not be made up. You **are responsible** for material covered during your absences. It is a good idea to exchange phone numbers with one or two other students for times when you miss a class.

### PHONES AND FOOD

Ringling cell phones constitute an interruption of instruction. Please remember to turn your phone off or on "mute" when you enter the classroom. No foods or beverages (except water) allowed in class except in the case of a medical condition. Please notify the instructor and provide a note from your physician if you need to eat or drink while in class.

### HCC GRADING SCALE

A = 100-90	4 points per semester hour
B = 89-80	3 points per semester hour
C = 79-70	2 points per semester hour
D = 69-60	1 point per semester hour
59 and below = F	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

### INSTRUCTOR GRADING CRITERIA

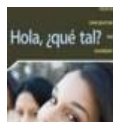
Your grade will be determined by the following	Details	Percent of Final Average
*Class Participation/Attendance/ Preparation/ Quizzes	Homework will consist of activities in the Supersite. The "Tarea" assignments will be graded individually and then averaged together. It is important not to forget to do the homework in the Supersite as your grade could go down by a whole letter grade.	25%

Midterm/Finals Oral Evaluation and Oral Presentation	At midterm you will have an oral evaluation over Episodios 1-4. In Week 12, you will do a 2-3 minute oral presentation to your instructor and classmates. In Week 15, you will have a final oral evaluation over Episodios 5-8.	25%
Final Exam (Written)	The final exam is a written exam given at the end of the semester and is comprehensive; it covers the listening, vocabulary and cultural information from Episodios 1-8	25%
Tests on Episodios/ Vocabulary Quizzes & Culture Assignments	Students will be evaluated through tests on every two episodes, vocabulary quizzes (1 per episode) and assignments on the Supersite for each episode about specific cultural topics presented in the episodes. These will be manually graded by the instructor.	25%
Total:		100%

\*Class participation, Attendance, Preparation and Quizzes are essential in a foreign language class. Learning a foreign language requires a lot of dedication and focus. The pace moves quickly, and a lot of material is covered in each episode. Points will be reduced by 5 points for every class period missed and by 5 points for every incidence of failure to participate or prepare for class. Specifically, you are expected to:

- Attend all classes
- Arrive on time and remain the entire class
- Bring your textbook to every class
- Prepare for class and be actively involved in class (not on Facebook ☺)
- Stay on task, on the correct page and exercise
- Turn off and remove from sight all electronic devices once you enter the classroom
- Refrain from talking during the instructor's lessons, chatting off topic in peer groups when you have been given a group assignment, or studying for other classes

## REQUIRED INSTRUCTIONAL MATERIALS



*Hola, ¿qué tal? Spanish Conversation for Beginners with access code to VHL Supersite.*  
ISBN 978-160007-981-8 SPIRAL BOUND, 2012.

**ONLY THIS ISBN CONTAINS BOTH THE REQUIRED 1) BOOK AND 2) ACCESS CODE.** You **MUST** purchase this bundle **NEW** because it contains a code for the online assignments. You must have your materials by the first week of the semester. Complete these assignments on a weekly basis, at least 4-5 days per week.

There are two ways to buy the book and access code:

- Go to any HCC bookstore. Contact the HCC Bookstore Central Campus Assistant

Manager with book questions 713-528-0872 x204; Bookstore:

<http://hccs.bncollege.com/webapp/wcs/stores/servlet/TBWizardView?catalogId=10001&langId=-1&storeId=19561>

- Go to the publisher's website online:  
<http://vistahigherlearning.com/students/store/catalogsearch/result/?q=hola>  
Create an *Hola, ¿Qué tal?* account at <https://www.vhl.central.com>. **Type ONLY the First and Last Name HCC uses for you, using upper and lower case letters;** e.g., John Smith. *Hola* names must match the HCC roster. Enter the code you purchased. Call (800) 248-2813 for technical help with *Hola, ¿qué tal?*

## HCC POLICY STATEMENTS:

### ACCOMMODATIONS DUE TO A QUALIFIED DISABILITY

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/district/students/disability-services/>

### TITLE IX STATEMENT

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross

Director EEO/Compliance

Office of Institutional Equity & Diversity

3100 Main

(713) 718-8271

Houston, TX 77266-7517 or Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

### CAMPUS CARRY STATEMENT

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at

<http://www.hccs.edu/district/departments/police/campus-carry/>.



## **ACADEMIC HONESTY**

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/ or disciplinary proceedings may be initiated by college district officials against a student accused of scholastic dishonesty. "Scholastic Dishonesty" includes, but is not limited to, cheating on a test, plagiarism and collusion. Possible punishments for academic dishonesty may include a grade of "0" or "F" on the particular assignment, failure in the course, and/or referral to the college Dean of Student Services for disciplinary action up to and including expulsion. Students have the right to appeal the decision.

## **STUDENT ATTENDANCE**

You are expected to attend all lecture classes and labs regularly. You are also responsible for materials covered during your absences. Instructors may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor. Class attendance is monitored daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For example:

- For a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence.
- For a 4 credit-hour lecture/lab course meeting 5 hours per week (80 hours of instruction), you can be dropped after 10 hours of absence.

Departments and programs governed by accreditation or certification standards may have different attendance policies. Administrative drops are at the discretion of the instructor. Failure to withdraw officially can result in a grade of "F" in the course.

## **REPEATING COURSES**

As a result of recent Texas legislative changes, please be advised that HCC is charging additional tuition for students who enroll in the same class three or more times at HCC. While it is the hope of HCC that students will be successful in their first attempt at classes, we realize that life demands, academic struggles, and other issues may result in students needing to take the same class more than once. Speaking with an advisor will help you develop student success skills, improving your overall academic performance. If a student repeats a course in which a grade (A-F) has been received, the highest grade received at HCC is the permanent grade for the course and will be used in computing the GPA. All grades earned in a given course will be reflected on the transcript. Other colleges may compute the GPA differently than HCC.

## **WITHDRAWALS**

Students must withdraw by the withdrawal deadline (November 3) in order to receive a "W" on a transcript. Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online Academic Calendar at [www.hccs.edu/hccs/current-students/academic](http://www.hccs.edu/hccs/current-students/academic), HCC schedule of classes and catalog, any HCC Registration Office, or any HCC advisor to determine class withdrawal deadlines.

Be certain you understand HCC policies about dropping a course and consult with a counselor/advisor to determine if withdrawing is in your best interest. It is your

responsibility to withdraw officially from a class and prevent an “F” from appearing on your transcript. Senate Bill 1231 and limits the number of W’s a student can have to 6 classes over the course of their entire academic career. This policy is effective for students entering higher education for the first time in Fall 2007 and subsequent terms. Withdrawals accumulated at any other Texas public higher education institution count toward the 6 course total. Withdrawals for certain circumstances beyond the students control may not be counted toward the 6-drop limit.

In addition, withdrawing from a course may impact your financial aid award or eligibility. Contact the [Financial Aid Office](#) or website to learn more about the impact of withdrawing on financial aid

### **USE OF ELECTRONIC DEVICES IN THE CLASSROOM**

The use of electronic devices by students in the classroom is up to the discretion of the instructor. Any use of such devices for purposes other than student learning is strictly prohibited. If an instructor perceives such use as disruptive and/or inappropriate, the instructor has the right to terminate such use. If the behavior continues, the student may be subject to disciplinary action to include removal from the classroom or referral to the Dean of Student Services.

### **STUDENT CODE OF CONDUCT**

Houston Community College views college-level students as adults who subscribe to a basic standard of conduct, which requires that they not violate any municipal, state or federal laws. Furthermore, no student may disrupt or otherwise interfere with any educational activity or fellow students’ right to pursue academic goals to the fullest in an atmosphere appropriate to a community of scholars. Any student failing to abide by appropriate standards of conduct during scheduled college activities may result in disciplinary action. Students suspected of violating the student code of conduct will be subject to the disciplinary process. Students have the right to due process.

**TUTORING** One important key to success in college is learning to use available resources. Houston Community College provides many tutoring opportunities for students in almost all areas.

### **EGLS3**

The EGLS3 (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and department chairs after the end of the term. EGLS3 surveys are only available for the Fall and Spring semesters. There are no EGLS3 surveys during the Summer semester due to logistical reasons.