¡BIENVENIDO/A!

Welcome to Spanish at Orange Coast College! I’m very pleased that you’ve chosen to take this course. While you can anticipate having lots of fun learning Spanish this semester, taking a college class is a serious commitment. It is expected that you will rise to the challenge by both keeping yourself informed about and fulfilling your responsibilities.

College is truly a unique experience. I hope that you’ll take advantage of your time here by not only working hard in this class, but also by connecting with others, getting involved in campus activities, informing yourself about campus resources and using them. The experiences that you help create for yourself and the relationships that you begin and then nurture here at OCC may shape your life in ways that you never expected. Be open to new possibilities!

ESTE DOCUMENTO

This document contains important information about the course in which you’ve enrolled. You’re expected to read it in its entirety. You’ll be required to sign a contract (see last page) affirming that you agree to the course description policies outlined here. Therefore, as you read, please note any sections that you don’t fully understand so that you’re able to ask me about them in class before signing and turning in the agreement. ¡OJO! All underlined text links to web pages that will open in new windows. If the links don’t work, see the “Complete URLs for Sites Mentioned in Syllabi” page linked in the class Connect site (on the “Syllabus & Assignments – Links” page).

DESCRIPCIÓN DEL CURSO

Welcome to Spanish A180, a first-semester introductory Spanish course designed to introduce you to the Spanish language. In it, you’ll learn strategies for communication in four primary areas: speaking and listening, with reading and writing as supporting skills. As a language cannot be separated from the cultures in which it is used, you’ll also begin to learn about the rich and varied Hispanic cultures. Be prepared to jump from activities dealing with language and learning skills to discussions of geography, cultural identity, and politics.

OBJETIVOS

By the end of the course, you can expect to be able to communicate in these areas:

• Greetings, Introductions, Colors, Clothing, Parts of the body, Foods and mealtimes, Holidays and celebrations
• Names, Age, Birthdays, Origins, Nationalities, Languages, Personal data, Description of people, Family
• Classroom objects, Classroom commands, Classroom activities, Subjects studied, Career and work activities
• Weather and seasons, Months and days of the week, Telling time, Numbers through 2000+
• Favorite activities, Daily activities, Routine activities, Activities in progress, Abilities, Preferences and desires, Obligations, Future plans, States of being and emotions

RESULTADOS DE APRENDIZAJE

According to the Student Learning Outcomes, upon successful completion of this course, students will be able to:

1- Recognize and produce the Spanish language at the beginning level in the four primary areas of communication: listening, speaking, reading and writing.
2- Demonstrate a better understanding and appreciation of the cultures related to the Spanish language by comparing and contrasting them with the students’ own culture(s).
3- Use current technologies to further develop their language and cultural competencies.

It is expected that, by the end of the semester, you will be able to communicate at the Novice-Mid level (see the sections highlighted in yellow in the ACTFL Proficiency Guidelines). Part of your cultural competency will include knowing the name (en español!) and location of all countries in which Spanish is an official language by semester's end. To get started now, go to the Geografía page.

TUS RESPONSABILIDADES

In order to successfully complete this course and achieve the goals listed above, plan to:

• Read carefully and follow all instructions.
• Attend class regularly, arriving promptly for the beginning of class and after the break, and staying until the end.
• Participate in a productive manner during every class meeting, using only Spanish, unless I specify otherwise.
• Complete all assignments thoughtfully, and turn them in promptly.
• Study and review the material regularly.
• Take all chapter tests and/or the midterm/final exams when they are given.
• Demonstrate respect in the classroom by following the class rules.

ESTRUCTURA Y NORMAS DE LA CLASE

There is no prerequisite for this course; it is designed for students who have no prior experience with the Spanish language. Nevertheless, from the beginning of the semester, the class is conducted almost entirely in Spanish. The focus is on speaking and listening, with much of the class time spent on partner or small group activities. There may be occasional grammar presentations, but, as a rule, grammar study is relegated to homework, as are reading and writing activities. In general, you’ll learn about the Spanish language primarily at home; you’ll learn to use Spanish in class.

We use a communicative-based approach in class that requires both your presence and participation, and attendance is mandatory. You’re expected to be in class every day for the full class period. If you believe that you don’t need to be in class in order to succeed, consider enrolling in a more challenging course. If you ever do need to arrive late or leave early, make it your goal to do so discreetly to avoid disrupting the class. As the class meets for 2 hours and 35 minutes, we take a short break about halfway through. Note that we have no control over the classroom temperature.

In class, I expect your focus to be on the material, on your fellow students, and on me. Disruptive behavior will not be tolerated, and may be grounds for removal from the class. Here is a list of the most important rules to follow in class:
• Use only Spanish in class, except during the last 10 to 15 minutes, or when I specifically say that it is permitted
• Put away all electronics not being used for class purposes (including, but not limited to, computers, mp3 players and cell phones); set cell phones to "Silent" and put them away
• Students using the online version of the textbook who use their tablets or computers for purposes outside the scope of the class may lose the privilege of being able to use the online version of the textbook in the classroom
• Always pay attention to me and to your compañeros, so that we don’t have to repeat ourselves unnecessarily
• Be a good listener: demonstrate interest in others’ opinions; don’t dominate conversations
• Stay “on task” and continue to work productively in Spanish until I say that we’re done with a particular activity
• Work only on what has been assigned; never try to complete homework from this or another course during class
• No laughing at or making fun of anyone else in the class for giving an incorrect answer, or for any other reason
• No sitting in the back of the classroom if there are empty seats in any row in front of you
• No food or gum

ESTUDIANTES QUE TIENEN MUCHA EXPERIENCIA CON EL ESPAÑOL

Although this course is designed for students with no previous experience in Spanish, the reality is that, typically, “true beginners” are sometimes in the minority in introductory Spanish classes at the college level. Depending on your previous academic and cultural experiences, you may have quite a bit more experience with Spanish than what would be expected for this class level (if you’re not sure what’s the appropriate level for you, see the FAQs page).

If this is the case with you, and your past experience is primarily academic, you may want to consider enrolling in a more advanced course (Spanish 1A85, A280, or A285).

If your past experience is primarily personal (family or travel-based), you might want to consider enrolling in Spanish 1A60 (“Spanish for Spanish Speakers”).

If, in spite of the fact that this course level is too basic for you, you choose to remain enrolled, keep in mind:
• You’ll only earn credit for what you accomplish/complete in the class, not for what you already know.
• There’s a good chance that you’ll be bored; make it your responsibility to not let that affect others.
• Most importantly, it is expected that you’ll adjust your language in order to communicate well with others students in the class. Part of learning to speak a language well is learning to make appropriate language choices (how quickly to speak, what vocabulary and grammatical structures to use, etc.), and the choices are generally determined by your audience. When working in class, consider others’ language level, as well as what material has
been covered in class. When a particular construction or term is presented, if you know an alternate construction or term, understand that there are specific reasons that we are studying one and not the other. Also, embrace the opportunity to add to your own repertoire by learning the new material, too.

- If you’ve attended school in a Spanish-speaking country as a youth and are now preparing to transfer to a 4-year university, this course may not satisfy foreign-language requirements, depending on the amount of time you were in school and the university admission policies. Check with an OCC counselor AND with your desired university.

### VAS A NECESITAR

You’ll need the items listed below.

1. Computer, internet (preferably broadband), printer access, and a current OCC e-mail account
   
   Computers and internet are available at the John R. Clark Computing Center (714.432.5634) and at the OCC Library (714.432.5885). You’ll need to bring headphones/ear buds if you plan to do listening activities at either location.

2. Textbook: Tu mundo, 1st ed., Andrade et al (printed and/or e-version) with ConnectPlus and LearnSmart
   
   You may take advantage of a free two-week trial to access the textbook and other required materials by following the Connect enrollment instructions on the Assignments page. For complete textbook info, see the FAQs page.
   
   ➔ You are expected to have the Comunicate section of the Tu mundo textbook (either in printed form or on your computer or tablet, but NOT on your cell phone) with you in class every day.

3. Homework Packets with Correction Tools: The packets will be posted online, and you’ll need to print them out; the tools include specific writing instruments that are detailed in the Tu mundo homework instructions.

### CALIFICACIÓN

The final grade that you earn will be based on to your performance in each of the areas described below to the left. The grading scale used in this course is to the right.

<table>
<thead>
<tr>
<th>Weight Category</th>
<th>Scale</th>
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<tbody>
<tr>
<td>12% Class Presence</td>
<td>A = 90-100%</td>
</tr>
<tr>
<td>30% Assignments</td>
<td>B = 80-89%</td>
</tr>
<tr>
<td>35% Chapter Tests</td>
<td>C = 70-79%</td>
</tr>
<tr>
<td>23% Final Exam</td>
<td>D = 60-69%</td>
</tr>
<tr>
<td>100% TOTAL</td>
<td>F = 59% or less</td>
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- **Presencia en la clase [12%]** Your Class Presence (CP) grade reflects the impact that your presence has on the class dynamic: do you contribute to a positive classroom environment? It is not enough to come to class every day; you must come prepared, and ready and willing to participate. The CP grade is calculated according to three criteria:

  1. **PREPARATION:** Are you prepared in class, both in terms of consistently having the required materials with you, and having completed the assignments that allow you to participate effectively in class?

  2. **PARTICIPATION:** Do you work productively with your compañeros in the classroom; do you consistently show that you’re not afraid to challenge yourself and/or make mistakes by volunteering in class; do you contribute positively to class discussions; do you show enthusiasm for learning in the classroom?

  3. **CONDUCT:** Do you consistently follow the class rules detailed in the Estructura y normas de la clase section above? Failure to do so will result in verbal and/or e-mail notices from me requesting that you discontinue the disruptive behavior; continued disruptive behavior may result in your being asked to leave the class.

**PRESENCE:** You can only contribute positively to the class dynamic if you’re in class. Students may miss up to two (2) classes with no adverse effect to the CP grade. Each subsequent miss will cause 10% to be deducted from the CP grade category. If you know now that you’ll be missing many classes (due to your professional or personal commitments, a medical condition, etc.), and you still choose to remain in this course, be sure that your performance in the other categories is as strong as possible to mitigate the negative impact of your CP grade.

If you do get sick, remember that part of your registration fees at OCC cover your access to the OCC Student Health Center (this also includes mental health services). Take advantage and keep yourself healthy! On a related note,
please remember to always cough or sneeze into the bend of your elbow, and wash your hands, wash your hands, ¡lávate las manos!

**¡OJO! You may be dropped from my roster** if you miss any of the first four classes and don’t contact me by the end of the class period. However, it is your responsibility to formally withdraw to avoid earning an "F" in the course.

- **Tareas [30%]:** Note that this is a college-level transfer course, requiring college skills in reading, writing, listening, speaking, and note-taking. Keep in mind, additionally, that it is a five-unit course and follows the Carnegie unit system: for every hour spent in class, the average student is expected to spend two hours preparing outside of class. For this course, then, anticipate spending at least **10 hours per week outside of class** (actual time may vary depending on your background, abilities, desired grade, etc.).

You’ll have daily written and online homework assignments that are designed to prepare you to participate effectively in class activities and give you opportunities to reinforce the material outside of the classroom. These include essays that will need to be typed. Due dates and detailed instructions for completing the work will be posted online in the class Connect site. To earn full credit, FOLLOW THE INSTRUCTIONS!

- **Pruebas [35%]:** There will be four to six chapter tests. If you miss one test, your final exam score will be applied to the missing score as well. You will earn a "0" for any additional missed tests. If you take all tests, the lowest score will automatically be dropped and substituted with your final exam score if the final exam score is higher.

- **Examen final [23%]:** The final exam is cumulative and will have listening, reading, vocabulary, and writing components, as well as a section on the geography of the Spanish-speaking word (names and locations of the Spanish-speaking countries).

### RECUPERACIONES, TRABAJO ENTREGADO TARDE

*In this class, you must assume that there are no make-ups for missed classroom activities,* so do your best not to miss class. If you do miss, it is your responsibility to find out about any changes to the posted schedule, including any additional homework assigned. Please do not write to me to ask what you missed or what is due. This information is available on the posted schedule via the class Connect site. Also, **I recommend that you get the phone and/or e-mail of at least three compañeros to contact if you miss class.**

Homework is considered late when it is not turned in at the time requested. Please note the following policies:

In general, scores for **written assignments** (those turned in to me in class) will be lowered by a specified amount for each day (24-hour period) that they are late. In certain announced cases, late work will not be accepted at all. Handing in an assignment late on its due date (even mid-way through class when it was requested at the beginning) will lower the grade by 10%. Do NOT attempt to complete any assignment during the class itself; if you do, the assignment will not be accepted at all, and your "Class Presence" grade will be affected.

If you’re absent on the day that a written assignment is due, turn it in at the beginning of the class period the day that you return, and it will not be considered late. If you arrive late: turn it in **right when you arrive** or risk losing 10%.

**Online assignments** (those completed and submitted online) must be completed by the deadline. No credit is given for work submitted online after the due date.

### LA HONRADEZ ACADEMICA

As a student matriculated in this college, you’re expected to follow the Coast Community College District’s Code of Conduct. Dishonest behavior may include, but is not limited to: copying another student’s homework or allowing someone to copy yours; having someone write or heavily edit your writings; replicating someone’s words or ideas without giving her/him credit; sharing answers during a test. Anyone caught engaging in any of these or other dishonest activities will be referred to the Dean of Students, and may be subject to other repercussions, as determined by OCC. If you’re unsure whether a particular action constitutes cheating or not, ask me before you do it.

### ACOMODACIONES PARA LOS INCAPACITADOS

If you have a verified disability that might prevent you from fully demonstrating your academic abilities, be sure to contact **Special Services** as soon as possible to initiate disability verification and discuss appropriate accommodations. It is also your responsibility to make me aware of any special needs you may have relating to this class.

~ D. Cabanel - Descripción del curso (A180); página 4 de 6 ~
The following list of additional tasks and strategies that, when combined with your responsibilities (listed above), will help make your language-learning experience successful:

- Read this syllabus and then complete and turn in the syllabus agreement (see last page of this document).
- Study some every day-- avoid cramming; just as when training in sports or practicing a musical instrument, you'll gain more in language study through consistency than through periodic efforts.
- Study the chapter vocabulary, and take notes when additional expressions are presented in class. Increase your vocabulary by doing all assigned readings as well as those not assigned for class.
- When completing all written and online assignments, be sure to do so early enough so that if you have problems, you can get help before the due date and still complete the work on time.
- Note the dates of chapter tests and/or the midterm/final exams so that you can take them when they are given.
- Attend class regularly and participate in a productive manner, but also take time before coming to class to remind yourself of what material (grammar and/or vocabulary) we'll be working with that day.
- When you’re doing an activity in class, think consciously about what constructions or vocabulary we're practicing and how it relates to what you’ve been studying so that you can make the appropriate mental connections.
- Demonstrate respect for the course material, as well as for me and the other students in the class; pay attention to your classmates when they speak in class, and also to my feedback.
- Don’t be afraid to make mistakes in the classroom! Mistakes are natural and expected, and they provide great learning opportunities, both for the person making the mistake and for others.
- Improve your oral proficiency by welcoming all opportunities to communicate orally in Spanish in the classroom (in groups, volunteering, etc.), or create your own opportunities when appropriate; practice your pronunciation when listening to the audio activities online.
- Practice your Spanish outside of class: surf the Spanish-language Web, read Spanish language magazines or newspapers, speak or chat with Spanish-speaking friends or classmates, watch TV or movies or listen to the radio in Spanish; don’t worry about what you don’t understand-- be happy about what you do.
- Find additional opportunities to practice Spanish: read bilingual product labels and instructions, start a journal in Spanish, write notes and lists to yourself in Spanish, etc.
- Review these foreign language learning strategies, and follow those that work for you.
- If you find that you’re having problems, take advantage of campus resources, such as the Student Success Center, LearnSmart (via Connect), my office hours, etc., ASAP; click this link for more information on getting help.

ALGUNAS IDEAS IMPORTANTES

The following ideas are elaborated upon in a separate document, sections of which you’ll be reading later. For now, review them, and try to consider what more one might say about them, and why they may be important in this class.

- The Spanish language sometimes works in the same way as English, but often it doesn’t.
- In a Spanish class, there is little room for English.
- The classroom provides a unique opportunity for you to practice new structures and expressions.
- Mistakes in the classroom are inevitable, but also welcome.
- Confusion or partial understanding does not automatically signify failure-- learn to say No comprendo.
- You may not get to express everything that you want in class exactly as you would like to, but you can probably be a lot more creative with language than you think. Learn to say No importa.
- There are as many different levels of Spanish proficiency in our classroom as there are students.
- There are many varieties of Spanish, both regional and situational.
- Sometimes the journey is more important than the destination.
- Learning a language really is fun. ☺
Please don’t let yourself become frustrated in the classroom: if you make an error, recognize and accept that errors are natural and, in fact, welcome in the classroom; think of them as opportunities to learn.

Understand that you will have limitations as far as what you can communicate; allow yourself to be creative with the tools that you acquire in class. In all cases, avoid using any language but Spanish.

Remember that learning a language may be challenging at times, but it is also an extremely rewarding experience. A new language will provide you with wonderful opportunities to explore different cultures (or recuperate part of your own) and discover new attitudes and ideas; not only that, but the language-learning process itself is also very much a voyage of self-discovery. Enjoy yourself on the journey!

If you have questions about any of this, or in general, please feel free to discuss them with me. In particular, if there’s anything that you don’t understand, whether it be classroom policy, instructions for a homework assignment, or a particular grammar point, be sure to contact me as early as possible. Do not wait until the end of the semester to tell me about an issue that should have been dealt with weeks before.

My contact information is noted on the top of the first page of this document (or, see my contact page). The best way to contact me is via e-mail. When you do write, please be sure to include in the subject line your name, section, and the reason that you’re writing (ex. “Juana Sandino - 30791 - question about homework”). If you don’t receive a response within 48 hours of writing me (excluding weekend days), please send your message again.

Please feel free to write to me about almost anything. If, however, you miss class, please do not write to ask what we covered or discussed, or what is due for the following class. This is information that you can get from the Assignments page, or that you should get from a classmate. And, if you’re wondering if you missed anything, read this!

Remember that you’ll be expected to sign a contract (see below) affirming that you have read, understood and agree to the course description policies outlined above. If there was anything that you read that you don’t understand, please make a note of it so that you can ask me about it in class before you sign and turn in the contract.

- - - DETACH HERE; include your name, OCC ID, signature and date below - - -

CONTRATO – ESPAÑOL A180, SECCIÓN 30791 – PRIMAVERA 2015

I, ______________________________________________________________, OCC student ID C______ ____ ____ ____ ____, affirm that I have read and understood all sections of the course description for Spanish A180, section 30791, for spring semester of 2015; and I agree to follow the course guidelines outlined in that document. I also understand that it may be necessary for the instructor to change some provisions of this agreement during the semester. If that should occur, I will be given reasonable notice of the changes.

_________________________________________  __________________________
(signature)                       (date)

~ D. Cabanel - Descripción del curso (A180); página 6 de 6 ~