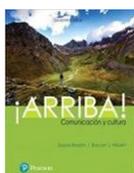


Professor: Dr. I-Fan Knotts, Ph.D.
 Email: ichen@southplainscollege.edu

Class Meetings: ONLINE

Office Hours are held online via Blackboard Collaborate by appointment only! See Blackboard (BB) for instructions.

Textbook: REQUIRED MATERIALS:



¡Arriba! comunicación y cultura, 7th ed. MyLab Spanish (or MySpanishLab) with eText—Access code package (single or multi-semester). You may purchase the access code directly from Pearson’s website: <https://mlm.pearson.com> Note: the same set of material is used for all Spanish courses at SPC: 1411, 1412, 2311(core course) and 2312. Daily reliable access to high speed internet, computer, headphones, microphone and webcam for use with Blackboard and MySpanishLab are required. **Course ID: knotts00364** NOT the same as access code)

SPAN1411 INSTRUCTIONAL METHOD: This course will be instructed entirely online (an asynchronous experience) via **two websites:** Blackboard (BB) and MySpanishLab (MSL).

Blackboard (BB) will be used to: https://www.southplainscollege.edu/	MySpanishLab (MSL) will be used to: https://mlm.pearson.com
Access Syllabus, Course Schedule/Deadlines	Access your eText
Access your Professor’s contact information and (virtual) office hours (BB Collaborate Ultra); Announcements for agendas, updates, reminders	Access Interactive lectures on Grammar & Vocabulary via “Tutorials” tab, listed by Chapter (English)-click link below: https://media.pearsoncmg.com/api/v1/pegasus/ml_shared_assets/flash_tutorials/flash_tutorials_lists_arriba7_new.html
Access Modules (Lectures/ Classnotes/ Discussion Boards/ Exam Study Guides/Oral Exams Info)	View and complete weekly homework assignments, quizzes, and Written Exams
Access USEFUL Resources (recommended helpful websites for learning the Spanish language)	Access supplemental materials (Pronunciation Guide, Flashcards, Practice Tests, Glossary, Verb Charts, etc.)
Access Technical Support and MSL links	Access Cultural videos (via Course Materials tab-if desired)
Communicate and meet with classmates and your professor (BB Collaborate Ultra)	Do <u>not</u> communicate with your professor via MSL. It keeps emails in their website without any notifications.
Access your progress/ grades via MY GRADES	Access your grades for your homework assignment, quizzes and chapter exams (NOT your course average!)

Please READ: In order to master this online course, students are required to be self-disciplined, to possess computer skills and good reading and writing skills, to be willing to log on once a day for messages and assignments, to complete assignments ahead of schedule, to meet deadlines, to spend long periods of time at a computer, and to work independently by learning materials on their own using chapter tutorials, studying the eText, viewing video lectures, and downloading additional class notes via MySpanishLab (MSL) and Blackboard (BB). You may **seriously consider a face-to-face class** if this is not the kind of instructional delivery that **satisfies your educational goals for a rewarding experience.**

Course Description: This course introduces basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. Prerequisite: None.

COURSE EVALUATION: (Grading Procedures)

Homework Assignments (via MSL)	15%	A= 90—100
Quizzes (via MSL)	10%	B= 80—89
Culture (Discussion Boards via BB)	15%	C= 70—79 (required to continue to 1412)
Written Exams (via MSL)	30%	D= 60—69
Oral Exams (Midterm & Final) via BB	30%	F= 59 and below

Homework Assignments: (15%) MSL (<https://mlm.pearson.com>)

In order to master this online course, students are required to learn materials on their own by viewing chapter tutorials, studying the eText, watch video lectures and consistently complete homework assignments via MSL. Additional class notes can be found on BB. It is recommended that students do homework daily when possible, but at least three times a week. You will be given a significant number of assignments in order to provide the practice that you would otherwise have in a face to face class.

- MSL homework assignment is a combination of auto-graded and instructor graded material. They are designed to help you practice speaking, writing, listening and reading skills in Spanish. Click "Today's View", click "To do Assignments" or simply click on the **blue clocks**  seen on your MSL "Today's view" Calendar. When the **clock turns red** , it means your assignment is "past due". You are still allowed to work on these for practice; however, the grades will be recorded as zero "0". No late assignments will be accepted. See Make-Up Policy.
- All MSL weekly homework assignments are due on a Sunday at 11:59pm central standard time. You will have 3 attempts per each exercise. Your grade will be recorded with the highest attempted score. You may choose to complete future assignments ahead of time since the entire semester's MSL weekly Homework assignments will be posted on the first day of class; however, please remember this is NOT a self-paced course. Please adhere to the course Schedule and Deadlines (on BB) for a positive and successful outcome in this class.
- Homework grades are available for auto-graded material immediately.
- Note: Spelling, accent marks, punctuation marks, capitalization, grammar and pronunciation are extremely important and will have a negative impact on your grade if used incorrectly.

Quizzes: (10%) Quizzes are not timed and will cover materials presented and studied in this course: grammar, vocabulary, pronunciation, conversation, reading, listening comprehension, and content from Blackboard and your course syllabus. You will use MSL to access and complete them. The deadlines for the quizzes are found in the "Schedule & Deadlines", and "My Grades" widget on Blackboard. See Make-up Policy. All quizzes are due at the end of the day on Wednesdays, central standard time.

- On MSL website, open your course, go to Today's View's Calendar, click on the due dates (see Schedule and Deadlines on BB), which contain an alarm clock with notes provided, or go to "To do Assignments", you will see the quizzes on the list. Click it. Open it. Complete it. More information are provided in Course Content (Blackboard).
- You must adhere to the Honor Pledge stated in your syllabus.
- Note: Spelling, accent marks, punctuation marks, capitalization, grammar and pronunciation are extremely important and will have a negative impact on your grade if used incorrectly.

MSL Voice Recording assignments or quizzes must be done without background noises (i.e. other people talking, TV, music, etc.) for they will have a negative impact on our grade. If your recording indicates that someone helped you with an assignment or contains any vulgar language and/or you did not follow "netiquette", you will receive a grade of zero and disciplinary actions will be initiated for academic dishonesty and/or misconduct on your part.

Culture (Discussion Boards): (15%) There are 3 discussion board assignments for the semester. You will use BB to access and complete these assignments. To access these assignments, please go to Blackboard's Course Content, click on the Week Folder for which the assignment is due or click the Discussion Board folder. See BB "Schedule & Deadlines" or "MY GRADES" widget for due dates and rubrics. No late assignments will be accepted. See Make-Up Policy.

Written Exams: (30%) There will be 4 Written (Chapter) Exams. You must have access to MSL to complete them. The exams will focus primarily on the content of the chapter; however, since language learning is cumulative (similar to math classes), they are comprehensive (including materials from previous chapters which you are responsible for retaining and reviewing) and mandatory and will test reading, writing, culture, listening skills and your ability to use grammar and vocabulary in communicative situations. Each exam is timed (you have one hour). The lowest exam grade will be dropped. See BB "Schedules & Deadlines" or "My Grades" widgets for exam dates. A review/study guide will be provided on BB "Course Content" (see BB Announcements for when they become available.) See Make-Up Policy.

Oral Exams: (30%) There will be 2 oral exams (one Midterm and one Final). There are 2 parts to each oral exam. See BB for details and specific instructions (will be posted in Course Content); for due dates and rubrics, see "Schedule & Deadlines" or "My Grades" widget. See make-up policy.

1. Written scripts are required and graded, and must be typed using 14pt font, double spaced, with proper grammar (accents marks, question and exclamation points) and saved as .docx or .pdf files only, and will be turned in and will be graded before your Oral Exams' submissions. You will then make corrections (if needed), practice, memorize, and record yourself presenting the oral exams.
2. Oral Exams Presentations are asynchronous video recordings of yourself presenting the required topic. You must save your recordings as a video file (.mov and or .mp4 files). Do not use .mkv (Chrome books) or Google docs. Specific instructions will be provided in BB Course Content.

HONOR PLEDGE: By being registered in this class, you agree and pledge to the following: "As a student at South Plains College registered in Dr. Knotts' Spanish class this semester, I will not participate in or tolerate academic dishonesty. I will not give or receive any unauthorized assistance on any assignments, quizzes or exams. All assignments, quizzes and exams presented will be my own."

Technical issues are not an excuse for late work. You may complete your assignments, exams and assessments as early as they become available to ensure prompt submissions or to avoid any unforeseen circumstances.

MAKE-UP WORK POLICY

If you miss a quiz, or an exam (written, or oral) due to an extended illness, a death in the family, a college related/ sponsored activity (with advance notice), being called to active military service, or an emergency (at the discretion of the professor)—you must notify your professor as soon as possible so that arrangements may be made for the make-up quiz or exam; however, the make-up quiz or exam may be in a different format than previously announced, and must be taken at the discretion of the professor. You must contact Dr. Knotts as soon as possible or within one week from the date of your missed exam in order to be considered for a make-up (you are expected to take the make-up exam as soon as you return); otherwise, you will receive a zero for the missed quiz or exam.

ATTENDANCE POLICY (and Log ins)

In this online class, students are expected to log on to Blackboard (BB) and MySpanishLab (MSL) at least three (3) times a week, in order to be successful in this four-credit hour course. Failure to log into BB and MSL for two weeks (without prior notification to the professor) will result in being withdrawn administratively from this course with "X". NOTE: All log ins are recorded to the minute on BB and MSL.

GRADING TURN AROUND

It takes five (5) to seven (7) business days to grade assignments and assessments. Grades will be updated in BB periodically via “My Grades” widget. Please check it often. If you have any questions, please contact your professor.

STUDENT EXPECTATIONS: As an online Spanish student, you are expected to:

- Read, understand and abide by all policies and procedures outlined in this syllabus and the SPC Student Guide: <http://catalog.southplainscollege.edu/mime/media/view/53/1585/2020-21StudentGuide.pdf>
- Have and maintain the appropriate technology required to complete the course. See syllabus and BB.
- Log into BB at least 3 times a week to check Announcements, your grades and complete Modules.
- Log into MSL at least 3 times a week to work on assigned activities (HW, quizzes, and exams).
- Spend at least 8 hours throughout the week including time spent for assignments, quizzes, discussions and study activities in order to become proficient in this 4 credit hour class.
- Maintain an online environment conducive to learning, including online etiquettes “netiquette”. Abide by the Dress Code (applies to students in any learning pathways (i.e. online, flex, face-2-face).
- Maintain civility in the online classroom; offensive remarks or inappropriate language, discussing inappropriate topics, spamming, hacking, using SPC email, BB, MSL or discussion board for commercial purposes, using all caps (considered shouting in online communications), or cyber-bullying or online harassment of any type are strictly prohibited. Consequences range from disciplinary actions to removal from this course. See Student Conduct section and Student Guide.

COMMUNICATION PLAN

- Course related announcements are posted on Blackboard. Please check them often.
- You must use your assigned SPC email to communicate in this class. It is your responsibility to check email messages regularly. Do not use your personal email or the email system in MySpanishLab.
- When sending an email, always include your full name and the course and section number.
- You can expect an email reply within 24 hours on weekdays, but on weekends, expect a reply by the end of the day on Tuesday. Same goes for requesting an appointment for office hours.

COURSE CALENDAR/SCHEDULE & COVERAGE OF TOPICS

We will cover 4 chapters this semester: (Chapter 1 through 4). Please follow BB “Schedule & Deadlines”. This is NOT a self-paced course. MSL homepage also contains a calendar; however, it applies to the weekly MSL homework assignments, quizzes and Written Exams. Remember we will use both BB and MSL websites for assignments and assessments. (Please refer back to page 1 of this syllabus.)

STUDENT LEARNING OUTCOMES: Upon successful completion of this course, students will:

1. Engage in conversations using level-appropriate grammatical structures including narrating events that take place in the present and producing questions and responses on a variety of topics dealing with everyday life.
2. Demonstrate understanding of level-appropriate spoken Spanish.
3. Write simple sentences and organize them into short paragraphs.
4. Read and comprehend level-appropriate texts.
5. Identify and discuss traditions, customs and values of the Hispanic world.
6. Compare and contrast the traditions, customs and values of the Hispanic world with characteristics of their own culture.

Technical Information/ Online (Flex) Learning Skills/ Technical Support

Technical Requirements	Technical & Other Skill Requirements
Desktop or laptop computer with High Speed Internet Access	Must have the ability and be comfortable with:
Digital video recording equipment capable of recording up to 3 minutes of video footage	Microsoft Word/ability to save Word documents (.docx) and/ or Word compatible files into .pdf
Microsoft Office/ SPC email	Using SPC email for communication
Adobe Reader (download from Adobe.com)	Attaching, retrieving, and saving files
Flash Player (download from Adobe flash player & Real player)	Internet search engines and browsers
Audio & Video capabilities (for viewing course content)	Recording and uploading video files
Web camera & microphone (for recordings & video conference)	Download video files or to stream files
Blackboard Collaborate system requirements	Self-disciplined, self-motivated, independent learning
MySpanishLab website access (must be purchased)	Possess good writing/reading/time management skills

Technical Support: Please Do NOT contact Dr. Knotts for technical issues.

- For MSL issues: please contact the Pearson 24/hour student support link here: <https://mlm.pearson.com/northamerica/mylanguagelabs/students/support/index.html>
- For SPC Blackboard issues: email blackboard@southplainscollegewe.edu, Ph. 806-716-2180 or 806-716-2600.
- You may also call the Technology Center at 806-716-2179 for password resets. The Help Desk voicemail will direct students to the Technology Center number as well.

Important Notes:

- Not having a way to record will not be accepted as an excuse for failure to submit assessments and/or assignments!
- Technical issues are NOT an excuse for late work. You may complete your assignments and assessments as early as they become available to ensure prompt submissions or to avoid any unforeseen circumstances.
- Chrome is the preferred browser for accessing MySpanishLab and SPC Blackboard in order to avoid technical issues. Please check your system and software requirements periodically for updates and changes.

Student Code of Conduct Policy: It is my belief that learning best occurs in a supportive and respectful atmosphere. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class. (See Student Guide)

Academic Integrity: Cheating and plagiarism constitute serious offense and will not be tolerated. Students are expected to do their own work on all assignments and assessments. Failure to comply with this policy will result in an F for the assignment or assessment and can result in an F for the course. See Honor Pledge.

- Plagiarism violations include, but are not limited to, the following:
 1. Turning in a paper that was purchased, borrowed, or downloaded from another or online sites.
 2. Cutting and pasting information from books, articles, or online sites without providing proper documentation;
 3. Missing in-text citations.
- Cheating violations include, but are not limited to, the following:
 1. Obtaining an examination by stealing or collusion;
 2. Discovering the content of an examination before it is given;
 3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;

4. Taking an examination for another;
5. Altering grade records;
6. Copying another's work during an examination or on a homework assignment;
7. Taking pictures of a test, test answers, or someone else's paper.

Diversity Statement: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be. (See Student Guide)

Nondiscrimination Policy: South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Disability Statement: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611. (See Student Guide)

Title IX Pregnancy Accommodations Statement: If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance. (See Student Guide)

COVID Statement: updated COVID-19 protocols for South Plains College:

1. SPC will follow the recommended 5-day isolation period for individuals that test positive.
 - a. Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result.
2. COVID reporting
 - a. Please have students and employees notify me if they have tested positive. They need to contact me to verify dates before returning to class or work.
 - b. The home test are sufficient but students need to submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.
 - c. A student is clear to return to class without further assessment from me if they have completed the 5-day isolation period, symptoms have improved and they are afebrile for 24 hours without the use of fever-reducing medication.
 - d. Please communicate with DeEtte Edens prior to their return date if still symptomatic at the end of the 5-day isolation.

3. Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work and be tested.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester via BB announcements or SPC email.