

**Northern Arizona University
SPA 102 Syllabus – Spring 2012**

Instructor: _____
Office and phone: _____
Email: _____
Office hours: _____

Course Description:

Spanish 102 is a continuing Spanish course that assumes prior knowledge or experience with Spanish at the 101 level. This course aims to develop all five language skills: listening, speaking, reading, writing and cultural competence. The goal of the course is to help students develop the ability to communicate in Spanish, while at the same time introducing them to the Hispanic culture. A strong emphasis is placed on using the language in practical situations, while also helping students grasp the basics of Spanish grammatical rules, word order, and word formation. This course teaches the students to see the world as the other culture sees it. It is also learning to see your own culture from a new perspective. Knowledge of a foreign language will enable you to compare and contrast cultural concepts among different people.

This course supports the **Mission of the Liberal Studies Program** because it prepares 21st century students to live responsible, productive, and creative lives as citizens of a dramatically changing world. This course supports the efforts of this institution to develop citizens that can interact with people from all over the world. This course helps students who do not want to be shut out of the dynamics that shape the world, dynamics that will increasingly become de-centered. The nature of this course emphasizes the intrinsic connections between language and culture and challenges students to explore the traditions and legacies that have created the dynamics and tensions that shape the world.

Distribution Block

SPA 102 is in the Cultural Understanding Block because it:

- Enhances students' understanding of different cultures of the world through the study of language, literature and music.
- Provides students with an experience of diverse cultures different from their own, and an analytic framework that facilitates awareness of how cultures vary and shape human experience.
- Familiarize student with cultures of the world and develop an appreciation for the unique features and perspectives of varied cultural traditions.

Liberal Studies Essential Skills

The reading and writing requirements for this course will foster effective speaking, listening, reading and writing skills in both English and the target language. The assignments listed below will help students acquire a broad and critical understanding of their own cultural characteristics as well as those of the target culture. The course will cultivate effective writing through essay exams, short papers and other assignments listed below.

Student Learning Outcomes:

Active engagement with the content of this course will allow students to:

1. Understand the main idea and some of the supporting details of spoken Spanish intended for beginning college students regarding topics related to their daily life and current affairs.
2. Initiate and respond verbally to non-complicated, basic communicative tasks and familiar social situations with sufficient accuracy in pronunciation and grammar so as to be understood by persons accustomed to interacting with learners of Spanish.

3. Read simple, edited written material (e.g., articles, novelettes, short stories, etc.) on topics related to everyday uses of the Spanish language and the Hispanic culture with an understanding of the main idea and most of the supporting details.
4. Write short, coherent compositions of several paragraphs on familiar topics with sufficient accuracy in grammar, spelling, punctuation, and vocabulary so as to be understood by persons accustomed to interacting with learners of Spanish.
5. Understand some significant cultural traits of the Spanish-speaking world (customs, lifestyles, attitudes, geography, famous people, etc.) so as to be able to function appropriately in typical social situations.

Please keep in mind that Spanish classes are designed to present the basic tools necessary for learning Spanish. To be successful in the achievement of the course goals, students should actively participate in the learning experience in class (e.g., by participating in class discussions, being productive in group work) and outside class (e.g., Tertulia, seeing movies in Spanish). Students do not automatically become either fluent or proficient by completing the introductory Spanish courses as language acquisition must also occur outside of the classroom. Students hoping to become proficient in Spanish are strongly encouraged to participate in study abroad or an immersion program. Please contact the Department of Modern Languages or the NAU International Office for information on such programs.

Required Materials:

1. Knorre, Dorwick, Pérez-Gironés, Glass, and Villareal. Puntos de partida, 8th ed.
2. Arana and Arana. Workbook to accompany Puntos de partida, 8th ed. (On-line)
3. Sabló-Yates. Laboratory manual to accompany Puntos de partida, 8th ed. (On-line)
4. Puntos de partida companion website: www.mhhe.com/puntos8
5. Centro/Quia Workbook and Lab Manual website: <http://www.mhcentro.com/books/>
6. On-line activities: <http://jan.ucc.nau.edu/~yya2/Spa102-07.htm>
7. Lecturas en-línea: <http://leyendoenspa102.wetpaint.com/>

Assessment of Learning Outcomes:

Homework: Your instructor will assign your specific homework assignments, but in all sections students should complete all workbook and lab manual pages that correspond to each of the book chapters studied in class. In order to complete the lab manual pages, you need to have an account in centro and book keys for both the workbook and the lab manual.

If you just bought the 8th edition of Puntos de Partida this semester, you need to:

- a) Go to the Centro webpage: <http://www.mhcentro.com/books/> and click Create an Account.
- b) Fill out and submit the form. Remember to write down your username and password. Also, make sure your name and last name are spelled well since this the information that your instructor will see in his/her roster.
- c) Go back to the Centro webpage.
- d) Enter your book key into the **Enter book key (there are two keys, one for the workbook and the other one for the lab manual)** at the top of the Student Workstation window and click Go.
- e) Click **Confirm** to confirm your registration information. The system displays the Student Workstation and lists the book under the **My books** heading.
- f) Beside the book listing, enter the course code, BNMAA687, in the **Enter course code** field and click Go.
- g) Select a class (your section; e.g., 102-01, name of instructor) and click **Submit**.
- h) To access your Student Workstation in the future, go to <http://www.mhcentro.com> and log in. Here, you can open your book, submit activities, view your results, and view your instructor's feedback. If you have any questions, contact Quia Centro Support at: <http://www.mhcentro.com/support.html>

If you already created an account in Centro for Spanish 101 last semester, you need to:

- a) Login into your account.

- b) Locate the books (workbook and lab manual) in the Student Workstation and click Enroll.
- c) Enter the new course code (BNMAA687) and click Submit.

Lab Assignment in the Language Learning Center: You should plan to spend approximately 20 minutes per week in the LLC (BBA 107), a laboratory that offers a variety of activities to enrich the language-learning experience. During your lab hours, you can complete your WB and Lab exercises, watch the Puntos Videos, and do other on-line activities designed to help you practice what you have done in class. Remember not to wait until the last minute to complete your lab assignments as you may find the lab full. Note (in the course plan below) the timeline for completing lab work.

Compositions: Your instructor will determine the topic of each essay. Two of the compositions will be written in class and the third one out-of-class. Your three compositions in Spanish will be graded on content, vocabulary, and the appropriate use of learned grammar. Your instructor may give you the option of rewriting your composition based on his/her input.

Portfolio: This portfolio could be presented as a webpage or on paper. It should contain individual pieces of work. You can start working on your pieces as soon as you want and you can submit your pieces for correction before presenting the final portfolio or webpage to your instructor. Please be creative, add pictures, sound, color, etc.

Individual Writing:

- a) Information about you (nombre, de dónde es, qué estudia, gustos o pasatiempos, su familia, otros)
- b) A summary about a movie in Spanish.
- c) A brochure about a Hispanic country with the following information (location, weather, typical clothes, tourist places to visit, typical food, or other relevant information)
- d) A summary about an article, story or novel in Spanish.
- e) An anecdote/story about your childhood.

You may have designed a webpage before in other classes such as English 105, if you do not have experience in designing webpages, a good start is to use sites offering personal websites for free such as: <http://www.tripod.lycos.com/>

Quizzes: You can expect a quiz (pruebita) every week except when there is an exam or other major activity. Study and memorize the “vocabulary” list located on the last few pages of each chapter. Key grammar points may also appear. Your instructor will detail the specific format, content, and date for each quiz.

Exams:

- a) 50-minute exams: There will be two 50-minute tests, all of which will include listening comprehension, grammar, vocabulary, reading comprehension, and composition. Remember all exams are cumulative. Information you learn through spaced repetition stays with you longer than information you “cram”. Daily study periods of shorter duration are more productive than marathon study sessions just before an exam.
- b) Final exam: The final exam in this course will be comprehensive, testing you on all of the chapters studied this semester. Details in terms of content will be provided at the appropriate time.
- c) Comprehensive listening exam: Because the development of your ability to understand spoken Spanish is one of our primary goals and because it is essential for success in subsequent courses, you will complete an exam that assesses your ability to understand the main ideas and supporting details in spoken discourse. This exam will be given near the end of the semester. In this sense, the exam will be comprehensive, requiring you to remain acquainted with the vocabulary and structures studied throughout the semester.
- d) Oral assessment: A major assessment of your speaking abilities will be conducted at the end of the semester, providing you with an opportunity to demonstrate your abilities to communicate about every-

day topics and situations in Spanish. This assessment may be conducted as an interview between you and the instructor, as role-plays performed between you and a classmate, or as a short presentation about the topics covered during the semester or cultural aspects of Spanish-speaking countries.

The Final Grade:

- Participation, homework and lab assignment: 10%
- Compositions: 10%
- Quizzes: 10%
- Portfolio (on-line/web or on paper): 7%
- Exams: 25%
- Final exam: 20%
- Listening exam: 8%
- Oral assessment: 10%

Your grade for this course will be based on the following: 100-90 = A; 80-89 = B; 70-79 = C; 60-69 = D; below 60 = F

Attendance

Students are expected to attend every class session and to make up all work missed because of legitimate absences. After 4 unexcused or unexplained absences, your final grade will be automatically lowered by 10%, after 8 absences 20%, after 12 absences 30%, and after 16 absences 40%. Instructors are under no obligation to make special arrangements for students who have been absent or who miss assignments, deadlines and/or examinations.

Please read carefully the information on departmental attendance policy, academic integrity, and classroom behavior on the Modern Language Department webpage.

Problems

Students having specific problems should see their instructor during office hours or ask for an appointment. If you have a more pressing concern, you may talk with the lower division Spanish coordinator, Prof. Juliana Suby (BAA 313- Tel. 523-8977). Tutoring is available through the Learning Assistance Center (523-5524). You can make appointments for 45 minutes twice a week if you need them. The time you spend in these sessions is also counted as lab time.

Retrocredits

Retrocredit applications should be submitted to the Modern Languages Department within the **first four weeks** of the semester. Retrocredits signup period for Spring 2011 is from January 11 until February 15. For students to be eligible for retrocredits, "This must be the first course in this language taken at NAU, or any other university or community college". The fee (non-refundable) is of \$30 to be paid on-line. Information on eligibility, application procedures, policy, and form can be found in the following webpage: <http://www.cal.nau.edu/languages/retro-credit.asp> If you have more specific questions about retrocredits, please contact Alexandria McConocha (Alexandria.McConocha@nau.edu).

Course Plan

Week	Content, Assignments and Assessment
1: Jan. 16*- 19 *MLK Day	Review Cap. Ante todo - 4
2: Jan. 23 -26	Cap. 5 – Portfolio draft 1: Information about you
3: Jan. 30 – Feb. 2	Cap. 5
4: Feb. 6 – 9	Cap. 5 <i>WB/Lab manual</i> (Feb. 6)– Capítulo 6 - Portfolio draft 2:

	Movie summary
5: Feb. 13 - 16	Cap. 6 – <i>Composición 1</i>
6: Feb. 20 - 23	Cap. 6 – <i>Examen 1 (Feb. 23) – WB/Lab manual (Feb. 22)</i>
7: Feb. 27 – March 1	Cap. 7 - <i>Lab 1 (60 minutos)</i>
8: March 5 - 8	Cap. 7 – Leer “Sala de Espera” – Portfolio draft 3: Brochure
March 12-15	Spring Break – Receso de Primavera
9: March 19-22	Cap. 7 <i>WB/Lab manual</i> (March 19) – Capítulo 8, <i>Composición 2 (March 22)</i>
10: March 26-29	Cap. 8 - <i>Lab 2 (60 minutos)</i>
11: April 2 - 5	Cap. 8 – <i>Examen 2 (April 5) WB/Lab manual (April 4) Portfolio draft 4: Reading summary April 2)</i>
12: April 9 - 12	Cap. 9
13: April 16 - 19	Cap. 9, Leer “Una carta a Dios” – <i>Portfolio Draft 5: Childhood story (April 17)</i>
14: April 23 - 26	Cap. 9 - <i>Asignar composición 3 para la casa- Listening exam (April 26) - Lab 3 (60 minutos)</i>
15: April 30 – May 3	<i>WB/Lab manual</i> (April 30) Review, <i>Oral Assessment, Portfolio – final draft</i>
16: May 7 - 10	<i>Examen final: Consult the following schedule for the date and time of your final exam.</i>

Final Examination Schedule – Spring 2012

Exam time:	Mon. May 7	Tue. May 8	Wed. May 9	Th. May 10
7:30 – 9:30 am	All 8:00 am MWF	All 9:35 am TTH	All 9:10 am MWF	All 8:00 am TTH
10 – 12 pm	All 10:20 am MWF	All ACC 255/256 and CHM 100/130/151/152	All 11:30 am MWF	All 11:10 am TTH
12:30 – 2:30 pm	All 12:40 pm MWF	All 12:45 pm TTH	All 1:50 pm MWF	All 2:20 pm TTH
3 – 5 pm	All 4:00 pm MWF	All 3:00 pm MWF	All 4:00 pm TTH	
5:30 – 7:30 pm	All 5:00-5:30 pm classes will have their final exam on the first regular meeting day of the week.			
8 – 10 pm	All 6:00-7:00 pm classes will have their final exam on the first regular meeting day of the week.			

Classroom Management Statement

Membership in the academic community places a special obligation on all members to preserve an atmosphere conducive to a safe and positive learning environment. Part of that obligation implies the responsibility of each member of the NAU community to maintain an environment in which the behavior of any individual is not disruptive.

It is the responsibility of each student to behave in a manner which does not interrupt or disrupt the delivery of education by faculty members or receipt of education by students, within or outside the classroom. The determination of whether such interruption or disruption has occurred has to be made by the faculty member at the time the behavior occurs. It becomes the responsibility of the individual faculty member to maintain and enforce the standards of behavior acceptable to preserving an atmosphere for teaching and learning in accordance with University regulations and the course syllabus.

At a minimum, students will be warned if their behavior is evaluated by the faculty member as disruptive. Serious disruptions, as determined by the faculty member, may result in immediate removal of the student from the instructional environment. Significant and/or continued violations may result in an administrative withdrawal from the class. Additional responses by the faculty member to disruptive behavior may include a range of actions from discussing the disruptive behavior with the student to referral to the appropriate academic unit and/or the Office of Student Life for administrative review, with a view to implement corrective actions up to and including suspension or expulsion. (8/98)

Department of Modern Languages Pertinent University and Departmental Policies

Class Attendance: Students are expected to attend every class session and to make up all work missed because of legitimate absences. Unexcused or unexplained absences will automatically lower a student's grade if they exceed five (5) per term in a 5-credit course, four (4) per term in a 4-credit course, and three (3) per term in a 3-credit course (or 2 in a TTH course). Instructors are under no obligation to make special arrangements for students who have been absent or who miss assignments deadlines and/or examinations.

Lab fee: The Department of Modern Languages assigns a \$20.00 lab fee for all lower-division language courses. These fees cover costs incurred for the use and maintenance of the department's Language Learning Center (LLC), for audio-visual materials used in the LLC and in classrooms, and for the duplication of classroom materials.

Enrollment Caps and Overrides: For sound pedagogical reasons, the department strictly adheres to a maximum of twenty-five (25) students per section in any language course, and to twenty (20) in any upper-division listing in culture, civilization, and literature. Overrides are generally not given, but a petition for an override may be made to the respective instructor offering a particular course. Instructors are under no obligation to provide overrides regardless of circumstances.

Course Prerequisites and Placement: Enrollment in any course offered by the department requires that a student obtain a sufficient score on a placement test or satisfy the necessary prerequisites for that course. The responsibility for proper placement and satisfying of prerequisites rests on the student, and failure to meet this responsibility could result in a student not receiving credit for a course. The department reserves the right to cancel a student's registration in a course in which he/she is inappropriately enrolled. Students who wish to take a CLEP Exam can contact Counseling and Testing for further information.

Majors and Minors Advising: The faculty of the Department of Modern Languages is committed to timely and thorough advising of its majors and minors. For this reason, it is expected that majors and minors will make at least one appointment per semester with their faculty advisor. Failure to do so could result in a student being dropped from advising rosters. To be assigned an advisor, inquire in the department office.

Academic Dishonesty: The department strictly enforces the university's policies on academic dishonesty. Specific action will be taken against students caught cheating on tests or examinations, forging and

altering forms or documents, and engaging in plagiarism on any written work. Sanctions for students found guilty in matters of academic dishonesty could include receiving an F for a course and, for repeat offenders, expulsion from the university.

Dropping a Course: The deadline for dropping a course is listed in the Registrar's Class Schedule published each semester. It is the student's responsibility to meet the drop deadline. University policy states that an officially enrolled student who never attended class or who stopped attending be given an F should he/she fail to officially drop a course.

(Approved 1/92 and revised 8/98.)

NORTHERN ARIZONA UNIVERSITY POLICY STATEMENTS

SAFE ENVIRONMENT POLICY

NAU's Safe Working and Learning Environment Policy seeks to prohibit discrimination and promote the safety of all individuals within the university. The goal of this policy is to prevent the occurrence of discrimination on the basis of sex, race, color, age, national origin, religion, sexual orientation, disability, or veteran status and to prevent sexual harassment, sexual assault, or retaliation by anyone in the university.

You may obtain a copy of this policy from the college dean's office. If you have concerns about this policy, it is important that you contact the departmental chair, dean's office, the Office of Student Life (523-5181), the academic ombudsperson (523-9368), or NAU's Office of Affirmative Action (523-3312).

STUDENTS WITH DISABILITIES

If you have a learning and/or physical disability, you are encouraged to make arrangements for class assignments/exams so your academic performance will not suffer because of the disability or handicap. If you have questions about special provisions for students with disabilities, contact the Counseling and Testing Center (523-2261).

It is your responsibility to register with the Counseling and Testing Center. Application for services should be made at least eight weeks before the start of the semester.

If the Counseling and Testing Center verifies your eligibility for special services, you should consult with your instructor during the first week in the semester so appropriate arrangements can be made. Concerns related to noncompliance with appropriate provisions should be directed to the Disability Support Services coordinator in the Counseling and Testing Center.

INSTITUTIONAL REVIEW BOARD

Any study involving observation of or interaction with human subjects that originates at NAU—including a course project, report, or research paper—must be reviewed and approved by the Institutional Review Board (IRB) for the protection of human subjects in research and research-related activities.

The IRB meets once each month. Proposals must be submitted for review at least fifteen working days before the monthly meeting. You should consult with your course instructor early in the course to ascertain if your project needs to be reviewed by the IRB and/or to secure information or appropriate forms and procedures for the IRB review. Your instructor and department chair or college dean must sign the application for approval by the IRB. The IRB categorizes projects into three levels depending on the nature of the project: exempt from further review, expedited review, or full board review. If the IRB certifies that a project is exempt from further review, you need not resubmit the project for continuing IRB review as long as there are no modifications in the exempted procedures.

A copy of the *IRB Policy and Procedures Manual* is available in each department's administrative office and each college dean's office. If you have questions, contact Carey Conove, Office of Grant and Contract Services, at 523-4889.

ACADEMIC INTEGRITY

The university takes an extremely serious view of violations of academic integrity. As members of the academic community, NAU's administration, faculty, staff, and students are dedicated to promoting an atmosphere of honesty and are committed to maintaining the academic integrity essential to the

educational process. Inherent in this commitment is the belief that academic dishonesty in all forms violates the basic principles of integrity and impedes learning. Students are therefore responsible for conducting themselves in an academically honest manner.

Individual students and faculty members are responsible for identifying instances of academic dishonesty. Faculty members then recommend penalties to the department chair or college dean in keeping with the severity of the violation. The complete policy on academic integrity is in the Appendix F of NAU's *Student Handbook*.