McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

BEGINNING SPANISH I

SPAN_1411_002

AMBER BRACKEN

NOTE: This is a 16-week, Blended/Hybrid course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html on any changes to these guidelines.

Course Description:

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. Semester Hours 4 (3 lec/2 lab)

Prerequisites and/or Corequisites:

No prerequisites are required for this course.

Course Notes and Instructor Recommendations:

Due to the nature of this blended/hybrid course, students must already possess basic computer skills and Internet skills. To complete this course, you must have consistent access to the Internet and a webcam with a microphone. Students are required to utilize their MCC email, Zoom, Lockdown Browser with Monitor, and Brightspace in order to complete this online course.

Please know that technical support is available to you; students having technical difficulties may utilize the MCC I.T. Helpdesk by contacting (254) 299-8077 or by sending an email to helpdesk@mclennan.edu. Please take advantage of these support services when needed and avoid procrastination, as last-minute technical difficulties will not excuse missed deadlines in this course.

Instructor Information:

Instructor Name: Amber Bracken
MCC E-mail: abracken@mclennan.edu
Office Phone Number: (254) 299-8942
Office Location: FOB 203

Office/Teacher Conference Hours:

M/T/W:	9:30-10:30 am	(FO 203 OR Zoom)
TR:	1:00-2:00 pm	(Zoom only)

Other times available on Zoom by appointment
Zoom Meeting Room ID 254-299-8942
https://mclennan.zoom.us/my/bracken

Required Text & Materials:

Waymaker Bundle—Introductory Spanish I
ISBN: 9781640872561
Author: Lumen Learning et al.
Publisher: Lumen, Inc.
Copyright Year: 2019
*Note: Waymaker course materials are automatically loaded into Brightspace and will be available to you starting on the first day of class. The cost of all (virtual) materials for the semester is $25. We will cover 11 modules over the course of the semester, and Waymaker allows you to complete the first two modules before paying the $25 fee. When you take your first and/or second quiz(zes), you will be prompted to register and pay. You can pay the fee through the MCC bookstore if you are using a scholarship or financial aid, or you can pay directly to Waymaker online if using a personal credit or debit card—the price is the same either way. If you pay directly through WayMaker or *in person* at the MCC Bookstore, you should receive your code immediately; however, if you order your code through the MCC Bookstore online, please plan ahead and order it ***before*** you finish Module 2, as it can take 1-3 days for you to receive it.
MCC Bookstore Website: http://www.mclennan.edu/bookstore/

Methods of Teaching and Learning:

This course includes in-class lecture, informal question-and-answer, partner and small group conversations, video tutorials, video discussion board entries, online reading, writing, listening, and speaking activities, online quizzes, online module tests, and two one-on-one oral interviews with the instructor via Zoom.

Course Objectives and/or Competencies:

This course aims to develop all four aspects of communication in the Spanish language: listening, speaking, reading, and writing.
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.

The Texas Higher Education Coordinating Board requires that all courses in the Foundational Component area of Language, Philosophy, and Culture teach these Core Objectives:

- **Critical Thinking Skills (CT):** "to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information."
- **Communication Skills (COMM):** "to include effective development, interpretation and expression of ideas through written, oral and visual communication."
- **Social Responsibility (SR):** "to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities."
- **Personal Responsibility (PR):** "to include the ability to connect choices, actions and consequences to ethical decision-making."

Course Outline or Schedule:

See attached schedule at the end of this document.

Course Grading Information:

The grade for this course will come from the following components:

- *Online Tests*: 4 tests, taken online via Brightspace, utilizing a webcam monitoring program to ensure academic integrity (Lockdown Browser with Monitor). Please note that due to the comprehensive nature of language learning, each module builds on prior learning. For that reason, it is extremely important to study regularly and to continuously review older material. If you try to wait until the last minute and cram for a test, the material is not likely to make it into long-term memory, which will make it very difficult to do well as the semester progresses.
- *Oral Interviews*: 2 one-on-one oral interviews with the instructor (one midterm and one final), lasting approximately 5-8 minutes each, conducted via Zoom. Students will be provided with all questions they might be asked in advance. Questions are designed for students to demonstrate mastery of vocabulary and grammar lessons studied, and students will be graded on comprehension, grammatical accuracy, use of complete sentences, fluency, and pronunciation. A detailed grading rubric will be posted in the oral exams content folder in Brightspace.
- *Discussion Board Video Posts*: Students will respond orally via "video note" to discussion questions related to the assigned vocabulary and then respond in writing to at least two classmates' posts for each discussion assignment. There are 4 discussion videos assigned throughout the semester.
- *Online Study Plans & Quizzes*: (11 each) Students will watch video tutorials and complete a variety of listening, speaking, reading, and writing exercises in Brightspace for each module, and then take a

module quiz before taking the two-or-three module test. The study plan activities are graded based on completion (not accuracy) and are designed to help students learn prior to taking the quizzes; failure to complete them will result in a loss of points for both the Study Plan and the attendance/participation category. Each module is broken into 4 or 5 sections. As students complete the self-checks at the end of each section, they will see their grade for the Study Plan increase by 20-25%. The quizzes *are* graded for accuracy. Students will have two attempts per quiz, and the highest grade for each quiz will be recorded. I strongly encourage you to budget enough time in between attempts to be able to go back and study the concepts you miss on your first attempt before making your second attempt.

- *Cultural Presentation*: Students will give one live, oral presentation, in which they will demonstrate the ability to speak fluently in the target language for 2-3 minutes. Requirements and grading criteria will be shared via Brightspace at least three weeks prior to scheduled presentations.
- *Attendance & Participation*: To earn full attendance and participation points, students must attend class regularly and punctually, participate actively (effort counts for a lot!), view all digital content assigned, meet all due dates for assignments and assessments, respond to all discussion boards, and take advantage of opportunities to receive formative feedback (e.g., utilizing office hours if there's a concept you're struggling with, and/or submitting rough drafts of work for feedback before assignments are due).
  **Note: Students will not be penalized for COVID-related absences; however, it is the student's responsibility to communicate proactively with me and to make up any missed work in a timely fashion.*

Grades will be weighted as follows:

Major Tests (4)	25%
Oral Interviews (2)	20%
Discussion Board Video Posts and Responses (4)	20%
Lumen Study Plans & Quizzes (11 each)	15%
Attendance/Participation	10%
Cultural Project/Presentation	10%

Detailed grading rubrics will be provided via Brightspace for oral interviews and discussion board videos. Unit tests will be graded objectively for accurate use of Spanish vocabulary and grammar.

Final grades will be distributed according to the following scale:
A = 90 and above B = 80 to 89.99 C= 70 to 79.99 D = 60 to 69.99
F = Below 60

Late Work, Attendance, and Make-up Work Policies:

The instructor will follow the official MCC Attendance/Absence policy posted in the Highlander Guide. Students who are forced to miss a deadline or class meeting for reasons beyond their control are expected to communicate with the professor (in advance if possible, and no later than 24 hours after the missed class or deadline if advance notice is not possible) to discuss the possibility of make-up work. Students who fail to complete 25% of all assignments, or who miss more than 8 days of class / 4 weeks of work prior to the 60% point in the semester will be withdrawn from the class. After the 60% point, students who fail to attend at least 75% of all classes will receive a grade of F.

*Note: Under normal circumstances, I only accept late work in the case of officially excused absences. Given the unusual circumstances resulting from the COVID-19 pandemic, I will err on the side of caution this semester and be more flexible than normal; however, *it is imperative that students be proactive in communicating with me about their attendance and participation*. Late work will not be accepted without a reasonable excuse and timely communication.

Click Here for the MCC Attendance/Absences Policy
(https://www.mclennan.edu/highlander-guide/policies.html)
Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

Student Behavioral Expectations or Conduct Policy:

- When e-mailing me, please include an appropriate address (ex: Hi, Prof. Bracken…), clearly identify **yourself** (ex: This is John Doe…), the **class section** you are in (ex: …from your SPAN 1300.**87** class…), and a clear message that includes proper capitalization, spelling, and punctuation. This is a skill that should be practiced for all scholarly and professional communication--not only for this class! (*Note: I will have three sections of SPAN 1411 this semester, so including your class section number helps me to be able to answer any questions you might have about your grades, due dates, progress in the class, etc. more efficiently. Once I've responded to your initial e-mail, less formal replies are perfectly fine.)
- If you have any questions about something that is unclear or any ideas or suggestions for ways that I can improve the course and/or help you to be successful, please don't be shy to let me know. I am happy to accept constructive feedback, and *I'm here to help you!*

- While in class, please be fully present and engaged. This means no carrying on side conversations, studying for another course, sleeping, texting, scrolling through social media, etc. Lack of engagement with the class and the material will result in points lost from the participation grade.
- To avoid unnecessary distraction or disruption, please keep your cell phone put away, off the table. If you must be on call or are expecting an important call, please let me know in advance, and keep your phone on vibrate.
- No eating or chewing gum in class, please. I will frequently call on students at random, and having food or gum in your mouth will impede your ability to respond appropriately.
- My goal is to create a friendly, encouraging, and productive atmosphere in which students feel safe to participate. Therefore, I expect students to receive and provide feedback to and from the instructor and one another with a positive attitude in the interest of learning.
- Students should be aware that successful completion of this course will require a great deal of *self-discipline and integrity*. **Academic dishonesty (cheating) will not be tolerated**. While you may use notes/vocab lists/etc. while completing the study plans and quizzes, NO RESOURCES (including, but not limited to, notes, textbooks, dictionaries, cell phones, or any form of translation assistance) may be used when taking tests or oral exams. Beware that if a student is caught cheating on a test or oral exam, the grade for that test will be a 0, the student will be reported to the Department of Student Conduct, and all prior and future test-taking video footage will be carefully reviewed. If a second offense is observed—whether it was committed before or after the first offense—the student will be dropped from the course with a grade of F.

  *Note: My intention in using bold, capitalized, and underlined text above is not to come across as threatening; however, I sincerely believe academic integrity is important, and I want to make it clear that the consequences outweigh the benefits of cheating in this class. The course is structured to provide many opportunities to succeed through effort and participation. If you find yourself struggling, please reach out for help.

Course Schedule
SPRING 2022

Each week begins on Monday morning and ends on Sunday night. All assignments are due at 11:59 pm on the assigned due date. Any necessary changes to the schedule will be communicated via Brightspace Announcement with reasonable advance notice.

Week 1: Begins Jan. 10
Syllabus, Orientation,
Getting Started Module Due Sunday
Begin M. 1

Week 2: Begins Jan. 18
**Note: No class Jan. 17 (MLK Jr. Day)*
M. 1 Study plan & quiz due Sunday

Week 3: Begins Jan. 24
**Note: Wednesday, Jan. 26th is the last day to drop without a W on your transcript.*
M. 2 Study plan & quiz due Sunday

Week 4: Begins Jan. 31
Discussion Video #1 due Wednesday
Responses to 2 videos due Friday
M. 3 Study plan & quiz due Sunday
***Test over M. 1 - 3 available*
*Thurs. Feb. 3 – Tues. Feb. 8***

Week 5: Begins Feb. 8
Note: No class Feb. 7
M. 4 Study plan & quiz due Sunday

Week 6: Begins Feb. 14
M. 5 Study plan & quiz due Sunday

Week 7: Feb. 21
Discussion Video #2 due Wednesday
Responses to 2 videos due Friday
M. 6 Study plan & Quiz due Sunday

Week 8: Begins Feb. 28
Individual Midterm Oral Exams via Zoom
***Test over M. 4 - 6 Available*
*Tues. Mar 1 – Fri. Mar. 4***

~ SPRING BREAK MAR. 7-13 ~

Week 9: Begins Mar. 14
M. 7 Study plan & quiz due Sunday

Week 10: Begins Mar. 21
Note: Fri. March 25 is the last day for student-initiated withdrawals.
Discussion video #3 due Wednesday
Responses to 2 videos due Friday
M. 8 Study plan & quiz due Sunday

Week 11: Begins Mar. 28
M. 9 Study plan & quiz due Sunday
***Test over M. 7 - 9 Available*
*Thurs. Mar. 31 – Tues. Apr. 5***

Week 12: Begins Apr. 4
M. 10 Study plan & quiz due Sunday

Week 13: Begins Apr. 11
Discussion video #4 due Wednesday
Responses to 2 videos due Friday
M. 11 Study plan & quiz due Sunday

Week 14: Begins Apr. 18
Cultural Presentations
Study and review M. 10-11

Week 15: Begins Apr. 25
Cultural Presentations Cont. (if needed)
Review and complete M. 10-11 test
***Test over M. 10 - 11 Available*
Tues. Apr. 26 - Fri. Apr. 29

Week 16: Begins May 2
Final oral exam via Zoom,
scheduled individually

McLennan COMMUNITY COLLEGE

ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:
Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu
254-299-8122
Room 319, Student Services Center

Title IX:
We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:
MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:
Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:
Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:
Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:
In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:
McLennan Community College would like to remind you of the policy (http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:
Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:
The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:
You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

Disclaimer:
The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.