

Spanish 101-F03 Fall 2009

Sandy Smith-Norton
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Office hours: Mon 1:00-2:00
 Thurs 1:00-2:00
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Class times:
 MW 2:15-3:15 (room 307)
 TR 2:00-3:30 (room 310)
Text: **Panorama Vol. 1**
 and Web-SAM code

This course is for beginning Spanish students. While some students may have had Spanish in the past, the coursework is designed for those who have had no previous instruction in the language. Class time will focus on explanation of grammatical structures and their use in conversational interactions. By the end of the semester students will have an understanding of basic vocabulary and beginning to intermediate structures, and will possess very basic conversational abilities. Since this is a communicative language class, the instructor will act principally as a resource and a facilitator of interaction: whole class interaction, small group interaction and pair work.

There are also resources available for students who wish to seek help outside of class:

*I am available during the office hours posted above, or by appointment.

*A schedule of tutor assistance will be posted outside of the Language Lab on the 6th floor of this building.

Our department also works with the Office of Disabilities Services to provide reasonable accommodation to students with disabilities. Please let me know if you have a disability that I need to be aware of.

Horario:

3 de septiembre: Introducción/Comienza Capítulo 1

7 de septiembre: no hay clase

8-16 de septiembre: Capítulo 1

17 de septiembre: **Examen (Capítulo 1) Web-SAM due**

21-29 de septiembre: Capítulo 2

30 de septiembre: **Examen (Capítulo 2) Web-SAM due**

1-12 de octubre: Capítulo 3

13 de octubre: **Examen (Capítulo 3) Web-SAM due**

14-22 de octubre: Capítulo 4
 26 de octubre: **Examen (Capítulo 4) Web-SAM due**
 27 de octubre-4 de noviembre: Capítulo 5
 5 de noviembre: **Examen (Capítulo 5) Web-SAM due**
 9-17 de noviembre: Capítulo 6
 18 de noviembre: **Examen (Capítulo 6) Web-SAM due**
 19 de noviembre-1 de diciembre: Capítulo 7
 (26 de noviembre no hay clase)
 2 de diciembre: **Examen (Capítulo 7) Web-SAM due**
 3-14 de diciembre: Capítulo 8
 14 de diciembre: **Capítulo 8 Web-SAM due**
18 de diciembre: Examen Final 1:00 p.m. – 3:00 p.m.

Grading:

- tests – 45%**
- final exam – 10%**
- homework – 25%**
- participation – 20%**

Departmental grading scale

A+	97-100	B+	87-89	C+	77-79	D+	67-69	F	0-
A	93-96	B	83-86	C	73-76	D	63-66	60	
A-	90-92	B-	80-82	C-	70-72	D-	60-62		

Tests: may not be made up unless you notify me in advance that you will be absent on test day. You may, however, drop your lowest test grade so if you miss a test that will be the one that you drop. (You may **not** drop the final exam.) Some of the tests will include listening and speaking portions.

Final Exam: will be comprehensive but will focus heavily on Chapters 7 and 8. It will also include listening and speaking portions.

Homework: The graded homework for this class will be assigned in the Web-SAM section of the online site that accompanies the text. You should have received a Web-SAM code with your textbook when you purchased it. You will need to activate your code and register online for the class. I have attached specific instructions on how to do this. If you did not receive a Web-SAM code (either you purchased a used book or you are sharing a

book), you may purchase one directly from the publisher. Go to www.vhldirect.com using ISBN 978-1-60007-618-3. If you do not have internet access at home or your computer does not have the capability to do the workbook, you may use a computer in the Language Lab. (GRUE 609).

Besides the Web-SAM, there are many, many more resources available at the **Panorama Supersite**. Each chapter has tutorials, practice assignments and activities, practice quizzes, games, videos and music. You will be expected to do some of these activities as part of your preparation for class. Moreover, messages from the instructor and possibly even your grades will be available on the site so you should open it often.

Participation: Speaking, listening and interacting with others are essential parts of learning a language. Therefore you will be graded on your classroom performance – not on whether you get the right answer, but on whether you are in class, with your materials, prepared and *willing* to speak. Participation will be evaluated daily. See **Participation Grade Criteria** below.

Obviously, you cannot participate if you are not present, so the **Spanish departmental attendance policy** is very specific:

Continuous practice is the only way to improve your speaking skills in a language. If you are not present, you are not improving your speaking skills, and your instructor has no way to evaluate your progress. For this reason, we must insist on regular attendance in all Spanish classes. As you can see from the following chart, you have 1-5 “free” absences. The only penalty for these will be to your participation grade. Use them wisely, as it is impossible to know when you will wake up feeling sick or your car won’t start. If you have circumstances that will necessitate missing more classes, you must discuss your situation with your instructor, preferably in advance. Absences beyond the “free” ones will result in percentages off your final grade, and if you miss more than 1/3 of the total contact hours for the semester, you automatically fail the class. Note that your grade is lowered by the **hours** missed, not the classes- for example, if you have a class that meets once a week for three hours and you miss one class, beyond your free absence, you lose 3% from your final grade.

**Absence Policy for Spanish Classes:
Number of Allowable Absences and Amount Grade is Lowered for Excessive Absences**

	3 credit classes			5 credit classes	
total contact hours		42 hours		70 hours	
hours must be present to pass		28 hours		47 hours	
meetings per week	1	2	3	2	4
# of missed days allowed	1	3	4	2	5
% that final grade is lowered for additional absences	1% per hour missed			1% per hour missed	

Since our class meets 4 times a week, you will be given 5 “free” absences before your grade will be affected. Of course you will be most successful in this class if you are present every day but sometimes illness, cold weather or family conflicts cannot be avoided. Please contact me if there are any major catastrophes that affect your attendance. If you get swine flu or any other serious contagious disease, please stay home and consult the website messages for your missed assignments. One of the great options on the Supersite is the section labeled “tutorials” that teaches each grammar point and reviews vocabulary from the chapter. If you are not able to attend class due to illness, using this section will help you keep up with the class.

Drop dates:

*Friday, September 11, 2009 is the last day for 100% refund of tuition and fees.

*Friday, September 18, is the last day for 50% refund of tuition (no fees).

*Friday, October 30 is the last day to withdraw with a grade of “W”.

PARTICIPATION CRITERIA:

Very good: 5 points

- arrives for class on time; stays for entire period
- greets people and takes leave using Spanish expressions
- speaks exclusively in Spanish during whole class and group discussions,
- often initiates interactions by responding to classmates' comments in addition to responding to the instructor's questions
- works on comprehension skills by listening attentively when others speak
- participates in all activities with enthusiasm and a *positive attitude*
- often asks questions when something is not clear
- contributes actively during group activities

Satisfactory: 4 points

- arrives for class nearly on time; stays for entire period
- usually greets and takes leave using Spanish expressions
- speaks Spanish during whole group discussions, and only rarely uses English during small group activities
- during whole group discussion, participation is sometimes limited to answering the instructor's questions
- is usually an active listener when not participating during whole class or group interactions and only rarely does not listen while others talk
- participates in all activities, sometimes enthusiastically
- usually asks for help in Spanish when something is not clear, but not always

Unsatisfactory: 3 points

- arrives late for class period or leaves early
- sometimes uses more English than Spanish during group activities, but always uses Spanish during whole class activities
- during whole group discussion, participation is often limited to answering the instructor's questions
- is usually an active listener when not participating during whole class or group interactions and only rarely does not listen while others talk
- sometimes contributes actively during group activities
- sometimes contributes to getting the task done in group work
- does not bring the necessary books or workbooks to class

Unacceptable: 0 points

- arrives late for class period (30 minutes or more); leaves early (30 minutes or more)
- uses more English than Spanish when speaking with the instructor or class members
- does not listen while others talk
- does not contribute much to getting the task done in *group work*
- contributes to the failure of activities by not completing small group or individual assignments (includes not studying the material that was assigned for the day)
- works on assignments for other classes and/or Spanish HOMEwork
- displays a *negative attitude* or engages in distracting or impolite behavior
- sleeps in class, carries on side conversations or otherwise disrespects the class
- cell phone rings, is answered, or is otherwise distracting during class

PARTICIPATION

Nombre: _____

Instructor: Sandy Smith-Norton

****Please note that you are allowed 5 absences, after which your **final grade** (not participation grade) will be lowered 1% for each additional **hour** you miss class.*

Date	Self-Score	Revised Score	Instructor's comments	Absences to date	Date	Self-Score	Revised Score	Instructor's comments	Absences to date
9/3					10/26				
9/8					10/27				
9/9					10/28				
9/10					10/29				
9/14					11/2				
9/15					11/3				
9/16					11/4				
9/17					11/5				
9/21					11/9				
9/22					11/10				
9/23					11/11				
9/24					11/12				
9/28					11/16				
9/29					11/17				
9/30					11/18				
10/1					11/19				
10/5					11/23				
10/6					11/24				
10/7					11/25				
10/8					11/30				
10/12					12/1				
10/13					12/2				
10/14					12/3				
10/15					12/7				
10/19					12/8				
10/20					12/9				
10/21					12/10				
10/22					12/14				

Setting up your PANORAMA Supersite account and enrolling in your Instructor's course

Overview

In order to see and submit your assignments, receive important announcements, and communicate with your Instructor, you will need to set up an account on the **PANORAMA** Supersite, and then enroll as a registered student in your Instructor's course.

Instructions

1. Go to [the Supersite Registration page](#) (the link will open in a new window). Go to:
<http://panorama.vhlcentral.com/?registration>
2. On the "Enter Your Passcode" screen, enter your six-letter passcode and click "Submit".
3. After the site confirms that your passcode is redeemable, you have two choices:
 - o Create a new account if you are new to Vista Higher Learning's Supersites.
 1. In the "Log In Information" section, enter a new username of your choice and click Check to make sure that the username is available. After your username is confirmed, continue by entering and re-typing a password of your choice.
 2. In the "Personal Profile" section, enter the required information. Be sure to enter your first and last name as you wish them to appear in your instructor's course roster.
 3. In the "Secret Question" section, you will provide the answer to a secret question, which may later be used to help you retrieve forgotten login information. Select a secret question from the drop-down list and then enter your personal answer to the question.
 4. After you have entered all of the required information, click the Register button.
 - o Or use your login information for an existing Supersite account for this textbook or another Vista Higher Learning textbook.
 1. Click the link in the "Already a Supersite User?" section. Enter your existing username and password and click Log In.
4. When you successfully complete registration, you will see the main student view of your Supersite. From here, you must enroll in your instructor's course.
 5. Click the "**Enroll**" link located at the top of the Student Tools sidebar.
 6. On the "Select School Location and Type" screen, choose "Alaska" and "Colleges/Universities". Click Save & Continue.
7. On the "Select Your School" page, select "University of Alaska-Fairbanks" from the list of schools and click Save & Continue.
8. From the list of available courses on the "Select Your Instructor's Course" page, look for instructor "Smith-Norton, Sandra" and the course "SPANISH 101 F03" taught between Sep 03, 2009 and Dec 14, 2009, and select the section labeled "Section 1".
9. Click Save. You should see a confirmation that you successfully enrolled in your instructor's course.