Blackboard: This syllabus, assignments, handouts, grades, etc. are posted on Blackboard. Check it regularly for updates. If you do not have access to a computer, the internet or a printer, you can set up an account at the John R. Clark Computing Center: http://www.orangecoastcollege.edu/student_services/information_technology.

Materials to be brought to every class, except for Quía Online Workbook (to be done online):
Dictionary: Bring a Spanish/English dictionary to every class such as: Larousse, New World, Oxford, etc.
Additional: college-ruled paper for in-class assignments; yellow highlighter and green pen for correcting work.
Quía Online Workbook: You will need a book key to register for the Quía Online Workbook. The book key comes packaged with the text if you bought it new or you may purchase a book key separately online if you bought a used text. See the Quía Registration Instructions (also posted on Blackboard).

Important dates to remember:
- Last day to add classes: September 5
- Last day to drop classes with a refund: September 5
- Last day to drop without a “W”: September 19
- Last day to petition for pass/no pass: September 26
- Veterans Day Holiday – campus closed: November 11
- Last day to drop with a “W”: November 14
- Cumulative Final Exam/Last day of class: December 11

Course Description/Objectives: Designed for non-native speakers, this course will assist students in developing an elementary proficiency in listening, reading, writing, and speaking in Spanish. It will also introduce the literature, history, geography, and Hispanic cultures of Spain and Latin America. Upon successful completion of this course, you will be able to reasonably understand and express yourself on the following topics in Spanish: you and other students in the classroom; family and favorite activities; personal information; plans and preferences; activities and places; daily life and holidays; and careers.

You will also be able to do the following in Spanish:
- Understand short dialogues
- Read short passages
- Write short passages
- Understand and respond to basic personal questions
- Initiate conversations
- Use everyday expressions
- Recognize basic grammatical concepts
- Pronounce words accurately
- Be familiar with Hispanic cultures and geography.

Class procedures:
- The primary focus of this class is to enable you to understand native spoken and written Spanish and to provide you with the skills to express yourself in basic situations. Listening comprehension and reading are the basis for foreign language acquisition. Class time will be devoted to activities (listening, reading, writing, and speaking) that will allow you to practice your skills of understanding and communicating in Spanish.
- You are expected to study the grammatical explanations given in the text and to recognize the format of these grammatical structures before each lesson is covered in class. Your instructor will provide more examples and exercises to further clarify these concepts, but you should be familiar with the concepts prior to class.

Academic honesty: Cheating is not tolerated on either exams or homework. Anyone caught copying from others or allowing others to copy their work is subject to receiving an “F” on the exam or assignment.
Grading: Averages for grades in this course will be computed on the following basis:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90%</td>
<td>Chapter exams 20% (= 20 points)</td>
</tr>
<tr>
<td>B</td>
<td>89-80%</td>
<td>Cumulative Final Exam 20% (= 20 points)</td>
</tr>
<tr>
<td>C</td>
<td>79-70%</td>
<td>Assignments (Homework and In-Class) 20% (= 20 points)</td>
</tr>
<tr>
<td>D</td>
<td>69-60%</td>
<td>Quia Online Workbook 10% (= 10 points)</td>
</tr>
<tr>
<td>F</td>
<td>59% or below</td>
<td>Compositions/Oral Presentations 10% (= 10 points)</td>
</tr>
</tbody>
</table>

You have the option to take this class on a pass/no pass basis. This means you do not get a letter grade that is averaged into your grade point average, but you still get units for the class. Be sure to check with a counselor if you are planning to use this course to satisfy any requirements for you major area of study as some universities will not allow you to take courses in your major on a credit/no credit basis. If you choose the credit/no credit option, make sure to submit the appropriate form to the Admissions and Records office by September 26, 2008.

Chapter exams:
- The total average of your chapter exams will be worth 20% of your final grade.
- A total of 3 chapter exams will be given: #1 – Pasos A, B & C; #2 – Capítulos 1 & 2; and #3 – Capítulos 3 & 4.
- Out of the 3 chapter exams, I will automatically drop the lowest grade.
- There are no make-ups, no exceptions. If you miss an exam, that will be the one that is dropped. Any missed exams above the dropped one will count as a zero.

Cumulative Final exam:
- The cumulative final exam will be worth 20% of your final grade.
- The cumulative final exam will be given on the last day of class, Thursday, December 11th.
- There are no make-ups, no exceptions. It is possible to arrange to take the exam early, but only for an exceptional reason requiring you to be absent the night of the exam. Leaving early for vacation is not a valid reason.
- The final exam will be comprehensive, covering Pasos A, B & C and Capítulos 1-5, with an emphasis on CAP 5.

Assignments (Homework and In-Class):
- Assignments, homework and in-class, account for 20% of your overall grade.
- Homework from the Dos mundos textbook is noted on the Assignments Sheet which may be updated throughout the course and posted on Blackboard Vista. Make sure you have the most-up-to-date version. Not being aware of when an assignment is due is not an acceptable excuse for late work. Therefore, I suggest exchanging phone numbers and/or email addresses with 2-3 classmates.
- The homework packets for Dos mundos are due on the day of the corresponding Chapter Exam, i.e. the packets for Pasos A, B & C are due on the day of the Chapter Exam #1, 9/16/08.
- Students that are absent on the exam day may hand in their homework the following class without penalty.
- I will automatically drop the lowest homework grade.
- Late assignments are not accepted, no exceptions.
- Assignments need to be properly labeled. If you use the homework templates, you need only to label it with your name and the due date. If you write out the exercises on a separate sheet, you need to include your name, due date, and chapter. Work handed in without a name will not receive credit.
- All homework assignments from the Dos mundos textbook must be self-corrected: highlight errors in yellow and correct in green pen; 5% will automatically be deducted for each exercise that is not corrected. Answer keys are provided at the back of each text. If there are no mistakes write, “Perfecto” to show you reviewed your work.
- ***For some exercises answers will not be available in the answer key. Do your best to self-correct using your text/dictionary and I will correct the rest.
- Answers must be legibly written in full sentences; zero credit will be given for illegible or incomplete work.
- *I suggest printing/filling in the homework templates (posted on Blackboard.)
- Spelling and accent marks count, including the tilde above the “ñ”.

Attendance & Participation:
- Attendance and Participation are essential to a successful class and count for 20% of your final grade.
- Everyone is allowed two absences, anything above that will count against your final grade. However, please note your instructor will drop any student with 5 or more absences before the final drop date, November 14th.
• Attendance is calculated as follows:
  o on-time and present for the entire class = 100% for that class
  o arriving late or leaving early = 75% for that class (*Arriving after your name is called is considered late, even if it is only by a few minutes. Same for leaving early, a few minutes count.)
  o arriving late AND leaving early or attends only ½ of the class = 50% for that class
  o *If you arrive/leave more than ½ hour late/early, you will be marked as absent for that part of the class.
  o absent = 0% for that class

• Everyone is expected to participate to the best of their ability; mistakes or incorrect pronunciation does not count against you, but failure to make an effort does.

• Participation is based according to the following expectations. Student is expected to:
  o come to class prepared with all materials and having done assigned work prior to class
  o listen attentively to the instructor and/or fellow students, i.e. NOT be disruptive in class
  o pay attention, be ready when called upon, not fall asleep or do outside work during class
  o volunteer to answer questions, read, etc. and/or asks questions (in Spanish)
  o demonstrate an interest and/or enthusiasm for Spanish through their overall participation.

• Electronic devices (cell phones, pagers, I-pods, laptops, etc.) must be turned off during class or they will count against your participation grade. *During an exam, such interruptions will result in an F for that exam.

Miscellaneous:
• Food and beverages, except for bottled water, are not permitted in the classroom.
• Emergency procedures: If required to evacuate the classroom/building, students will proceed to a clear and safe area away from the evacuated building.--Take all personal belongings with you. If required to “Shelter in Place”, your instructor or another member of the campus faculty/staff will advise you.
• College Catalog: Refer to the College Catalog as the official publication addressing and guiding academic and student services policies.
• The class will be given a 20 minute break approximately half way into the class. This is the only break. If you need to leave during class for personal reasons, please do so with as little disruptions as possible.

Academic accommodations:
• If you have a disability that might prevent you from fully demonstrating your academic abilities, you should contact the Special Programs and Services office at #(714) 432-5548 to initiate disability verification and discuss appropriate accommodations. This must be done in a timely manner, at the beginning of the semester and at least on week prior to the verified and identified need.
• Free tutoring is available at the Tutorial Center at #(714) 432-5559; available on a first come, first serve basis.

I sincerely look forward to getting to know each of you during the semester. If you have any questions or doubts, please do not hesitate to contact me. I am here to assist you.

¡Bienvenidos a todos y manos a la obra!
Adrienne Merlo

-------------------------------------------------------------CUT HERE----------------------------------------------------------------------

Syllabus Agreement for: Spanish A180; CRN #20963; Fall 2008; Instructor, Adrienne Merlo.
***Please complete, sign, and return the below form to your instructor by the 3rd class, 9/2/08.

I, _________________________ (print name) have read the Syllabus for Spanish A180, CRN #20963 at Orange Coast College. I understand the following requirements are expected of me (see Syllabus for full details). I am expected to:
• Attend class regularly, come prepared, and participate to the best of my ability.
• Not be disruptive in class, pay attention, turn off all electronic devices, not fall asleep, etc.
• Complete all assignments on the Assignments Sheet as well as those assigned during class.
• Submit all work in a legible and timely manner; otherwise the work will not receive credit.
• Take all Chapter Exams, including the Cumulative Final Exam which may NOT be missed.
• Complete the Quía Online workbook by the assigned due dates.
• Seek outside assistance, Disabled Student Program or Tutoring, if needed.
• Demonstrate academic honesty and be courteous to and respectful of others in the class.

Signed: ________________________________________  Date: ____________________________