



TRINITY VALLEY COMMUNITY COLLEGE NON-  
CREDIT COURSE SYLLABUS for **Spanish**  
**8012 online**

<b><u>Course Title:</u></b>	<b>Elementary Spanish 8012 (second</b>
<b><u>Instructor Name:</u></b>	<b>semester) Mrs. Patsy Ingram</b>
<b><u>Office Hours:</u></b>	<b>On-line students by appointment only.</b> <b>Expected Instructor email response time:</b> Monday – Friday: Within 24 hours Weekends and Holidays: Within 48 hours
<b><u>Office Location:</u></b>	<b>Gibbs#234 Academic Bldg. Athens Campus</b>
<b><u>Office Phone:</u></b>	<b>903.670.2654</b>
<b><u>TVCC E-mail:</u></b>	<b><a href="mailto:pingram@tvcc.edu">pingram@tvcc.edu</a></b>

**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.

**Logging on to E-Courses:** To access your online courses (which are available after 8:00 a.m. on the first day of the semester), visit <https://ecourses.tvcc.edu>. At the Canvas login page, the TVCC **username** is your Cardinal ID (ex: last name, first initial, 3 numbers that were assigned to you). You can find your Cardinal ID on your printed schedule. If you do not know your Cardinal ID, you will need to visit <https://mail.tvcc.edu> and choose the “Activate my Cardinal ID” icon. At the Cardinal ID activation screen, choose “Get My Cardinal ID” (on the right in red). Select the “Obtain Cardinal ID and TVIN” screen, enter your social security number, month of birth, year of birth and choose “search”. Your Cardinal ID will be listed in the second box under your name. Your **password** is created when you activate your cardinal ID. If you have forgotten your password, please visit <https://mail.tvcc.edu> and click on “Forgot My Password”

**Course Description of 1412:** Spanish 1412 is an introduction to the Spanish language and culture for students with basic knowledge of the present tense in Spanish. It is the second college level Spanish course that introduces students to basic grammar, vocabulary and culture through a communicative approach. Students will be introduced to the past tense and the imperfect tense in the second level of Spanish. Students will acquire and continuously practice listening, reading, speaking, and writing skills in the target language.

**Prerequisite:** Successful completion of Spanish 1411 or Instructor recommendation

**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:**

- 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 4 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. You will also take a chapter exam and submit an oral recording speaking test at the end of chapters 5-8. The speaking test and the chapter exam count 25% of your final grade.
- Enter access code or Book Keys\* (purchase from bookstore or online)
- Registration information sheet will be included in the **Start Here** in TVCC Canvas

**Learning Outcomes: Core Competency Statement:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral and visual communication.

Upon successful completion of this course, the student should be able to:

- Identify basic structures, expressions, and common vocabulary.
- Demonstrate the understanding of most routine questions.
- Read familiar material with comprehension.
- Write familiar material using correct spelling, capitalization, and punctuation.
- Experience various aspects of another culture.

**Course Delivery and Methodology:** Spanish 1412 is an online 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, listening lab, chapter exams and oral speaking test.

**Grade Breakdown:**

- 30% 4 Chapters Quia workbook exercises and listening lab exercises
- 25% Chapters 5-8 Quia oral speaking tests, video quizzes and chapter exams
- 20% Canvas assignments
- 25% Proctored Mid-term Exam  
Proctored Final Exam

**Course Outline:**

Week	Book/e-text Chapters	Canvas Module Due: Tuesday 11:59pm	Quia Books Text Reading/Assignments Due: Tuesday 11:59pm
1			
	<ul style="list-style-type: none"><li>• Student Sign-in Canvas</li><li>• Get to know your syllabus</li></ul>	Week 1 Module	<ul style="list-style-type: none"><li>• Register Quiabooks –</li><li>• Access Code(bundle)</li></ul>

	<ul style="list-style-type: none"> <li>Register Quia books</li> </ul> <b>Read/Capítulo 4</b> <b>Vocabulario - 146</b>		<b>Chapter 4 - La casa</b> <b>Vocabulario – 4</b> Begin working on– Quia Workbook and Listening Lab exercises
2			
	<b>Read/ Capítulo 4</b> <b>Estructura 1- Stem-changing verbs</b> <b>Verb Sheet p. 124</b> <b>Estructura 2- Tú commands p. 130-131</b> <b>Estructura 3 - Verb estar p. 132-133</b>	Week 2 Module	<b>Chapter 4 - La casa</b>
3			
	<b>Read/ Capítulo 5</b> <b>Vocabulario p. 150-151 and 162-163</b>	Week 3 Module	<b>Capítulo 5- La salud</b> <b>Vocabulario – p. 180</b>
4			
	<b>Read/ Capítulo 5</b> <b>Estructura 1- Reflexive verbs</b> <b>Verb Sheet - p.154-155</b>	Week 4 Module.	<b>Capítulo 5- La salud</b>
5			
	<b>Read/ Capítulo 5</b> <b>Estructura 1- Reflexive verbs</b> <b>p.154-155</b> <b>Acabar de p. 158</b>	Week 5 Module	<b>Capítulo 5- La salud</b>
6			
	<b>Read/ Capítulo 5</b> <b>Estructura 2- Ser vs. estar p. 166</b> <b>Estructura 3-Demonstrative pronouns p. 170</b>	Week 6 Module	<b>Capítulo 5- La salud</b> Quia workbook and listening lab - Exam and Oral Speaking Test
7			
	Proctored Mid-term Exam	Week 7 Module Review for Proctored Mid-term Exam covers chapters 4 and 5	Proctored Mid-term Exam
8			
	<b>Read/ Capítulo 6</b> <b>Vocabulario p.184-185 and 198-199</b> <b>Estructura 1- Comparatives and surpurlatives p.188-189</b>	Week 8 Module	<b>Capítulo 6 - La comida</b> Vocabulario p.214
		<b>SPRING BREAK</b>	<b>SPRING BREAK</b>
9			

	<b>Read/ Capítulo 6</b> Estructura 2- Preterit Verb Sheet p. 192-193	Week 9 Module	<u>Capítulo 6 - La comida</u>
10			
	<b>Read/ Capítulo 6</b> Estructura 3- Stem-changing preterit Verb Sheet p. 202 Hace +que p.204	Week 10 Module	<u>Capítulo 6 - La comida</u> Quia workbook and listening lab - Exam and Oral Speaking Test
11			
	<b>Read/ Capítulo 7</b> Vocabulario p.218-219 and p.230-231 Estructura 1- Irregular pretérito Verb Sheet p.222	Week 11 Module	<u>Capítulo 7 - La ropa</u> Vocabulario - p.250
12			
	<b>Read/ Capítulo 7</b> Stressed possessive adjectives p. 226 Estructura 2- Direct obj. pronouns p. 234-235	Week 12 Module	<u>Capítulo 7 - La ropa</u>
13			
	<b>Read/ Capítulo 7</b> Estructura 3-Imperfect tense for all verbs on verb sheet- Verb Sheet - p.238-239	Week 13 Module	<u>Capítulo 7 - La ropa</u> Quia workbook and listening lab - Exam and Oral Speaking Test
14			
April 25- May 2	<b>Read/ Capítulo 8</b> Vocabulario p. 254-255 and 268-269 Estructura 1 - Imperfecto vs. preterito p. 262	Week 14 Module	<u>Capítulo 8 - Fiestas y vacaciones</u>  <b>Final Verb Sheet</b>
15			
May 2-6	<b>Read/ Capítulo 8</b> Estructura 1 - Imperfecto vs. pretérito p. 262 <u>Numbers 100 to 1,000,000 p.136</u>	Week 15 Module	<u>Capítulo 4 through p. 262 for final exam</u>
16			
May 2-6	<b>Final Exam Opens</b> <b>Covers chapter 5 - p.262</b>	Week 16 Module	<b>Tuesday, April 24 at 8:00am and closes Saturday May 1 at closing of Testing Centers.</b>

## 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. Expect to spend at least as much time in this course as you would in the traditional, face-to-face class.
2. **Assignments will be submitted electronically in this class:** In order to complete this course online, you will need easy access to a reliable Internet connection. It is virtually impossible to use a dial-up Internet connection and access the necessary Web sites needed for this course. Please be aware of this before registration. The capability of your computer and Internet connection is your responsibility – not your instructor’s responsibility.
  - A reliable computer and Internet connection is a weekly requirement. No exception can be made and a computer problem is not an excuse for not meeting an assignment deadline.
  - 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](mailto:helpdesk@tvcc.edu).
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 and Proctored Exams:** The 4 chapter exams will be taken online in Quia Books upon the completion of each chapter. The Proctored Mid-term Exam and the Proctored Final Exam will be given at one of the TVCC Testing Centers or by an approved proctor at a location closer to the student’s residence. The TVCC Testing information is as follows:

**Athens** – The Testing Center, located in the Administration Building, is open during regular business hours. In the event that the testing center is closed (visit <http://www.tvcc.edu/testing/> for scheduled closings), you can test at the LRC. Please visit the [Athens testing site](#) to determine the LRC hours of operation and closures due to class instruction.

**Palestine** – Students are allowed to test at the LRC of the respective satellite campuses. Please visit the [Palestine testing site](#) to determine their hours of operation. NOTE: *You MUST arrive at the testing center(s) at least 1 hour prior to closing so that you COMPLETE your testing before they close.*

**Terrell** – Students are allowed to test at the A101 computer lab during designated hours. Please visit the [Terrell testing site](#) to determine their hours of operation. NOTE: *You MUST arrive at the testing center(s) at least 1 hour prior to closing so that you COMPLETE your testing before they close.*

**Kaufman** – Students are allowed to test in the Media Center at the Health Science Center campus during operating hours. Please visit the [Kaufman LRC web site](#) to determine their hours of operation. NOTE: *You MUST arrive at the testing center(s) at least 1 hour prior to closing so that you COMPLETE your testing before they close.*

5. **Chapter Quiz videos and Final Video Presentation:** Students will be assigned several short videos throughout the semester to show speaking skills. These are video quiz grades and count 25% of your grade. The title of the final video presentation will be, “**Mi juguete favorito**”, which means my favorite toy. The student will make a video utilizing the preterit and the imperfect tenses in Spanish. The video should tell about the student’s favorite toy as a child with some interesting facts and situations surrounding the toy that was cherished as a child.
6. **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.
7. **Online Etiquette:** If you have not participated in online communication very much, you might want to visit a few web sites that explain "Netiquette," <http://www.learnthenet.com/english/html/09netigt.htm>.
  - First identify your class and section number
  - Use polite, understated, good language
  - Do not type in ALL CAPS, which is perceived as shouting
  - Think of your comments as being printed in a newspaper
8. **Assignments and Late work:** Each week the student will access their Canvas account through TVCC and open the Weekly Module. The weekly module will post on Tuesday at 11:59 am and close on Tuesday at 11:59 pm. Assignments in Canvas and Quia Books will receive a grade of zero after the assignment due date has closed on Tuesday at 11:59 pm. Due dates are set in the two online sources: Canvas and Quia Books which both have a due date of Tuesday at 11:59 pm.
  - 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:** Students enrolled in an online class are expected to regularly interact with their instructor during the term of the course. Students who do not complete the weekly assignment by **Tuesday by 11:59 pm** will be counted absent for that week. According to TVCC policy, any student who is **absent for three consecutive weeks during the term** may be subject to administrative withdrawal from the course by instructor for non-attendance.
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.

**Note Regarding Student Absence due to Religious Observance:** Students who anticipate being absent from class due to a religious observance are requested to inform the professor by the second class meeting of such absences. Declaration of the absence after the holiday will be counted as another absence.

**Withdrawals or drops:** A THECB Rule has been established to address a new law enacted by the legislature regarding the number of withdrawals (W's) that a student may have during their academic career (THECB Rules: Chapter 4, Subchapter A, 4.10). The law states that any student whose first semester in college is Fall 2007 or later may not have more than six unexcused withdrawals (W's) during their academic career. This applies to a student's academic record from all higher education institutions attended. If a student has six unexcused withdrawals, they will no longer be allowed to withdraw from a course without receiving a grade in the course, which will be an “F”. To determine if a withdrawal is excused, a student must process a withdrawal request through the guidance services office. If an instructor initiates a withdrawal, it is automatically an unexcused withdrawal. **It is the student's responsibility to officially withdraw from a course.** Remember: It is YOUR RESPONSIBILITY to withdraw from this class. It must be done through the registrar's office. A phone call to your instructor WILL NOT BE ACCEPTED as a withdrawal. Proper paperwork required by TVCC must be completed.

**Campus Carry:** The College District prohibits the use, possession, or display of a firearm on College District property or at a College District-sponsored or -related activity in violation of law and College District regulations. This policy does not apply to commissioned peace officers in accordance with law. All persons, including license holders, are prohibited from openly carrying a handgun on all College District campuses and premises. License holders may carry a concealed handgun on or about their person while on College District campuses and premises. License holders are responsible for complying with applicable federal and state law and this policy and associated regulations.

**Research Resources:** Students are encouraged to use the TVCC Libraries as research resources for this course. 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 questions about library services are encouraged to email their question to [lrc@tvcc.edu](mailto:lrc@tvcc.edu).

**Honor Code:** Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. “Cheating on a test” shall include:

- Copying from another student's test paper

- Using test materials not authorized by the person administering the test
- Collaborating with or seeking aid from another student during a test without permission from the test administrator
- Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test
- The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test
- Substituting for another student, or permitting another student to substitute for oneself, to take a test, and
- 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.

The student who engages in cheating, plagiarism, or collusion will receive a “0” on the assignment/exam. No exceptions and no opportunity to make it up! If student is caught cheating a second time he/she will be given a failing grade for the course.

**ADA Student with a Disability (504):** 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](mailto:mlberry@tvcc.edu). For additional information, please visit: <http://www.tvcc.edu/Cardinal-Success-Center/zone.aspx?deptid=231&zoneid=614>

**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.

**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*

**Classroom Etiquette: The following behaviors will not be tolerated in this course:**

Students are expected to attend class regularly and promptly, to be attentive, to participate in class activities, and to be respectful of others. Any student who is disruptive will be asked to leave the class. He or she may only return after a conference with the professor. Some disruptive activities include:

- Talking or texting while the professor is talking.
- Cell phones, pagers and any other electronic devices should be turned off and out of sight unless approved by the professor.
- Using profanity or verbal outburst with professor or other students.
- Sleeping in class or resting head on the table or doing homework for other classes sends a message that you are not interested in the class.

**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:**

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I understand and have read the syllabus for the online class – Spanish 1412 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 logging into the online 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 1412.

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