MCLENNAN
COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

BEGINNING SPANISH II

SPAN 1412.O080

DR. ELIZABETH GRASSMANN

NOTE: This is a 16-week course.

NOTE: This is an online course.

Course Description:

Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level. Semester Hours 4 (3 lec/2 lab)

Prerequisites and/or Corequisites:

SPAN 1411, two years of high school Spanish, or consent of instructor or division chair. Students with two years of high school Spanish are encouraged to see a Spanish instructor prior to enrollment.

Course Notes and Instructor Recommendations:

Due to the nature of this online 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 microphone. Students are required to utilize their Brightspace announcements, 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: Elizabeth Grassmann

MCC Email: egrassmann@mclennan.edu

Office Phone Number: (254) 299-8926

Office Location: FOB 208

Office/Teacher Conference Hours: Monday 9am-10am CST via Zoom, Tuesday 8:35am-9:35am and 11:00am-1:00pm CST in my office or on Zoom, Thursday 8:35am-9:35am CST in my office or on Zoom, and Friday 9am-10am CST via Zoom.

Other Instruction Information: If you would like to meet with me at a time different from my conference hours, you may contact me via email to make a Zoom appointment.

Required Text & Materials:
Title: Waymaker Bundle—Introductory Spanish II
Author: Lumen Learning et al.
Publisher: Lumen, Inc.
ISBN: 978-1-64087-316-2
Copyright Year: 2020
Format: Electronic
*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 the electronic materials for the semester is about $40. We will cover 12 modules over the course of the semester, and Waymaker allows you to complete up to two modules before paying the fee. When you take your first and/or second quiz, you will be prompted to register and pay. You can pay the fee through the MCC bookstore or you can pay directly to Waymaker online if using a personal credit or debit card—the price is the same either way. **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 uses video tutorials, video and written discussion board entries, online reading, writing, listening, and speaking activities, online quizzes, online module tests, one cultural research project, and two one-on-one oral interviews with the instructor via Zoom.

Course Objectives and/or Competencies:
This course will focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. This course involves the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

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 be able to do the following:
1. Engage in conversations using level-appropriate grammatical structures including narrating events that take place in the past.
2. Demonstrate understanding of level-appropriate spoken Spanish produced by Spanish speakers of diverse origins.
3. Write simple to moderately complex sentences using level-appropriate grammatical

structures and organize them into cohesive paragraphs.
4. Read and comprehend level-appropriate authentic 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 word 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 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 can 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.

Attendance is measured through regular participation in this course, which is expected of all students. In an online class this means you must actively participate virtually in all assignments/activities, utilize all resources posted such as teaching materials and study plans, complete your work on time, and not miss any deadlines or tasks online. An absence is constituted by missing any discussion board, study plan, tutorial, homework assignment, oral

exam, test, quiz, or presentation. Students are responsible for all material presented or assigned for a course from the first official day of classes and will be held accountable for such materials in the determination of course grades. If you are not participating (not doing your work) for any reason, you cannot earn participation points. It is MCC policy that once you miss 25% of the class, regardless of the reason for the absence, you can be withdrawn by the professor.

Course Outline or Schedule:
The professor reserves the right to make changes to this schedule and will notify the class prior to making any change via BrightSpace announcements. **Note that all study plan and quiz assignments are due by 11:59pm CST on the given due date and the discussion board posts, views, and replies are due at 9pm CST on the given due date.** The is the one place to see all deadlines for the course:
Week 1: 1/8-First official day of the semester. Syllabus, Intro to Waymaker, Getting Started, Orientation Module, Oral Exams Sign-Ups (2), and presentation picks all due by 11:59pm CST on 1/14
Week 2: **1/15-Holiday-Martin Luther King Jr. Day** Lección 1 study plan and quiz due on 1/21 and DB post 1-2 due 1/21
Week 3: Lección 2 study plan, quiz, and DB 1-2 view and replies due 1/28
Week 4: Lección 3 study plan, quiz, and DB 3-4 post due 2/4
Week 5: Lección 4 study plan, quiz, and DB 3-4 view and replies due 2/11
Week 6: Examen 1 (Lessons 1-4) 2/12-2/14 due by 11:59pm CST and Lección 5 study plan, quiz, and DB post due 2/18
Week 7: Lección 6 study plan, quiz, and DB view and replies due on 2/25
Week 8: Oral Exam 1 (Lessons 1-6) on 2/27 via Zoom
Spring Break-March 4-8: The campus is closed and no classes are held. Classes resume on March 11.
Week 9: Lección 7 study plan, quiz, and DB 7-8 post due 3/17
Week 10: Lección 8 study plan, quiz, and DB 7-8 view and replies due on 3/24, 3/21 Last Day for Student-Initiated Withdrawals.
Week 11: Examen 2 (Lessons 5-8) 3/25-3/27 due by 11:59pm CST and Lección 9 study plan and quiz due on 4/1. (You may work ahead so you don't have to do the lesson work over Good Friday or Easter)
Week 12: Lección 10 study plan, quiz due 4/7
Week 13: Presentations due by 4/10 and Lesson 11 study plan and quiz due on 4/14
Week 14: Lección 12 study plan, quiz due 4/21
Week 15: Oral Exam 2 (Lessons 7-12) on 4/23 via Zoom
Week 16: Examen 3 (Lessons 9-12) 4/28-4/30 due by 11:59pm CST

Course Grading Information:

The grade for this course will come from the following components: cultural presentation, online tests, oral interviews, discussion board posts and replies in Brightspace, Lumen/Waymaker study plans and quizzes, and attendance and participation. Every week you will receive oral and/or written feedback from the professor on Brightspace and through Lumen/Waymaker. The grades will be kept in a grade book on Brightspace and will be weighted as follows:

Online Tests (3)	22%
Oral Exams (2)	24%
Discussion Board Posts and Responses (4)	14%
Lumen Study Plans & Quizzes (12 plans and quizzes)	20%
Attendance/Participation	10%
Cultural Project/Presentation	10%

Details on the following grade components:

- *Online Tests*: 3 tests will be 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 Exams*: 2 one-on-one oral evaluations with the instructor (one midterm and one final), lasting approximately 5-10 minutes each, conducted via Zoom. Students will be provided with all of the 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/Written Posts*: Students will respond orally via "videonote" or in writing by creating a new thread to discussion topics related to the unit vocabulary by posting a video or written response. Post early so you can review all posts and respond.
- *Online Study Plans & Quizzes*: (12 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 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%. YOU MUST COMPLETE THE "SELF CHECK" EXERCISES TO EARN CREDIT FOR EACH SECTION OF THE STUDY PLANS. 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 conduct a semester-long research project and give an oral presentation in which they will demonstrate the ability to speak fluently in the target language for 3 minutes. Requirements and grading criteria (rubric) are on Brightspace in the "presentación" module. The video I posted includes an example of how to create the presentation.

- *Attendance & Participation*: To earn full attendance and participation points, students must log into Brightspace and complete work *at least* two days per week, view all digital content assigned, meet all due dates for assignments and assessments, read and respond to all discussion boards, and take advantage of opportunities to receive formative feedback and to learn from summative feedback (e.g., viewing all feedback and results from assignments, tests, and quizzes).

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:
Students will be permitted to make up class work and assignments missed as outlined in the course syllabus due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in Section IV of this policy. **It is the student's responsibility to inform the professor of the reason for a missed**

assignment/assessment due to absence and to do so within 24 hours of the missed work. Be prepared to send the professor documentation (such as a doctor's note or letter from a college official etc.) in order to be permitted to make up work. The student is expressly responsible for any work missed regardless of the cause of the absence. Communication between the student and instructor is important and it is the student's responsibility to initiate such communication. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

Student Behavioral Expectations or Conduct Policy:
- When e-mailing me, please include an appropriate address (ex: Hi, Dr. Grassmann…), clearly identify yourself (ex: This is John Doe…), the class **section** you are in (ex: …from your SPAN 1412.____ 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: Typically, I have multiple sections of SPAN 1412, 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.)
- 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!*
- 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, other people, notes, textbooks, dictionaries, cell phones, artificial intelligence, or any form of translation service) 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 withdrawn from the course.

[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.

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. 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.