



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTERMEDIATE SPANISH I

SPAN 2311.080

DR. ELIZABETH GRASSMANN

NOTE: This is a 16-week course.

NOTE: This is an online course.

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Course Description:

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading, and writing. Emphasis is on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Semester Hours 3 (3 lec)

Prerequisites and/or Corequisites:

SPAN 1412, three years of high school Spanish, or consent of instructor or division chair. Students with three years of high school Spanish are encouraged to see a Spanish instructor prior to enrolling.

Course Notes and Instructor Recommendations:

Due to the online nature of this course, students must already possess basic computer skills and Internet skills. To complete this course, you must have access to a computer, the Internet, a webcam, and a computer microphone. Students are required to utilize their MCC email, Brightspace, VHL, Zoom, and Lockdown Browser with Monitor in order to complete this course. You should check your MCC email and class Brightspace on a daily basis so you do not miss anything.

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 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. If you have an issue with the VHL website you should contact VHL directly at (800) 269-6311 or, for more options, go to <https://supportvhlcentral.com>.

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 in my office or on Zoom, and Friday 9am-10am 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: *Enfoques* (Supersite Plus code with WEBSAM and v-text)

Author: José A. Blanco

Edition: 6th

Publisher: Vista Higher Learning

ISBN: 978-1-54338-874-9

Format: Electronic

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

Methods of Teaching and Learning:

Includes lecture, tutorials, videos, discussion boards, projects, presentations, active participation in reading, writing, speaking, and listening activities, lab exercises, quizzes, written exams, and oral exams.

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 also includes the following Core Objectives from The Texas Higher Education Coordinating Board for the Foundational Component area of Language, Philosophy, and Culture:

- **Critical Thinking Skills (CT):** “to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.”
- **Communication Skills (COM):** “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):** “ability to connect choices, actions and consequences to ethical decision-making”

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Upon successful completion of this course, students will:

1. Demonstrate comprehension of authentic spoken discourse produced by Spanish speakers of diverse origins.
2. Produce oral Spanish comprehensible to native speakers using complex grammatical structures to narrate, describe and elicit information.
3. Demonstrate increasing comprehension of authentic written texts in a variety of genres.
4. Write descriptions and narratives at a low intermediate level using complex grammatical structures.
5. Formulate cohesive paragraphs and short/simple essays.
6. Describe cultural practices and products of the Spanish-speaking world drawing on authentic materials including literature and the visual arts.

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, 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,

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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 daily lessons and topics are listed below with the due dates of each assignment and assessment and you may work ahead. You must follow the assignment calendar on VHL, utilize the announcements, discussion boards, and course content in Brightspace, and reference this syllabus in order to complete all tasks for this online class. The professor reserves the right to make changes to this schedule and will notify the class prior to making any change via Brightspace announcements. **The one place to see all deadlines is the following course outline in the syllabus:**

Week 1-Orientation week for Brightspace and VHL under “orientation” tab in Brightspace and do all the required tasks in that module. Oral exam sign-up post due on 1/14 by 11:59pm CST. Introductions and read and replies on Brightspace discussion board #1 due on 1/14 by 9pm CST.

Week 2-: 1/15-Holiday-Martin Luther King Jr. Day Start Chapter 1: Personality, relationships, present tense, progressive forms. Must be signed up in the correct VHL online course pack by 1/21.

Week 3-Finish Chapter 1: Personality, relationships, present tense, progressive forms due by 11:59pm CST on 1/28.

Week 4-Start Chapter 2: Music, sports, theater, object pronouns, reflexive verbs. DB #2 due by 9pm CST on Brightspace on 2/4.

Week 5-Finish Chapter 2: Music, sports, theater, object pronouns, reflexive verbs due by 11:59pm CST on 2/11.

Week 6-Start Chapter 3: Daily life, preterite, imperfect. DB #3 due by 9pm CST in Brightspace on 2/18.

Week 7-Finish Chapter 3: Daily life, preterite, imperfect due by 11:59pm CST on 2/25.

Week 8- Mid-term exam (lessons 1-3) in VHL due by 11:59pm CST on 2/28.

Spring Break-March 4-8: The campus is closed and no classes are held. Classes resume on March 13.

Week 9-Start Chapter 4: Health, subjunctive, commands, *por* and *para*. DB #4 due by 9pm CST in Brightspace on 3/17.

Week 10-Finish Chapter 4: Health, subjunctive, commands, *por* and *para* due by 11:59pm CST on 3/24. March 21-Last Day for Student-Initiated Withdrawals.

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Week 11- Presentations due by 9pm CST on 3/27. Start Chapter 5: Travel, subjunctive, comparatives and superlatives. DB #5 due by 9pm CST in Brightspace on 4/1. (You may work ahead so you don't have to do the lesson work over Good Friday or Easter)

Week 12-Finish Chapter 5: Travel, subjunctive, comparatives and superlatives due by 11:59pm CST on 4/7.

Week 13-Start Chapter 6: Nature, animals, future tense, subjunctive, prepositions. DB #6 due by 9pm CST in Brightspace on 4/14.

Week 14-Finish Chapter 6: Nature, animals, future tense, subjunctive, prepositions due by 11:59pm CST on 4/21.

Week 15-Take the final oral exam via Zoom over lessons 1-6 on 4/25.

Week 16- Final exam (lessons 4-6) in VHL due by 11:59pm CST on 4/29.

Course Grading Information:

You will be graded on class participation via Brightspace discussion boards, all of the types of VHL work, and the use of instructional materials and tutorials 10%, Brightspace discussion boards 13%, homework via VHL assignment calendar 22%, one oral evaluation over lessons 1-6 25%, presentation 10%, mid-term exam 10 %, and a final exam 10%. The final average of these grades will be the final grade for the class. There is no extra credit. Students should check the online gradebook in Brightspace regularly for feedback on assignments and for grades.

Each chapter will contain instructional materials on Brightspace and VHL that you must access at the beginning of the lesson. It is important to use the instructional materials from the professor and the tutorials in order to respond to the assignments in the Brightspace discussion board, to complete all tasks in VHL's assignment calendar, and to complete the assessments for the chapter.

All VHL homework is due by 11:59pm CST on the assigned due dates, all Brightspace discussion posts and replies are due by 9pm CST on the assigned due dates, and the mid-term and final exams are due by 11:59pm CST on the assigned due dates. You have one chance to take the exams online and no online translators/dictionaries or people are allowed. It is a timed test, so once you start you need to finish within the allotted time. Violations of academic integrity such as plagiarism and cheating will result in a 0 on the assignment/assessment and the incident will be reported to the MCC administration.

Final grades will be distributed according to the following scale:

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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:

Responsibility for class attendance/participation rests with the student. 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:

Students are expected to maintain proper online classroom decorum. This includes active participation on a regular basis, respect for other students and the professor, meeting all course deadlines, and using Spanish at all times. Unless the professor gives you explicit instructions to use English, assume every task is in Spanish. Students are to do their own work and should not have other people, artificial intelligence, or any other electronic resources completing it on their behalf.

[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.

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.