

# McLennan

C O M M U N I T Y

# COLLEGE

WACO, TEXAS

---

## **COURSE SYLLABUS**

**AND**

## **INSTRUCTOR PLAN**

## **BEGINNING SPANISH I**

**SPAN\_1412\_87**

**AMBER BRACKEN**

**NOTE: This is a 6-week online summer course.**

### **COVID 19 Notice:**

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

## BEGINNING SPANISH I

SPAN\_1412\_87

---

### **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 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: Amber Bracken

MCC E-mail: [abracken@mclennan.edu](mailto:abracken@mclennan.edu)

Office Phone Number: (254) 299-8942

Office Location: FOB 118

Office/Teacher Conference Hours: 9:30-11:00 am Monday-Thursday

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

Zoom Meeting Room ID 254-299-8942

<https://mclennan.zoom.us/my/bracken>

### **Required Text & Materials:**

Waymaker Bundle—Introductory Spanish II

ISBN: 978-1-64087-316-2

Author: Lumen Learning et al.

Publisher: Lumen, Inc.

Copyright Year: 2019

## BEGINNING SPANISH I

SPAN\_1412\_87

---

\*Note: Waymaker course materials are automatically loaded into Brightspace and will be available to you starting on the first day of class. The cost for all (virtual) materials for the semester is \$25. We will cover 12 modules over the course of the semester, and Waymaker allows you to complete the first two modules before paying the \$25 fee. When you take your first and/or second quiz(zes), you will be prompted to register and pay. You can pay the fee through the MCC bookstore if you are using a scholarship or financial aid, or you can pay directly to Waymaker online if using a personal credit or debit card—the price is the same either way. If paying through Waymaker, you will receive your code immediately; however, if paying through the bookstore, there can be a 24-48-hour delay, so please plan ahead to avoid missing any deadlines for assignments/assessments.

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

### **Methods of Teaching and Learning:**

Includes video tutorials, video discussion board entries, 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 be able to do the following:

1. Engage in conversations using level-appropriate grammatical structures. This includes the ability to narrate events that take place in both the present and past, and to produce questions and responses on a variety of topics.
2. Demonstrate understanding of level-appropriate spoken Spanish.
3. Write complete sentences and organize them into 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.

This course will also 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.

## BEGINNING SPANISH I

SPAN\_1412\_87

---

### **Course Outline or Schedule:**

All items listed below are due at or before 11:59pm CST on the day they are assigned, with the exception of oral exams, which will be scheduled in advance for a specific time and date.

Changes to the schedule will only be made in the case of emergency and will be communicated via “announcements” on Brightspace. Students are strongly encouraged to opt in to receive text and/or e-mail notifications from Brightspace to avoid missing any announcements.

**\*Note:** I have spread all due dates out as much as possible to encourage slow-and-steady progress for better long-term memory retention of the material; however, you may choose to work ahead and submit assignments early (except for the midterm and final exams, which must be taken within their assigned windows).

#### **Week 1**

- 7/11 Mon (Optional) live orientation; “Getting Started” module due; Start Module 1  
7/12 Tues Module 1 Study Plan & Quiz due  
7/14 Thurs Module 2 Study Plan & Quiz due  
**(This is the last day you can drop without having the course show up on your transcript.)**  
7/17 Sun Module 3 Study Plan & Quiz due

#### **Week 2**

- 7/19 Tues Discussion Video #1 due; Module 4 Study Plan & Quiz due  
7/21 Thurs Responses to DV #1 due; Module 5 Study Plan & Quiz due  
7/24 Sun Module 6 Study Plan & Quiz due; Review for midterms

#### **Week 3**

- 7/25 Mon Study for Midterm Oral Exams  
7/26 Tues Oral Exams  
7/27 Wed Oral Exams  
7/28 Thurs Midterm Written Test due (M. 1-6, on Brightspace)  
7/31 Sun Discussion Video #2 due; Module 7 Study Plan & Quiz due

#### **Week 4**

- 8/2 Tues Module 8 Study Plan & Quiz due; Responses to DV #2 due;  
**(This is the last date you can drop and have the course show up as a W on your transcript.)**  
8/4 Thurs Module 9 Study Plan & Quiz due  
8/7 Sun Module 10 Study Plan & Quiz due; Discussion Video # 3 due

#### **Week 5**

- 8/8 Mon Responses to DV #3 due; Module 11 Study Plan & Quiz due  
8/9 Tues Module 12 Study Plan & Quiz due  
8/10 Wed Final oral exams (on Zoom); Final written exam due at 11:59pm (on Brightspace)  
8/11 Thurs Final oral exams cont.

**Course Grading Information:**

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

- *Online Tests:* 2 major tests (midterm and final), taken online via Brightspace, utilizing a webcam monitoring service 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 unlikely to make it into long-term memory, which will make it very difficult to be successful as the semester progresses (and even more difficult to do well in Spanish III).
- *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 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 Exam Materials” content folder in Brightspace.
- *Discussion Videos:* Students will record and post 3 videos of themselves speaking in the target language to demonstrate mastery and practical use of assigned vocabulary. They will then respond in writing (in Spanish) to at least two classmates’ posts for each discussion video assignment.
- *Study Plans:* Students will complete a “Study Plan” for each of the 12 modules we will cover. The Study Plans contain a variety of video and written tutorials, along with self-graded, listening, speaking, reading, and writing exercises. The study plan activities are graded based on completion (not accuracy) of the “Self Checks” and are designed to help students learn the assigned content. Study plan activities can be repeated as many times as necessary until the student feels confident they have mastered the material. Failure to complete them will result in a loss of points for both the Study Plan and the attendance/participation category. Each module contains 3-5 “Dive In” sections. As students complete the self-checks at the end of each section, they will see their grade for the Study Plan increase incrementally. **STUDENTS MUST COMPLETE THE “SELF CHECK” EXERCISES AT THE END OF EACH “DIVE IN” BOX TO EARN CREDIT FOR THE STUDY PLANS.**
- *Quizzes:* 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. You may refer back to the study

## BEGINNING SPANISH I

SPAN\_1412\_87

---

plan, use your own notes, consult vocabulary lists, etc. while completing the study plans and quizzes; however, keep in mind that **no resources whatsoever may be used when it comes time for the midterm and final written and oral exams**. Therefore, it is extremely important to ensure you have actually learned the material and are not dependent on those outside resources.

- *Attendance & Participation:* To earn full attendance and participation points, students must log in and complete work *at least 4 days per week*, view all digital content assigned, meet all due dates for assignments and assessments, and respond to all discussion boards. Time spent working in Brightspace/Study Plans will also be taken into consideration for attendance/participation. On average, students should budget *at least 4 hours per week* for working in Brightspace; more detailed information about this policy will be shared during the orientation meeting/video on July 11<sup>th</sup>. Students are also strongly encouraged to take advantage of opportunities to receive formative feedback and to proactively communicate any questions or lack of understanding they might have. I am here to help! However, I can't answer your questions if I don't know what they are, so please don't hesitate to reach out any time.

Grades will be weighted as follows:

Major Tests (2)	25%
Oral Interviews (2)	30%
Discussion Board Video Posts and Responses (3)	20%
Waymaker Study Plans	5%
Waymaker Quizzes (12 each)	10%
Attendance/Participation	10%

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

Final grades will be distributed according to the following scale:

A = 90 and above      B = 80 to 89.99      C = 70 to 79.99      D = 60 to 69.99  
F = Below 60

### **Late Work, Attendance, and Makeup Work Policies:**

The instructor will follow the official MCC Attendance/Absence policy posted in the Highlander Guide. Students who are forced to miss a deadline or class meeting for reasons beyond their control are expected to communicate with the professor (in advance if possible, and no later than

## BEGINNING SPANISH I

SPAN\_1412\_87

---

24 hours after the missed class or deadline if advance notice is not possible) to discuss the consequences and/or possibility of makeup work. Students who fail to complete 25% of all assignments or who miss more than four assignment deadlines prior to the 60% point in the semester will be withdrawn from the class. After the 60% point, students who fail to submit at least 75% of all assigned work will receive a grade of F.

Note: *It is imperative that students be proactive in communicating with me about their attendance and participation.* Late discussion videos, midterms, and finals will not be accepted without documentation of an excused absence and proactive communication. Study plans and quizzes may be submitted late; however, late submissions will negatively affect your attendance and participation grade.

[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:**

- Students are expected to communicate with one another and with the instructor in a respectful manner appropriate for a college class.
- When e-mailing the instructor, please include a subject line, appropriate address (ex: Hi, Professor Bracken...), self-identification (ex: This is John Doe...), the class **section** you are in (ex: ...from your SPAN 1412.87 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 two different 1412 classes this summer semester, so including your class section number will help 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!
- 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.** NO RESOURCES (including, but not limited to, notes, textbooks, dictionaries, cell phones, or any form of translation service or assistance) may be used when taking tests, both written and oral. Beware that if a student is caught cheating on a test, 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

## BEGINNING SPANISH I

SPAN\_1412\_87

---

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.





---

## 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)

254-299-8122

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](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](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/>

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

**MCC Foundation Emergency Grant Fund:**

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

**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](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

**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.