



**TRINITY VALLEY COMMUNITY COLLEGE
LECTURE COURSE SYLLABUS**

Course Rubric & Title: Spanish 8011lecture w/TBA lab (Face to Face)

Instructor Name: Mrs. Patsy Ingram

Office Hours: Posted at the beginning of the semester

Office Location: Gibbs#234 Academic Bldg. - Athens Campus

Office Phone: 903.670.2654

TVCC E-mail Address: pingram@tvcc.edu

Electronic communication:

TVCC students are REQUIRED to use either their TVCC Canvas account or their TVCC email account for all electronic communication. In order to ensure the identity of the student communicating electronically, TVCC faculty will not reply to student communication that is sent through an email account other than their TVCC issued email account or Canvas account.

Course Description: SPAN 8011 Elementary - Spanish I (NO Pre-Requisites)

This course teaches fundamental skills in listening comprehension, speaking, reading, and writing. It includes basic vocabulary, grammatical structure, and culture. The present tense verb forms and the conversational future will be practiced throughout the course.

Learning Outcomes:

Upon completion of this course, the student should demonstrate a master of the following learning outcomes:

- Identify basic structures, expressions, and common vocabulary.
- Demonstrate the understanding of most routine questions.
- Read familiar material with comprehension.
- Demonstrate the understanding of verb conjugation in the present tense.
- Write familiar material using correct spelling, capitalization.

Textbook(s) & ISBN: Please visit the [TVCC bookstore online](#)

- The **iLrn access card with your access code** is ISBN: 9781111299477 and can be purchased from TVCC Bookstore. **Textbook online and Workbook Exercises.**

Quia Ebook - Workbook Exercises and Listening Lab online at Quiabooks.com:

This course is offered as face-to-face traditional course. The lab section is a hybrid and will be done for the major part on-line on the student's on time.

- There will be an assigned dead line at the end of each chapter that must be met. A student choosing to take this course must have access to the Internet and e-mail address.
- Quia Books is a secondary site where you will find your **eText** and the **workbook exercises and listening lab** that are required for each of the 5 chapters covered during the semester. You will usually have 2 or 3 weeks to cover each chapter and complete the assigned exercises. These exercises, count as 30% of your final grade. They must be completed by the calendar dead line.
- If you have online problems notify your instructor and then call **Quia Technology Service toll-free at 1-877-282-4400 Ext: 2** (Book: Plazas 5th Edition iLrn: Heinle Learning Center) or contact the TVCC Help Center at helpdesk@tvcc.edu.
- Textbook, Quia Access Code and access to a computer and printer

Course Requirements:

Spanish 1411 is a face to face course that is set-up in weekly modules. This is not a self-pace course; there are weekly published assignments with the due date always being on Tuesday night at 11: 59 pm. The course uses TVCC Canvas as the main online source but also students must login at Quiabooks for access to the online eText, workbook exercises and listening lab

Grade Breakdown:

- 30% 4 Chapters Quia workbook exercises and listening lab exercises
- 25% 5 Vocabulary Quizzes,
- 15% Daily Assignments
- 30% 3 EXAMS
Final "Mis preferencias personales" Oral Presentation/Essay

Outline of Course Schedule: (Calendar may change during the course of the semester)

Week	Canvas Assignments/Submission Due: Tuesday 11:59pm	Quiabooks.com Book/e-text Chapters Reading/grammar	Quiabooks.com Text Reading/Assignments Due: Tuesday 11:59pm
1	Week 1 Module To Do List - Complete all reading, videos, Canvas submissions.	<ul style="list-style-type: none">▪ Student Sign-in Canvas▪ Get to know your syllabus▪ Register Quia books <i>Read/Capitulo Preliminar - Study Vocabulary on p. 18 Saludos y despedías P.2-3</i>	<ul style="list-style-type: none">• Register Quiabooks –• Access Code(bundle)• Class code: <u>Capitulo Preliminar - Mucho Gusto Vocabulario – p.18</u> Begin working on– Quia Workbook and Listening Lab

2	Week 2 Module To Do List - Complete all reading, videos, Canvas submissions.	<u>Read/ Capítulo Preliminar - Estructura 1-Verb ser p.10 Hay and #0-30 p.12 Estructura 2- Ques. words p.14 Pronunciation - p.16-17</u>	Chapter Preliminar - Mucho Gusto Quia workbook and lab No ch. exam just complete workbook and lab exercises
3	Week 3 Module To Do List - Complete all reading, videos, Canvas submissions.	<u>Read/ Capítulo 1 Vocabulary p.50 En la clase - p.22-23 Estructura 1 - Definite and indefinite p. 26-27</u>	Capítulo 1- Identify People and things Vocabulario – p.50 Quia workbook and lab
4	Week 4 Module To Do List - Complete all reading, videos, Canvas submissions.	<u>Read/ Capítulo 1 En el campus y cursos p.30-31 Estructura 2- Present tense regular AR verbs Verb Sheet - p. 34-35</u>	Capítulo 1- Identify People and things Quia workbook and lab
5	Week 5 Module To Do List - Complete all reading, videos, Canvas submissions.	<u>Read/ Capítulo 1 La hora y los días de la semana - p.38-39</u>	Capítulo 1- Identify People and things Quia workbook and lab
6	Week 6 Module To Do List - Complete all reading, videos, Canvas submissions.	Exam 1 – Capitulo Preliminar and chapter 1	Exam 1 – Capitulo Preliminar and chapter 1
7	Week 8 Module To Do List - Complete all reading, videos, Canvas submissions.	<u>Read/ Capítulo 2 Vocabulario - La familia p.54-55 Estructura 1- Possession- del and possessive adjectives p. 58 Estructura 2- Verb ser p.60</u>	Capítulo 2-En un reunión familiar Vocabulario - p.84 Quia workbook and lab
8	Week 7 Module To Do List - Complete all reading, videos, Canvas submissions.	<u>Read/ Capítulo 2 Estructura 3- Agreement adjectives p. 62-63 Estructura 4- ER and IR Verbs Verb sheet- p.70</u>	Capítulo 2-En un reunión familiar Quia workbook and lab
9	Week 9 Module To Do List – Complete all reading, videos, Canvas submissions.	<u>Read/ Capítulo 2 Estructura 5- Verb tener p.72 Numbers 30-100 p.74</u>	Capítulo 2-En un reunión familiar Quia Ch. 2 due

10	Week 10 Module To Do List - Complete all reading, videos, Canvas submissions.	<u>Read/ Capítulo 3</u> <u>Vocabulario- Los pasatiempos y los deportes p. 88-89</u> <u>Estructura 1 - Gustar p.92</u>	<u>Capítulo 3- El tiempo libre</u> <u>Vocabulario -p.114</u> Quia workbook and lab
11	Week 11 Module To Do List - Complete all reading, videos, Canvas submissions.	<u>Read/ Capítulo 3</u> <u>Estructura 2- Verb ir p. 98</u> <u>Los lugares p.96</u>	<u>Capítulo 3- El tiempo libre</u> Quia workbook and lab
12	Week 12 Module To Do List - Complete all reading, videos, Canvas submissions.	<u>Read/ Capítulo 3</u> <u>Estructura 3- Irregular yo verbs</u> <u>Verb sheet- p.100</u> <u>Estructura 4- Saber or conocer p.102</u> <u>Weather and dates p. 104</u>	<u>Capítulo 3- El tiempo libre</u> Quia due Exam 2 – Ch. 2-3
13	Week 13 Module To Do List - Complete all reading, videos, Canvas submissions.	<u>Read/ Capítulo 4</u> <u>Vocabulario - La casa p.118-119</u> <u>Los quehaceres p. 128</u> <u>Estructura 1- Stem changing verbs</u> <u>Verb Sheet - p.122</u>	<u>Capítulo 4 –En la casa</u> <u>Vocabulario p. 146</u> Quia workbook and lab
14	Week 14 Module To Do List - Complete all reading, videos, Canvas submissions.	<u>Read/ Capítulo 4</u> <u>Estructura 3 - Verb estar p.132</u> <u>Estructura 2 - Tú commands p.130</u> <u>Numbers 100 to 1,000,000 p.136</u>	<u>Capítulo 4 –En la casa a</u> Quia workbook and lab
15	Week 15 Module To Do List - Final Oral Presentation	<u>Final Oral Presentations</u>	<u>Capítulo 4 –En la casa</u> Ch. 4 Quia due
16	Week 16 Module To Do List Prepare for Final Exam in Canvas	<u>Final Exam</u> <u>Covers chapter Preliminar - 4</u>	Prepare for Final Exam in Canvas

Classroom Policies:

1. **Expected Time Requirement for this Course:** Approximately five to six hours per week of time spent reading, reviewing, and completing assignments is recommended to complete this course.
2. **Assignments:** Students will be given a Course Calendar with the lecture and assignment due dates for the semester. Students should follow this calendar to know what assignments are due for each class meeting.
3. **Grades:** In Canvas and Quia Books you will have notification of your grades on each assignment submitted and graded. The Canvas gradebook is the official gradebook for this course and it is the student’s responsibility to keep up with their grades and running

average for the course. Student should notify the instructor if according to the student's records there is a mistake in the graded book.

4. **Exams:** This course covers five chapters and you will take two exams over –Preliminary Chapter and Chapter 1, and Chapters 2 & 3. The exams will be objective and made up of multiple choice, fill in the blank, true/false and five oral questions. There will be no re-takes or extra credit on these exams. The fourth chapter will be covered in the final exam which will be an objective test and ten oral questions. The final exam will be taken on SCANTRON (Form 882-E) which you will need to bring to the final with a #2 pencil
5. **Vocabulary Quizzes:** There will be 5 vocabulary quizzes taken from the end of the chapter vocabulary, "Vocabulario esencial". Students will not need a Scantron for the vocabulary quizzes. Spelling counts and that means accents. (Extra Credit Option)
6. **Semester Presentation:** "Mis preferencias personales" Oral Presentation (3minutes) and Essay (350 words)
7. **Documentation:** You are expected to keep copies of all of your submitted work. If an assignment is lost, it will be your responsibility to redo and/or resubmit the assignment for grading. Once an assignment is graded and returned, you must keep a copy of the graded assignment in electronic format. Then, if there is a dispute on the grade, you have verification of grade received.
8. **Assignments and Late work:** Assignments due must be completed and turned in on time for classroom credit.
 - Late assignments will only be accepted the following class period at the beginning of class and 25 points will be deducted from the grade received on the assignment, after that it will go in the grade book as a "0".
 - You should develop a backup plan should your system or your Internet provider fail you. This is not a valid excuse for missing a deadline. The college provides many opportunities for using equipment as does many public libraries.
9. **Attendance:** Student attendance is required and is a factor in the actual grade.
 - There are no excused absences unless participating in an approved school activity, and you and your sponsor has notified me prior to class missed.
 - Any student more than 15 minutes late will be counted as absent.
 - You will be dropped from class for more than 6 absences from class.
 - If you have an emergency or too ill to come to class on exam day, you must contact the professor.
 - You will not be able to make up that assignment if prior approval has not been made.
 - You have until the beginning of the next class period to turn in any missed assignments or class work. If not received, you will receive a "0" for the assignment.
 - It is your responsibility to ask about missing assignments.

10. **A medical problem:** Because of federal attendance requirements medical issues cannot cause you to miss submitting an assignment for more than three consecutive weeks without being dropped from the class. If a medical problem arises the student must immediately notify the instructor and submit doctor's excuse, prior to not after the missed classes, to decide what if any action can be taken in this situation. Please contact the instructor as soon as possible so that arrangements can be made for make-up work.

Non-Attendance and Financial Aid:

If you are receiving financial aid, federal regulations require you to have begun attending the courses for which you are enrolled on or before the census date (e.g., 12th day of each fall and spring semester). Attendance in an online course is verified by substantial participation in the course on or before the census date. TVCC defines substantial participation as logging in to the online course AND completing/participating in at least one requirement of the course. Students documented as "not attending" a course upon the census date are assumed (for financial aid purposes) to have NOT begun attendance for that course, and this may negatively affect financial aid disbursements.

Cheating/Plagiarism:

Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include

- (a) Copying from another student's test paper
- (b) Using test materials not authorized by the person administering the test
- (c) Collaborating with or seeking aid from another student during a test without permission from the test administrator
- (d) Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test
- (e) The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test
- (f) Substituting for another student, or permitting another student to substitute for oneself, to take a test, and
- (g) Bringing another person to obtain an un-administered test or information about an un-administered test.

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Academic Integrity and Civility Requirement:

By registering and taking this course, the student declares that he/she will be the author of all work submitted for the course. Plagiarism is unethical and illegal.

- The first time the student who engages in cheating, plagiarism, or collusion will receive a failing grade on the assignment and if scholastic dishonesty continues the student will receive a failing grade in the course.
- Students may use an online translator to look up words or get help with a sentence but writing an assignment in English then using the translator to translate the assignment into Spanish is not permitted in this class. Students using this method will receive a warning then a failing grade if the action continues.
- Civility online refers to rude correspondence in emails, telephone calls, postings to Discussion Boards, or comments posted to other class members or the instructor. The student's semester grade may be reduced by 10 points for the first such offense, and if behavior continues the instructor reserves the right to drop student from the class.

Drop Policy:

As stated in the instructor's attendance policy a student may be dropped from the class after 6 absences.

A student may withdraw (drop) from a course and receive a grade of "W" at any time during a given semester subject to the last day to receive a "W" deadline specified in the TVCC schedule or catalog. (Please see information below on Developmental Course policy).

Research Resources:

The student is encouraged to use the TVCC Libraries as research resources for this course. Students can search the TVCC Library Resource Center holdings through the on-line catalog. Electronic library resources provide access to full-text and abstract articles as well as links to a variety of remote research tools. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at TVCC. Students with research questions or questions about library services are encouraged to email their question to lrc@tvcc.edu.

Affirmative Action:

TVCC is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment in full compliance with the Civil Rights Act of 1964, as amended; the Rehabilitation Act of 1973 (Section 503,504); Americans with Disabilities Act, as amended, Title IX of the Educational Amendments of 1972; the Vietnam Era Veterans Assistance Act of 1974; Article 5221k V.A.C.S.; and Executive Orders 11246 and 11758.

Technology Resources/Access:

Each student, employee, or guest with an information technology (IT) account shall be responsible for all use of the account. All accounts shall be for use by a single individual – the person for whom the account was approved or assigned. This includes e-Course accounts as well as TVCC issued email accounts. Sharing or loaning accounts is strictly prohibited and violates TVCC Board Policy CT (LOCAL).

Title IX of the Education Amendments:

TVCC prohibits discrimination, including sexual harassment and retaliation, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, administrator, or the Title IX Coordinator. TVCC has designated the Director of Human Resources/Title IX Coordinator as the individual who is responsible for coordinating its efforts to comply with Title IX of the Education Amendments of 1972, as amended. Contact information is:

- *Director of Human Resource/Title IX Coordinator*
Office Phone: 903-675-6215

American with Disabilities Act (ADA)

Trinity Valley Community College provides equal opportunities for academically qualified students with disabilities and ensures access to a wide variety of resources and programs. The passage of Section 504, Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 requires that the college make certain special arrangements for students with disabilities such as moving classes to accessible locations when necessary, allowing the use of tape recorders, sign language interpreters, or other educational auxiliary aids, making special test arrangements, and other accommodations. The college will make reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who have been admitted to the college and request accommodations.

Students with disabilities who wish to request accommodations should notify the Disability Services Office on their campus. In accordance with federal law, a student requesting accommodations must provide documentation of his/her disability to the Disability Services counselor. For more information, please visit the Disability Service Office on your campus or contact Melinda Berry at 903-675-6224 or email mlberry@tvcc.edu. For additional information, please visit:

<http://www.tvcc.edu/Cardinal-Success-Center/zone.aspx?deptid=231&zoneid=614>

Student Evaluation of Courses/Faculty:

Evaluation is an important component in promoting continuous improvement, enhancing student learning, and achieving excellence in the educational process. Therefore, TVCC administers student course evaluations every semester. Students are encouraged to complete the course evaluations for all of their

courses through the student Cardinal Connection portal. Notification of evaluation availability will be made to all students through the TVCC email accounts.

When completing the evaluation, students will rate the course by responding to the following prompts:

- The instructor relates the importance of the subject matter to real life.
- The instructor is very knowledgeable of the subject matter.
- The instructor encourages questions and discussions from students.
- The instructor makes class requirements clear.
- The instructor gives class assignments (tests, projects, presentations, etc.) that measure what was covered.
- The instructor's teaching methods are effective in helping me learn.
- The instructor expects students to take responsibility for their learning.
- The instructor establishes a climate of respect.
- The instructor is well organized and prepared for each class.
- The instructor is available to me on matters pertaining to the class.
- The instructor is reliable in meeting class (leave blank for online courses).
- The instructor normally starts class on time (leave blank for online courses).
- The instructor has challenged me to think.

Student's Responsibility:

This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the rules, policies, regulations, and ethical standards of Trinity Valley Community College as contained in the current catalog and schedule of classes.

Student Agreement:

I understand and have read the syllabus for the face to face class – Spanish 1411 and student code of conduct. I understand that my success in this course will be evaluated according to the guidelines established above. I understand that I will turn in assignments when due and work turned in after due date will not be accepted.

By completing this form and entering class, I acknowledge that I have read and agree to abide by the instructor's rules and policies that have been discussed in the syllabus for Spanish 1411.

Completion of the Student Agreement will be the first Canvas assignment in Week 1.