

SUNY Plattsburgh – Fall 2010 – Course Syllabus

Spanish 111 – Section L

Instructor Information

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Office Hours: Monday & Wednesday, 3:00 to 3:30 pm in Myers _____ and by appointment. I have no official office on campus but my snail-mailbox is located in the Foreign Language Dept. Office, Room 311, Champlain Valley Hall. I am a high school teacher by day and am not on campus until 3:00 pm on Mondays & Wednesdays. The best way to contact me is **by e-mail or voice mail**. All students are expected to utilize their Plattsburgh State e-mail accounts as important class information and materials will be disseminated by this method. E-mail received from non-PSU addresses will most likely receive a delayed response as a result of Spam filtering.

Required Textbook & Materials

You must purchase or obtain: *Mosaicos (Custom Edition for SUNY Plattsburgh)* or *Mosaicos (5th Edition)* referred to as [T] in the course calendar and have a **MySpanishLab.com** account for the online Student Activity Manual. You are expected to have the textbook at every class session. You will also be completing Student Activity Manual exercises online that require the purchase of a MySpanishLab.com subscription. The first chapter of the semester will require use of the **E-book** through MySpanishLab.com. **You are required to have the textbook and a MySpanishLab.com account from day one of the semester. Failure to acquire these materials will not excuse any student from completing any assignment nor grant an extension of time for turning in assignments.**

Course Description & Structure

This is an introductory course for those with little or no knowledge of the Spanish language and Hispanic cultures. This is **not** a course for native speakers or students who have had three or more years of high school Spanish unless indicated by Placement Exam results. The main objective of the course is to develop proficiency in the areas of listening, speaking, reading, and writing in the Spanish language. Class meets twice a week at the time and location indicated in the Master Schedule.

Preparation, Participation, and Attendance in Class

It is the student's responsibility to **prepare textbook material before coming to class**. This includes reading the grammatical explanations and learning the relevant vocabulary by whatever method works best for that individual student. Class time will be spent on practicing the textbook content with summary presentations of grammar topics. This does not mean that questions should not be brought up in class. I encourage each student to ask questions when appropriate or contact me outside of class time when having difficulty.

Students are required to actively participate in class activities. A student who is not in class, obviously, cannot participate in that day's activities. Therefore, students are expected to attend all class meetings. Students are allowed **two absences without automatic penalty**. Each absence over 2 will result in a one point reduction of the final semester grade.

****All absences count regardless of reason****

Every three late-arrivals or early departures constitute 1 absence in computing the final semester grade. Absences occasioned by University-sponsored activities or religious holidays for which appropriate paper work has been presented **AHEAD OF TIME**, will permit make-up or late submission of an **assignment**. **Total absences of 7 or more will result in a failing grade for the course.**

Testing

There will be five lesson quizzes and a final exam. The quizzes will be given at the end of lessons in the textbook. Lesson quizzes will include a listening comprehension portion. Late arrival on the day of a quiz will result in the forfeiture of points for any listening comprehension items already read. There will also be **un-announced vocabulary quizzes** throughout the semester based on the words and expressions **IN THE TEXTBOOK** on the pages listed for that specific day in the Course Calendar. **THERE ARE NO MAKEUP QUIZZES OR EXAMS.** An absence on the day of a test will result in a grade of zero for that particular test. At the end of the semester the lowest quiz score will be dropped.

Out of Class Assignments

Most of these will be completed online using the MySpanishLab website. The course i.d. is: **CRSCD2G-67825**. Instructions are included in the materials purchased for the course. **Assignments are due on the day listed in the Course Calendar.** Unless appropriate paper work has been presented ahead of time, **NO LATE ASSIGNMENTS WILL BE ACCEPTED.**

Breakdown of Mid Term and Final Semester Grades

Final Exam 20% Quizzes & Oral Presentation 40% Assignments 30% Participation 10%

Grade Scale 100-93 = A / 92-90 = A- / 89-87 = B+ / 86-84 = B / 83-80 = B- / 79-77 = C+
76-74=C / 73-70 = C- / 69-67 = D+ / 66-65 = D / < 65 = E (Fail)

Extra Credit

Extra credit assignments change the course requirements for those select few to whom it may be awarded. Therefore, it is not offered in this class. Please do not request it.

Online Documents

Documents and information related to this class can be found on the Internet at **www.SpanishPlanet.org**.

Individual grade reports for this class will also be available throughout the semester at **www.SpanishPlanet.org** with the appropriate last name/password combination. These reports will be updated on a regular basis. You must provide a password on the correct form during the first week of class in order to access your grades online. Please note that this website and the password needed for grades are not part of the Plattsburgh State Angel Course Management or Banner System.

Honor Code Statement

It is expected that all students enrolled in this class support the letter and the spirit of the Academic Honesty Policy as stated in the college catalog.

Acknowledgement

PLEASE BE SURE THAT YOU UNDERSTAND THE INFORMATION PRESENTED IN THIS DOCUMENT. ASK FOR CLARIFICATION FROM THE INSTRUCTOR IF NECESSARY.

By remaining officially enrolled in this course, a student accepts the terms and policies specified in this course syllabus and agrees to abide by them. Withdrawal from the course is the only recourse for those unwilling to accept these terms and policies.