



SYLLABUS
Spanish 102 – W01
4 Credit Hours
Introductory Spanish 2
Fall 2017
Course Information

Prerequisite(s)	RDG 085 or higher placement
Course Description	This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.
Student Learning Outcomes	<p>The five general education areas for the college are mathematical skills, computer skills, writing skills, oral communication skills, and critical thinking skills. After this course, the student will develop a(n):</p> <ol style="list-style-type: none"> 1. Ability to communicate at a basic level of Spanish in real-life situations 2. Basic proficiency in reading and writing the language to exchange ideas 3. Ability to comprehend and discuss readings and videos at a basic level 4. Knowledge of cultural and historical events 5. Ability to use technology and research select topics in Spanish 6. Ability to use the Supersite for practice of Spanish
Class days and time	August 21, 2017 – December 14, 2017
Campus and Class location	All course related material is online through Canvas and the VHL Supersite.
Required textbook and Course Materials	Viva by Vista 3rd edition with Supersite Plus Access Code
Last Date of Withdrawal	Full Term: November 21, 2017
Make-up policy	<p><i>Make-up homework:</i> Since online homework is accessible at any time and from anywhere with Internet access, you will not be allowed to make up any online homework that you miss. It is in your best interest to plan ahead to complete any online homework before it is due. Of the six chapter homeworks, the top five grades will be used to calculate your grade. If you miss a chapter homework for any reason, you will receive a zero. This will then be your lowest grade, which will be dropped. Any subsequent missed chapter homeworks will be counted as zeroes and factored into your grade.</p> <p><i>Make-up writing activities and oral projects:</i> There are no make-up writing activities or oral projects. Of the three writing activities and three oral projects in this course, the top five scores will be used to calculate your grade. If you miss a written activity or oral project for any reason, you will receive a zero. This will then be your lowest grade, which will be dropped. Any subsequent missed written activities and/or oral projects will be counted as zeroes and factored into your grade.</p> <p><i>Make-up exams:</i> There are no make-up exams. There will be a midterm exam and a final exam. If you miss either exam for any reason, you will receive a zero.</p> <p><i>Make-up Introduction Quiz and Powtoon activity:</i> There is no make-up for the Introduction Quiz or Powtoon activity. If you miss the Introduction Quiz or Powtoon activity for any reason, you will receive a zero.</p> <p><i>Dropped grades:</i> Please note that all grades will remain entered and visible on Canvas even if it is considered a dropped grade. The calculation of your grade will automatically not factor in the</p>

	dropped grades as per the details provided above. Furthermore, the calculations on Canvas start taking dropped grades into account as soon as there is more than one grade entered of the same category (e.g., after the second written activity/oral project grade is entered, after the second chapter homework grade is entered, etc.).
Daily Activities, Class Participation, Pop Quizzes, etc.	<p>Tarea en línea (Online Homework). These exercises include written, audio and video activities that are found on the VHL Central Supersite (vhlcentral.com). You are required to login during the first week of class and to complete the appropriate online exercises as you progress in the course. The online assignments are flexible in that you may complete a given online homework activity at any time before 11:59PM CST on the due date. Exercises completed after the deadline will not be accepted. All homework is due on the assigned day. Failure to turn in work on time will result in a grade of zero. This course will cover Lecciones 7-12.</p> <p>Proyectos orales (Oral Projects). The purpose of the oral projects is to assess your ability to communicate in Spanish according to the level of your class and the material covered. Each student will complete 3 different oral projects during the semester. The topics will be related to the content of the units covered in class. You may use a dictionary to help you complete the oral projects, but the use of online translators, such as Google Translate, on any activity in this course is prohibited.</p> <p>Actividades escritas (Writing Activities). These activities focus on process writing and the development of writing skills in Spanish. There will be 3 writing activities during the semester. The topic to be developed will be related to the unit being covered at the time as well as the oral projects. You may use a dictionary to help you complete the writing activities, but the use of online translators, such as Google Translate, on any activity in this course is prohibited.</p> <p>Exámenes (Exams). There will be two exams in this course. The first will be after Chapter 9 and will serve as the midterm. The second exam will be the final exam and will occur during finals week. Both exams will be cumulative due to the nature of language learning. When completing the exams, you may not use any outside resources such as your textbook, dictionary or any online resource. Shelton State requires Respondus Lockdown Browser and Monitor to take these exams.</p>
Final Examination	December 8 – 13, 2017 – Students must use Respondus Lockdown Browser and Monitor to take the final exam.
Tutors and Office of Specialized Student Services	“Shelton State Community College is dedicated to the success of its students. To further that goal, free tutoring is available to all currently enrolled students. If you need additional assistance to succeed, you should contact Amanda Harbison at aharbison@sheltonstate.edu. If you have a disability and need accommodations to help you be successful, you should contact Michele Minor at m.minor@sheltonstate.edu or visit her in the Office of Specialized Student Services.”
Emergency Preparedness and Sexual Misconduct	Shelton State Community College continues to be committed to a safe teaching and learning environment for students and employees. In an effort to further strengthen efforts at keeping the College Community free from weapon-related violence and to eradicate sexual misconduct crimes and infractions, SSCC has recently enacted the following policies that address these areas specifically. Sexual misconduct is an often underreported crime, and victims should be aware that SSCC has a confidential process in place for reporting such actions and for helping victims identify resources for assistance. Links to these policies and other important emergency preparedness related topics may be found on the College’s website: http://www.sheltonstate.edu/discover_sccc/emergency_preparedness.aspx.

Instructor Information

Instructor	Alyssia Miller
Instructor’s E-mail and phone number	ammiller@sheltonstate.edu
Student hours and location for Student Hours	Virtual Office Hours – By appointment
Division Chair’s E-mail and phone number	Name: Leah Armstrong Email: larmstrong@sheltonstate.edu Phone: 205.391.2362

College Policy Information

Academic Misconduct	<p>Whether or not academic misconduct has occurred and what classroom sanctions, if any, are to be applied are matters to be determined by the respective instructor. A student who opposes the sanction imposed by an instructor may appeal the matter to the appropriate associate dean.</p>
Attendance Policy	<p>Registration for a class makes the student responsible for attending the class until completed unless officially withdrawn. Students are expected to attend class as scheduled. In an online course, attendance is demonstrated by a student's participation in an academically-related activity, such as submission of an academic assignment or exam or contributing to an online discussion forum. Excessive absences and/or tardies may interfere with the student's ability to complete the course successfully.</p> <p>The manner in which make-up work, tests, or assignments are given for excused absences is determined by the instructor. Possible excused absences include representing the College in officially-approved activities, military service, accidents, court appearances, illness of the student or an immediate family member, or the death of an immediate family member. The student must submit appropriate documentation of extenuating circumstances for an excused absence to the instructor and make arrangements for any make-up work within one week of the last day of the excused absence. It is the student's responsibility to make arrangements with the instructor to make up missed coursework. Work-related excuses, childcare issues, and/or travel are not considered excused absences. Instructors are not required to provide make-up opportunities for unexcused absences or to give additional time to students who are tardy for tests or quizzes.</p> <p>Attendance requirements in programs that lead to board licensure or certification may differ from this policy. Students should consult program policies and guidelines for details.</p>
Standard College Policies	<p>The College catalog and website detail standard College policies for all teaching and learning activities. This class syllabus is intended to give further detail about the policies and expectations in <i>this</i> class. Students are expected to be aware of and abide by College policies in every class.</p>
Student Email	<p>All students who are registered for classes at Shelton State Community College are provided a College e-mail account. Electronic mail is the official method of communication for delivery of information. The College will use College e-mail accounts to send official communications to the student body. Students can access their College e-mail account through myShelton.</p>

Grading:

<i>Activities and Material covered by that Activity</i>	<i>Percentage of Grade</i>
Tarea en línea	35%
Proyectos (Proyectos orales y actividades escritas)	40%
Introduction Quiz	2.5%
Powtoons Activity	2.5%
Midterm Exam – Chapters 7-9	10%
Final Exam – Chapters 10-12 (Emphasis on Chapters 10-12)	10%
TOTAL	100%

Letter grades will be assigned according to the following:

<i>Percentage Grade</i>	<i>Letter grade</i>
90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

The College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its admissions, programs, and services in compliance with Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Educational Amendments of 1972, and the Americans with Disabilities Act of 1990. See more at the following: http://www.sheltonstate.edu/discover/sscc/eoc_statement.aspx#sthash.ZEfKOVpJ.dpuf.