

Spanish 1501 Elementary Spanish (all mode of instruction [online, face-to-face-hybrid])

Course Description

Bienvenidos to Spanish 1501! This is a Basic Spanish. This course could be face-to-face, hybrid, online asynchronous or online synchronous, five-credit course that is part of the Spanish Language Program. It has been designed for students of Spanish as a Second Language who have no previous knowledge of the language. By the end of this course you will have a basic knowledge of Spanish vocabulary and grammar, you will be able to communicate effectively at the basic level in general settings using Spanish, and, most importantly, you will begin to develop social responsibility, tolerance and understanding of diversity, and a nuanced understanding of the diversity and richness of the cultures and people of the Spanish-speaking world: from the basic knowledge to issues connected to history, politics, and cultural diversity.

Managing your time: SPAN1501 Online = 5 credit-hours online per week + 2-3 homework for every hour in class = 15 - 20 hours of work per week (including studying, reading, practicing, homework, and test preparation)

Requirements

- Students must be independent and computer proficient to take this course.
- It is the student's responsibility to contact Technical Support and provide the instructor with a ticket number every time that a technical program arises.
 - *VHL Technical Support: Student and extended hours Tech Support: 800.248.2813.*
 - *Chat online [How to chat online?](#)*
 - *[Web form to request online help to VHL.](#)*
 - *[Blackboard Support](#)*
- If the student does not provide the ticket number to the instructor along with the activity number and a screenshot of the error in the system, the instructor will deduct points in all the activities that student did not complete.

Course organization

The course will be conducted on different platforms: Blackboard (Compositions, Gradebook, Foro), Supersite (Vista Higher Learning [VHL] platform), and Facebook.

Blackboard

- Folder **Introducción al curso:** syllabus, class calendar, technical support information, guide videos.

- Composiciones
- Gradebook

VHL Supersite

- Homework
- Oral exams
- Written exams
- Calendar with all VHL activities and exams

Facebook

- ASC
- Final Project
- Activities developed by your instructor and the director of the program

PRE-REQUISITES: Placement Test, please read [INSTRUCTIONS](#) and register in the correct placement test. (Click on [INSTRUCTIONS](#)). If you speak Spanish with your parents, and / or grandparents; or if you study Spanish in a Latin American country, you have to contact Dr. Marta Fairclough, Director of the Spanish for Heritage Learners program (mfairclo@Central.UH.edu). By the 12th day of classes students who have not submitted their prerequisite forms will be dropped from the class.

STATEMENTS TO COMPLETE AND SIGN: all students must complete and sign the statements placed as assignments in BB > Prerequisites and Statements in the side menu. It was indicated by the University authorities that students must be aware of the most important Undergraduate Catalog information. Complete the first day of classes to avoid being dropped.

Textbook and materials

1. Blanco, José. *Portales 1*. Vista Higher Learning. [The bookstore package contains: Portales access code, which includes the e-book version of the program and full technology access.]
2. Access to course Blackboard, and VHL Supersite
3. Where to buy the textbook: UH Bookstore and [Vista Higher Learning](#) Custom site. **Read the instructions in the site.**

Course Learning Outcomes (CLO)

1. Students will develop communicative competence at the basic beginners level through the enhancement of listening and speaking skills in Spanish, which will allow them to communicate with ease and confidence in different type of interactions.
2. Students will demonstrate basic beginners competence in reading and writing in Spanish through daily reading activities and writing assignments that will require analytical and critical skills.
3. Students will demonstrate a fundamental knowledge of Spanish grammar at the basic beginners level; in addition, they will be introduced to the cultures of the Spanish-speaking world and its people.
4. Students will identify and discuss traditions, customs and values of the Hispanic world and

compare and contrast them with characteristics of their own culture in a critical way.

5. Students will develop critical thinking and social awareness through creative activities based on authentic materials.
6. Students will learn about and demonstrate digital fluency in tandem with Spanish language proficiency.

Grade distribution

Assignments	Percentage
Online Homework (5 Chapters) (CLO 1, CLO 2, CLO 3, CLO 4, CLO 5, CLO 6)	25%
ASC (Actividad sociocultural crítica, 2, in Facebook) (CLO 5, CLO 6)	14 %
Compositions (2) (CLO 2, CLO 3)	10%
Participation in Facebook (CLO 1, CLO 2, CLO6)	13 %
Quizzes (5) (online, on Supersite VHL) (CLO 1, CLO 2, CLO 3, CLO 4, CLO 5)	15%
Mid-Semester (with a partner, on Supersite VHL) (CLO1)	10 %
Final Project (in Facebook) (CLO 1, CLO 2, CLO 3, CLO 4, CLO 5, CLO 6)	13 %
Final grade	100%

Extra credit: Only for students who complete all assignments mentioned above (Grade distribution section) for this course.

- **Mandatory Statements: (1 point):** complete, sign and upload the statements. First week of classes.
- **Mandatory Student Survey (1 point):** to be completed in Blackboard > Surveys folder, first week of classes.
- Mandatory Mid - Semester survey (2 point): to be completed in BB > Surveys folder.
- **Additional activities created by your instructor.**

University of Houston Grading Scale

A	93-100	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62
B+	87-89	C+	77-79	D+	67-69	F	below 60

Note: A minimum passing grade of C- or above is required for enrollment in the next Spanish level class, SPAN 1502.

COURSE WORKLOAD

MODES OF INSTRUCTION

ONLINE ASYNCHRONOUS: This course is taught totally online and students have to work by themselves. The Instructor will answer questions in the Facebook Closed Class Group, and when necessary, she/he will send Anuncios in Blackboard and Facebook Closed Class Group. *It is your responsibility to know all activity*

deadlines--do not wait for your instructor to send reminders. Read the class calendar in Blackboard and in the VHL Supersite.

You have access to a weekly calendar showing all assignments and their due dates in the VHL Supersite. It is imperative to study in the online textbook, watch the grammar and vocabulary tutorials, and complete all the homework. *All assignments are due at midnight.*

ONLINE SYNCHRONOUS: This course is taught online with **two weekly synchronous hours**. Students have to work by themselves 90 % of the course, and with the instructor via Zoom or Teams 10% of the course. The Instructor will answer questions in the synchronous classes, in the Facebook Closed Class Group, and when necessary, she/he will send Anuncios in Blackboard. *It is your responsibility to know all activity deadlines--do not wait for your instructor to send reminders. Read the class calendar in Blackboard and in the VHL Supersite.*

You have access to a weekly calendar showing all assignments and their due dates in the VHL Supersite. It is imperative to study in the online textbook, watch the grammar and vocabulary tutorials, and complete all the homework. *All assignments are due at midnight.*

FACE-to-FACE and HYBRID: In-class participation provides one of the best opportunities to develop your Spanish communicative skills. In addition to the class participation, you must participate in the **Foro** or in the Facebook class group. In the **Facebook** students will post any questions about grammar, vocabulary, and assignments in chapters 1 through 5, and all general questions they may have. Taking active part in this course is fundamental for your success since an important percentage of your final grade depends on your performance (writing and speaking) in the target language. The Participation is a combination of in class participation (if you are absent, you have zero in participation), and/or and/or Facebook group, and/or activities created by your instructor to evaluate participation.

Face-to-face: in classroom class, meet twice a week, two hours each day. See your class schedule in UH system website.

Hybrid: in classroom class, meet twice a week, one hour each day. See your class schedule in UH system website.

Managing your time

As recommended by the University of Houston Undergraduate Catalog, any undergraduate student “*should recognize that course work in college will require a significant amount of work outside the classroom—traditionally 2-3 hours for every hour in class. That ratio will vary with subject, but the underlying principle will be: being in college is a time-consuming activity. Any other commitments while enrolled in college courses should be balanced against the time required to attend to one’s college classes and assignments [...] Students living off-campus need to allow time in their schedule for commuting. Working students need to consider how many hours remain in the 168 hours of the week after deducting time for eating, sleeping, recreation, and other extracurricular activities. This recommendation would also apply for online or other distance courses.*” (“[Course Load](#)”. Undergraduate Catalog 2017-2018)

Based on these considerations, success in this class requires that you dedicate the recommended time of 15-20 weekly hours to read, study and prepare assignments:

SPAN1501 = 5 credit-hours online per week + 2-3 homework for every hour in class = 15 - 20 hours of work per week (including studying, reading, practicing, homework, and test preparation)

ACTIVITIES

Online Homework (25%) Online HW with VHL Supersite: **The development of the language skills demands daily practice.** This course requires completion of daily online assignments (detailed in your VHL Supersite Calendar). The homework activities listed in the VHL Supersite platform prepare you to obtain the most benefit from the class activities and, also help you monitor your own progress learning Spanish. Each completed chapter is 5% of your grade.

- All homework should be completed by the date indicated on the schedule.
- **Late submissions are accepted. The VHL system will take 5% off per late day. No complaints, the system is doing it automatically, if you do not want to lose 5% per late day, submit the homework on time. NO LATE homework will be accepted AFTER THE END OF A CHAPTER.**
- You will have three (3) attempts to complete the homework. Do not guess! Study the content first, and after studying, complete the activities. On Wednesdays, **Explore** and **Learn** activities are due, which will prepare you for the rest of the week's practice. Activities in VHL are due: Wednesdays, Thursdays, and Sundays.
- You can use the Language Commons (AH 215) to complete your online homework.
- **Speaking and Partner Activities:** Speaking activities which include a partner must be done in VHL Supersite with the voice recorder and a partner **FROM THE CLASS**. It is your responsibility to find a partner. Your instructor will share a document in Google Docs. Students will post their schedule availability and find a partner. Once you find a classmate that has the same availability as you, email him or her and set up a date and time to be on VHL Supersite at the same time.
- The voice recorder is very easy to use. You will have on average 1-2 per week. Do this in advance!
- If your partner has dropped or "disappeared," find a new partner in class. Your instructor will allow one set of activities (one chapter) to be done individually if you are in a bind. By the next chapter, you will need to have a partner. If you are going to record your one activity individually, you need to let the instructor know via email!
- **Oral activities with a partner: start the activity saying your first and last name. Record the activity in a quiet space, no background noises, please!! Instructors will give a zero if it is hard to listen to what a student is saying.**

Actividades Socioculturales Críticas (ASC) (2 activities in Facebook = 14 %)

- There will be two socio-cultural activities (ASC) throughout the whole semester.
- Students will have to watch videos clips, read texts, find some information, and write a post. All activities were created to promote critical thinking and cultural awareness and use real and current materials. All ASC are associated with the main topic of the lesson. **All ASC count for your final grade. Be careful, read the instructions, take time to prepare these activities, and pay attention to avoid plagiarism: do not copy and paste your responses. Always quote your researched answers.**

Compositions (2 writing assignments) (10%)

Students must complete 2 compositions. Each composition has a first version (draft) and final version, and it has to be completed in Turnitin, accessible via Blackboard.

- All instructions are in Blackboard > **Folder Compositions**. All writing is to be **your own work**. You **may not seek tutoring or any other kind of help** for the writing activities; only your instructor is authorized to give such help. **Use of translation devices or services** to complete a writing task is not allowed either. **If the instructor, after comparing a student's composition with other written assignments, determines that the student received help or used an online translator to complete the composition, the student will receive an automatic zero.** (Please refer to section 'On plagiarism')

- The compositions have two parts: The first draft and the final version. Students will write the draft, review the instructor feedback, make the corrections suggested by the instructor, complete the **Ficha de errores**, and submit the final version. **If you have a grade of 93 or above, you do not need to submit the final version and your instructor will repeat the grade of the draft. If you have 93 or below, you must complete the final version, attach the Ficha de errores at the end of the composition, and submit through Turnitin.**
- **Not late submissions will be accepted.**
- The final version of all compositions must have a minimum of 150-175 words. No excuse is accepted to write less than 150 words at this level.
- **Do not use online translators. Translated compositions will be given an automatic zero.**

Participation in Facebook class closed group (13%)

Students must participate in the *Facebook Closed Group*. In the **Facebook Closed Group** students will post:

- Answers to ASC
- Final Project
- Answers to activities created by the instructor
- Questions about grammar, vocabulary, and all general questions they may have.
- Taking an active part in this course is fundamental for your success, since an important percentage of your final grade depends on your performance (writing and speaking) in the target language.
- Students will have to become a member of a Facebook class closed group, and participation is mandatory. Students should ask questions and answer other students' questions about challenging activities in the Facebook group. Also, students will complete activities created by your instructor.

Tests

- **Oral Production.** Your oral skills in Spanish will be assessed in a **Mid-Semester test (10%)**, and in the **Final Project which includes an oral section (13%)**.
- **Quizzes. (15%)** There will be five quizzes on all course content, including vocabulary, grammar structures, reading and writing and language skills, with special emphasis on listening and talking. As language acquisition is a summative process, so each quiz will include chapter content as well as previously presented material. Tentative dates are indicated in the course schedule and may be changed as needed.
- **All quizzes are taken online on Tuesday**, and your instructor will send a reminder note before the quizzes.
- **Students requiring special testing accommodations can take the exam at any place with a computer and Internet connection.**
- Dates for the tests are indicated in the course schedule (Calendario) and the tests will be open the date assigned in the calendar.
- **Once you start the quiz, the quiz will remain open for one hour and fifteen minutes (75 minutes) on the date of the exam. Do not try to take the exam at 11:00 pm, because it will drop you before you can finish. Do not leave it until the last minute.**

Absence Policy

Regular class attendance, participation, and engagement in coursework are important contributors to student success. Absences may be excused as provided in the University of Houston [Undergraduate Excused Absence Policy](#) and [Graduate Excused Absence Policy](#) for reasons including: medical illness of student or close relative, death of a close family member, legal or government proceeding that a student is

obligated to attend, recognized professional and educational activities where the student is presenting, and University-sponsored activity or athletic competition. Under these policies, students with excused absences will be provided with an opportunity to make up any quiz, exam or other work that contributes to the course grade or a satisfactory alternative. Please read the full policy for details regarding reasons for excused absences, the approval process, and extended absences. Additional policies address absences related to [military service](#), [religious holy days](#), [pregnancy and related conditions](#), and [disability](#).

- If you will be absent from a quiz or cannot attend a synchronous class or complete an assignment on time, **you must contact** your instructor **in advance**.
- ‘Pre-existing travel plans’ **will not be considered** a reasonable cause for missing a class assignment, quiz or class. This is an online course and students have to be sure to have Internet access and a reliable computer to complete homework and tests on time.
- Please read the [Excused Absence Policy](#)

Contacting your instructor

Instructor can be contacted via email: You should limit instructor emails to the following situations:

- Asking a question about your grade.
- Clarifying expectations of a test or other assignment.
- Send documentation for your absence to a quiz or for not completing an assignment on time.

Remember, **if you have grammar questions, please post in the Facebook Group.**

Important Class Policies

- **No Disruptive Behavior or Derogatory speech will be tolerated in this class.** Disruptive behavior includes posting derogatory, racist, or rude comments in VHL, classroom, compositions, and/or Facebook group. For complete information on Disruption see the **Student Code of Conduct, [Managing Disruptive Behavior](#)**.
- Anyone using derogatory speech against another person based on their gender, race, sexual preferences, nationality, religion, culture, etc. will be asked to leave the class and will be referred to the Dean of Students Office.
- Violations of the Academic Honesty Code of Conduct will not be tolerated. This means that homework assignments, writing assignments and exams and **must be your own work**. Any violation of this policy will result in expulsion from the class, and the implementation of sanctions as stated in the [Student Handbook Code of Conduct](#).
- **Recording of Class:** Students may not record all or part of class, livestream all or part of class, or make/distribute screen captures, without advanced written consent of the instructor. If you have or think you may have a disability such that you need to record class-related activities, please contact the [Center for Students with DisABILITIES](#). If you have an accommodation to record class-related activities, those recordings may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. Classes may be recorded by the instructor. Students may use instructor’s recordings for their own studying and notetaking. Instructor’s recordings are not authorized to be shared with *anyone* without the prior written approval of the instructor. Failure to comply with requirements regarding recordings will result in a disciplinary referral to the Dean of Students Office and may result in disciplinary action.
- **Syllabus Changes:** Due to the changing nature of the COVID-19 pandemic, please note that the

instructor may need to make modifications to the course syllabus and may do so at any time. Notice of such changes will be announced as quickly as possible through (*specify how students will be notified of changes*).

- **Webcams:** Access to a webcam is required for students participating remotely in the online synchronous sections of this course. Webcams must be turned on *during online synchronous classes*.

On plagiarism

Plagiarism is a serious form of cheating. To plagiarize is to claim another's ideas or writing as one's own. **It is a form of stealing.**

Plagiarism can take several forms. Students often associate the term with writers who copy entire passages from a book, magazine, encyclopedia, or other printed source and turn them in to an instructor as their work. This is, perhaps, the most blatant form of plagiarism as well as the easiest for instructors to detect. After all, instructors can usually recognize a passage lifted from Time magazine or other sources with distinctive styles. In fact, instructors can almost always recognize professional writing, even if they cannot immediately identify its source.

But plagiarism takes several other forms. For instance, students plagiarize when they borrow ideas from others without giving them credit. In this case, students might not even use the other person's language; nevertheless, they are stealing the person's ideas or content. Students also plagiarize when they present another student's work (*or the work of a professional paper writing service, or any material copied from a website*) as their own. Thus, documentation involves more than just citing the source of direct quotations.

Because plagiarism is such a complex concept to come to grips with in its entirety, take note of the following summary definition:

- Plagiarism includes the **literal repetition without acknowledgement of the writings of another author**. All *significant words, phrases, clauses or passages* in a student's paper or presentation which have been taken directly from the source material must be enclosed in quotation marks and acknowledged either in the text itself or in foot or endnotes.
- Plagiarism includes borrowing without acknowledging another person's **general plan, outline, or structure of argument** in the creation of one's own organization.
- Plagiarism includes borrowing another's **ideas** and representing them as one's own. To **paraphrase** the thoughts of another writer, professor or classmate without acknowledging them is to plagiarize.
- Plagiarism also includes allowing **any other person or organization (including those found on the Internet)** to prepare a paper or assignment and submitting it as one's own work.

Plagiarism in the course will not be tolerated. Penalties for plagiarism include, but are not limited to, failure in the course, suspension, and permanent expulsion from the university. For more information, consult the University of Houston *Undergraduate Student Handbook 2017-2018*, section "Academic Honesty." **Plagiarism:** read also [Academic Honesty Plagiarism](#), take a test to recognize what plagiarism is: [Plagiarism Quiz](#)

Students with Disabilities

The University of Houston System complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for students with a disability. In accordance with Section 504 and ADA guidelines, the University of Houston strives to

provide reasonable academic adjustments/auxiliary aids to students who request and require them. Students seeking accommodation in this course should contact the instructor after obtaining the appropriate documentation through the UH Center for Students with Disabilities.

Counseling and Psychological Services

Counseling and Psychological Services (CAPS) can help students who are having difficulties managing stress, adjusting to college, or feeling sad and hopeless. You can reach CAPS by calling 713-743-5454 during and after business hours for routine appointments or if you or somebody you know is in crisis. No appointment is necessary for the “Let’s Talk” program, a drop-in consultation service at convenient locations and hours around campus. Let’s Talk program.

Helpful information

COVID-19 Updates: <https://uh.edu/covid-19/>

Coogs Care: <https://www.uh.edu/dsaes/coogscare/>

Laptop Checkout Requests: <https://www.uh.edu/infotech/about/planning/off-campus/index.php#do-you-need-a-laptop>

Health FAQs: <https://uh.edu/covid-19/faq/health-wellness-prevention-faqs/>

Student Health Center: <https://uh.edu/class/english/lcc/current-students/student-health-center/index.php>

This syllabus and calendar are a contract between you and the University of Houston, it is student's responsibility to read it, follow all the instructions, and meet the deadlines. Your instructor will not make exceptions. PLEASE DO NOT ASK FOR EXCEPTIONS.

QUESTIONS:

1. About ASC use Facebook Class Closed Group.
2. Grammar / vocabulary homework use Help in VHL.
3. Confidential questions (grades, health issues, etc.) contact your instructor by e-mail (See contact information in Blackboard, the page with the banner of your course)
4. Additional questions, concerns, study abroad, minoring or majoring in Spanish: contact the Director of the Spanish as L2 Program, Dr. Balestra, abalestra@uh.edu

REMEMBER: read the Anuncios that are sent by your instructor every week. Students will receive Anuncios in the official UH e-mail address that students chose; and will be posted the whole semester in Blackboard. Review Anuncios de Blackboard at least twice a week.

This syllabus is tentative, first week of classes we will update with new UH information about grading.