



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTERMEDIATE SPANISH I

SPAN 2311.88

DR. ELIZABETH GRASSMANN

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.

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@mcclennan.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@mcclennan.edu

Office Phone Number: (254) 299-8926

Office Location: FOB 208

Office/Teacher Conference Hours: Tuesday 8:00am-10:00am and Thursday 8:00am-11:00am on Zoom.

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

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Required Text & Materials:

Title: Enfoques (Supersite Plus code with WEBSAM and v-text)

Author: José A. Blanco

Edition: 5th

Publisher: Vista Higher Learning

ISBN: 978-1-54330-494-7

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”

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, the

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course content in Brightspace, and 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 MCC email. **The one place to see all deadlines is the following course outline in the syllabus:**

7/10-First official day of class and orientation day for Brightspace and VHL under “orientation” tab in Brightspace. Please do all the required tasks in the Brightspace orientation module. Start Chapter 1: Personality, relationships, present tense, progressive forms on VHL in the VHL assignment calendar/dashboard. Enroll in the correct VHL class and section.

7/11-Orientation due by 11:59pm CST including the oral exam sign-up post.

7/12-Introductions **post** on Brightspace discussion board #1 due by 9pm CST.

7/14-Chapter 1: Personality, relationships, present tense, progressive forms due by 11:59pm CST. Introductions **replies** on Brightspace discussion board #1 due by 9pm CST.

7/15-Start Chapter 2: Music, sports, theater, object pronouns, reflexive verbs.

7/16- DB #2 post due by 9pm CST on Brightspace.

7/17-Chapter 2: Music, sports, theater, object pronouns, reflexive verbs due by 11:59pm CST. DB #2 replies due by 9pm CST on Brightspace.

7/18-Start Chapter 3: Daily life, preterite, imperfect.

7/19- DB #3 post due by 9pm CST in Brightspace.

7/20-Chapter 3: Daily life, preterite, imperfect due by 11:59pm CST. DB #3 replies due by 9pm CST in Brightspace.

7/21-7/22-Mid-term exam (lessons 1-3) in VHL due by 11:59pm CST.

7/23-Start Chapter 4: Health, subjunctive, commands, por and para.

7/24-DB #4 post due by 9pm CST in Brightspace.

7/25-Chapter 4: Health, subjunctive, commands, por and para due by 11:59pm CST. DB #4 replies due by 9pm CST in Brightspace.

7/26-Start Chapter 5: Travel, subjunctive, comparatives and superlatives.

7/27- DB #5 post due by 9pm CST in Brightspace.

7/28-Chapter 5: Travel, subjunctive, comparatives and superlatives due by 11:59pm CST. DB #5 replies due by 9pm CST in Brightspace. Last day for student-initiated withdrawals.

7/29-Start Chapter 6: Nature, animals, future tense, subjunctive, prepositions.

7/30-DB #6 post due by 9pm CST in Brightspace.

8/1-Chapter 6: Nature, animals, future tense, subjunctive, prepositions due by 11:59pm CST. DB #6 replies due by 9pm CST in Brightspace. (Last day for student-initiated withdrawals.)

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8/2-Prepare for and take the oral exam (lessons 1-6) this week during your scheduled day and time on Zoom.

8/6-This week prepare for and take the final exam (lessons 4-6) in VHL.

Course Grading Information:

You will be graded on orientation activities due the first day of class 5%, 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 23%, one oral evaluation over lessons 1-6 25%, mid-term exam 12%, and a final exam 12%. 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 chapter. 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/dashboard, 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, **the mid-term exam is due by 11:59pm CST** on the assigned due date, and **the final exam is due by 11:59pm CST** on the assigned due date. 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:

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

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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:

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 or 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.

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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-
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 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/. 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) 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 or a Success Coach by calling (254) 299-8226 or emailing 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. 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.

MCC Academic Integrity Statement:

Go to 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.

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 Cheat Sheet](#) 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.