



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

BEGINNING SPANISH I

SPAN_1411_80

DR. AMBER BRACKEN

NOTE: This is a 16-week course.

NOTE: This is an online course.

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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 online course, students must already possess basic computer skills and Internet skills. Students are required to utilize their MCC email, Zoom, Lockdown Browser with Monitor, and Brightspace in order to complete this course. Additionally, students must have consistent access to the Internet and a computer with webcam and microphone. If you do not currently have access to this equipment, or if your equipment fails at any point during the semester, please visit the following website for information about resources available to you on campus and/or to check out for home use: <https://mclennan.libguides.com/students/technology>.

Please know technical support is available to you; students having technical difficulties may utilize the MCC I.T. Helpdesk by contacting (254) 299-8077 or 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: Dr. Amber Bracken

MCC E-mail: abracken@mclennan.edu

Office Phone Number: (254) 299-8942

Office Location: FOB 118 / Zoom Meeting Room ID 254-299-8942 <https://mclennan.zoom.us/my/bracken>

Office/Teacher Conference Hours: Mondays: 11:00am - 1:00pm (Office or Zoom)

Wednesdays: 11:00am - 1:00pm (Office or Zoom)

Thursdays: 9:30am – 11:00am (Zoom only)

(Other days and times available by appointment—just send me an e-mail to ask!)

Required Text & Materials:

Waymaker Bundle—Introductory Spanish I

ISBN: 9781640872561

Author: Lumen Learning et al.

Publisher: Lumen, Inc.

Copyright Year: 2019

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*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 \$39. We will cover 11 modules over the course of the semester, and Waymaker allows you to complete the first two modules before paying the \$39 fee. When you take your first and/or second quiz(zes), you will be prompted to register and pay through the MCC Bookstore. Please note that orders are processed during business hours, so if you order over the weekend, you might not receive your code until Monday. For that reason, I encourage you to order your code *at least* 3 days prior to the due date for Module 3.

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

Includes video tutorials, video discussion board entries and responses, reading, writing, listening, and speaking activities online, 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 Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to

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certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

This means:

- If a student does not attend class before Jan. 24th (census date), they will be dropped from the class. This can negatively impact the student's ability to receive financial aid in the future.
- If a student *chooses* to drop the class before Jan. 24th, they may do so, and the course will not appear on their transcript at all. Before making this choice, the student should speak with me to address their concerns. If I can provide the resources, advice, and/or encouragement needed for the student to successfully complete the class, I will be happy to do so. If after speaking with me, the student still wishes to drop the course, they should first check with their advisor and with the Office of Financial Aid to ensure they understand how dropping a class might affect their timeline to graduation and their ability to receive financial aid/scholarships in the future.
- If a student *chooses* to withdraw from the class between Jan. 24th (census date) and Mar. 21st (the 60% point in the semester), they may do so, and the grade on their transcript will be a W. Again, the student should consult with me, their advisor, and the Financial Aid Office to ensure they are making a fully informed decision.
- Please note: Students are limited to 6 withdrawals throughout their undergraduate education at all Texas public colleges and universities (combined total).
- Attendance will be taken weekly. Students must submit at least one quiz, test, or discussion video per week to receive credit for attendance. Simply logging in and/or clicking through a study plan will not be counted as "attending."
- The 5th time a student fails to submit work for the week, the instructor may withdraw them from the class. If this happens prior to Mar. 21st, the grade on the student's transcript will be a W.
- If a student reaches 5 absences after Mar. 21st, they may receive an F for the course.

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Course Schedule **SPRING 2024**

Each week begins on Monday morning and ends on Sunday night. All assignments are due at 11:59pm on the assigned due date. Any necessary changes to the schedule will be communicated via Brightspace Announcement with reasonable advance notice. Note that most Study Plans & Quizzes are due on Sundays; however, if there is a test the next week, they are due on Friday.

Week 1: Begins Jan. 8

Syllabus, Orientation,
Getting Started Module Due Sunday
Begin M. 1

Week 2: Begins Jan. 16

(*Note: Campus Closed
Jan. 15 for MLK Jr. Day)
M. 1 Study plan & quiz due Sunday

Week 3: Begins Jan. 22

*Note: Wednesday, Jan. 25th
is the last day to drop without
a W on your transcript.
M. 2 Study plan & quiz due Sunday

Week 4: Begins Jan. 29

M. 3 Study plan & quiz due Friday

***Test over M. 1 - 3 available
Thurs. Feb. 1 - Tues. Feb. 6***

Week 5: Begins Feb. 5

M. 4 Study plan & quiz due Sunday

Week 6: Begins Feb. 12

M. 5 Study plan & quiz due Sunday

Week 7: Feb. 19

M. 6 Study plan & Quiz due Friday

Week 8: Begins Feb. 26

Individual Midterm Oral Exams via
Zoom

***Test over M. 4 - 6 Available
Tues. Feb. 27 - Fri. Mar. 1***

~ SPRING BREAK MAR. 3-10 ~

Week 9: Begins Mar. 11

M. 7 Study plan & quiz due Sunday

Week 10: Begins Mar. 18

Note: Friday, Mar. 25 is the last day
for student-initiated withdrawals.

M. 8 Study plan & quiz due Sunday

Week 11: Begins Mar. 25

M. 9 Study plan & quiz due Friday

***Test over M. 7 - 9 Available
Thurs. Mar. 28 - Tues. Apr. 2***

Week 12: Begins Apr. 1

M. 10 Study plan & quiz due Sunday

Week 13: Begins Apr. 8

M. 11 Study plan & quiz due Sunday

Week 14: Begins Apr. 15

Cultural Presentations
Study and review M. 10-11

Week 15: Begins Apr. 22

Cultural Presentations Cont. (if needed)
Review and complete M. 10-11 test

***Test over M. 10 - 11 Available
Tues. Apr. 23 - Fri. Apr. 26*

Week 16: Begins April 29

Final Oral Exams

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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; see Academic Integrity section for additional information on this). 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 5-7 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. (Note: Your answers to most of the exercises throughout the Study Plan *will not be saved*. That is intentional, so you can repeat them as many times as necessary until you feel you have mastered the concepts, and you can go back and repeat them again later for review.)
- *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 log into Brightspace and complete work *at least* two days per week (though I strongly recommend budgeting time to study vocabulary *at least 4 days per week*), view all digital content assigned, meet all due dates for assignments and assessments, respond to all discussion boards, and take advantage of opportunities

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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) and to learn from summative feedback (e.g., viewing all feedback and results from assignments, tests, and quizzes).

Grades will be weighted as follows:

Major Tests (4)	25%
Oral Interviews (2)	20%
Discussion Board Video Posts and Responses (4)	20%
Waymaker Study Plans (11)	5%
Waymaker Quizzes (11)	10%
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 and Make Up Work Policies:

The instructor will follow the official MCC Attendance/Absence policy. Students who must 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/assignment deadline if advance notice is not possible) to discuss the possibility of make-up work.

*Note: Study plans and quizzes may be submitted late without written approval; however, late submissions will negatively impact students' attendance/participation grade. For all other grade categories, late submissions will only be accepted with prompt communication, and penalties for lateness will be assessed on an individual basis depending on the reason for and length of lateness.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<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:

- **Always read all Brightspace announcements thoroughly and in a timely manner.** I strongly recommend students "opt-in" to receive text and/or e-mail notifications whenever announcements are posted to avoid missing important information. Instructions for setting your notification preferences can be found in the "Getting Started" content folder, which should be completed during Week 1.

- 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 four 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 anything that is unclear or any ideas or suggestions for ways 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!*
- 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. *It is okay to make mistakes!* The important thing is to learn from them.
- Students should be aware that successful completion of this course will require a great deal of self-discipline and integrity. **Academic dishonesty (AKA cheating) will not be tolerated.** Although you may use notes/vocab lists/translation assistance, 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 the instructor finds reason to suspect academic dishonesty has occurred during test taking, the student will be required to schedule a one-on-one meeting with the instructor to discuss the instructor's concerns, and the student will be asked to demonstrate their knowledge of the material. If the student is unable to demonstrate knowledge of the material, *or* if the instructor finds irrefutable evidence of dishonest test taking, the student's grade for that test will be a 0, the student will be reported to the Office of Student Conduct, and all prior and future test-taking video footage will be carefully reviewed. If a second occurrence of academic dishonesty 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 very clear that the consequences of cheating outweigh the benefits in this class, as the course is structured to provide many opportunities to succeed through effort and participation. If you find yourself struggling, please reach out for help.

10/09/2023



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. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>

Additionally, Title IX provides rights and protections for pregnant and newly parenting students. 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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing success@mclennan.edu.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

The CREW, Success Coaches, and Paulanne's Pantry are all located on the second floor of the Student Services building in Success Coaching Services.

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:

Please view our [Academic integrity statement](#) for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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. For more information about your student email account, go to www.mclennan.edu/studentemail.

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.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

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.

For more helpful information about technology at MCC, go to [MCC's Tech Support](#) or email helpdesk@mclennan.edu.

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.