



WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**BEGINNING SPANISH I**

**SPAN 1411.91**

**DR. ELIZABETH GRASSMANN**

**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. To complete this course, you must have consistent access to the Internet and a webcam with 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](mailto: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](mailto:egrassmann@mclennan.edu)

Office Phone Number: (254) 299-8926

Office Location: FOB 208

Office/Teacher Conference Hours: Tuesday 8:30am-11:30am, Wednesday 8:30am-11:30am, and Thursday 8:30am-9:30am on 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 I

Author: Lumen Learning et al.

Publisher: Lumen, Inc.

ISBN: 9781640872561

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 up to 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 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:**

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

**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.”

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- **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:**

The professor reserves the right to make changes to this schedule and will notify the class prior to making any change via MCC email. **Note that all assignments are due by 11:59pm CST on the given due date, except the discussion boards which are due at 9pm CST.** The one place to see all deadlines is the following course outline in the syllabus:

5/30-First official day of the semester. Orientation module due by 11:59pm CST, which includes an introduction to Waymaker and Brightspace, a getting started module, and oral exam sign ups.

6/3-Lección 1 study plan and quiz due and Lección 2 study plan, quiz, and DB 1-2 due

6/7-Lección 3 study plan and quiz due and Lección 4 study plan, quiz, and DB 3-4 due

6/8-Test 1 over lessons 1-4 in Brightspace due by 11:59pm CST

6/12-Lección 5 study plan and quiz due and Lección 6 study plan, quiz, and DB 5-6 due

6/13-Oral Exam 1 (Lessons 1-6) via Zoom

6/17-Lección 7 study plan and quiz due and Lección 8 study plan, quiz, and DB 7-8

6/18-Test 2 over lessons 5-8 available in Brightspace due by 11:59pm CST

6/21- Last day for student-initiated withdrawals

6/24-Lección 9-11 study plans and quizzes due and last DB due.

6/25-This week prepare for and take Oral Exam 2 (Lessons 7-11) via Zoom

7/2-Prepare for and take final exam over lessons 9-11 in Brightspace

### **Course Grading Information:**

The grade for this course will come from the following components: lesson tests, oral exams, 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:

Lesson tests (3) 24%

Oral exams (2) 25%

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Orientation 5%

Study plans and quizzes (11) 20%

Discussion boards 15%

Attendance and participation 11%

Details on the following grade components:

- *Online Tests*: 3 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 Exams*: 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 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” and 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 everyone’s posts and respond. There will be five discussion videos/boards 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%. **YOU MUST COMPLETE THE “SELF CHECK” EXERCISES TO EARN CREDIT FOR EACH SECTION OF THE STUDY PLANS.** The quizzes *are* graded for accuracy.

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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.

- *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, 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 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, Attendance, and Make Up Work Policies:**

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 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, 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 dropped by the professor.

Students will be permitted to make up work missed 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, or (4) the observance of a religious holy day. 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.

**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 1411. **\_90\_ (whatever your section number is)** 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 1411, 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!*
- 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 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 dropped from the course with a grade of F.

**[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.

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Updated 11/04/2022



## **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](http://www.mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu) 254-  
2998122

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 acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/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 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/](http://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 from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) during the above mentioned times.

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](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to [https://mclennan.co1.qualtrics.com/jfe/form/SV\\_07byXd7eB8iTqJg](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg). Both the Completion Center and Paulanne's 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](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://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/FacultyandStaffCommons/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](http://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](mailto: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 Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto: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.