

Spanish 1505 Intensive Elementary Spanish (Online course)

Course Description

Bienvenidos to Spanish 1505 Online! This is an Intensive Elementary Spanish **Online**, asynchronous, 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 heritage knowledge of the language and be placed in this level by Placement Exam. By the end of this course, you will have acquired a novice mid/high 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 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.

ATTENTION: Asynchronous Online Courses (or asynchronous exam in another course format): This course is taught asynchronously, which means there is no designated day or time assigned to the course (although optional synchronous sessions are possible, such as virtual office hours or discussion groups). Asynchronous instruction generally involves accessing content, such as recorded video lectures, readings, discussion prompts, assignments, and assessments during a flexible time frame, with due dates as specified. This course will have a final project at the course conclusion. The project will be asynchronous, and the due date is in the course calendar.

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
- Activities developed by your instructor and the director of the program

PRE-REQUISITES: Placement Exam: STUDENTS MUST HAVE A PLACEMENT TEST RESULT TO REGISTER IN THIS COURSE. IF YOU DO NOT UPLOAD THE PLACEMENT RESULTS OR TRANSCRIPT WITH PREVIOUS COURSES BEFORE THE END OF THE FIRST WEEK OF CLASSES, YOU WILL BE DROPPED FROM THE CLASS.

Go to the [Testing Services location](#) (Click here for directions) to take the Spanish Language Placement Test.

STATEMENTS TO COMPLETE AND SIGN: all students must complete and sign the three statements placed as assignments in BB > Syllabus, Calendar and Statements folder. 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.

Testing Services location (Click in Testing Services for address and hours information).

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.**

1. Course Learning Outcomes (CLO):

CLO 1. Develop communicative competence at the novice mid/high level through the enhancement of **listening** and **speaking** skills in Spanish, which will allow you to communicate with ease and confidence in different type of interactions.

CLO 2. Demonstrate novice mid/high competence in **reading** and **writing** in Spanish through daily reading activities and writing assignments that will require analytical and critical thinking skills.

CLO 3. Demonstrate comprehension of written texts in a variety of genres.

CLO 4. 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.

CLO 5. Develop **critical thinking** and social awareness through creative activities based on authentic materials.

CLO 6. Compare products related to XXI Century everyday life, technologies and personal interests or studies.

CLO 7. Learn about and demonstrate digital fluency in tandem with Spanish language proficiency.

Grade distribution

Online Homework (8 Chapters) (CLO 1, CLO 2, CLO 3, CLO 4, CLO 5, CLO 6, CLO 7)	25%
ASC (Actividad sociocultural crítica, 3) (CLO 5, CLO 6, CLO 7)	14 %
Compositions (2) (CLO 2, CLO 3)	12%
Participation in Facebook, additional activities prepared by your instructor. (CLO 1, CLO 2, CLO 3, CLO 4, CLO 5, CLO 6, CLO 7)	10 %
Quizzes (8) (online, on Supersite VHL) (CLO 1, CLO 2, CLO 3, CLO 4, CLO 5)	16%
Mid-Semester (with a partner, on Supersite VHL) (CLO 1, CLO 4, CLO 5, CLO 6, CLO 7)	10 %
Proyecto Oral Final (on Facebook) (CLO 1, CLO 2, CLO 3, CLO 4, CLO 5, CLO 6, CLO 7))	13 %
Final grade	100%

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

- **Mandatory Student Survey (1 point):** To be completed in Blackboard > Surveys folder, First week of classes.
- **Mandatory Statements (1 point):** Download, complete, sign and upload the three statements in BB > Syllabus, Tentative Calendar and Statement, First week of classes.
- **Mandatory Mid-semester survey (1 point):** to be completed in Blackboard > Surveys folder, TBA

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 2301 or 2610.

Course Workload

Online activities

This course is taught completely 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.*

Active Participation in Facebook Closed Class Group

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
- 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.

Managing your time

As recommended by the University of Houston Undergraduate Catalog, any undergraduate student “should recognize that coursework 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](#))

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:

SPAN1505 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)

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.
- **At this level, accent marks, capitalization and punctuation are not graded, but student will see highlighter errors, it is enhanced feedback to let the students know their errors and mistakes.**

Edit Category X

Name
Homework
(15 character maximum)

Weight
25 %

Grading Lateness

Maximum attempts*
3
* when applicable (see details)

Grading Strictness

- Accent marks count
- Capitalization counts
- Punctuation counts

For fill-in-the-blank activities in this category:
[\(see details\)](#)

Detailed feedback is provided to students on fill-in-the-blank responses when capitalization, punctuation, and accents are misused or when there are missing or extra words.

- Provide students with enhanced feedback
- Don't provide students with enhanced feedback

Assignments in this category will be:

- For a grade
- Credit/no credit

Number of lowest grades dropped:
0 (default)

done

- **Speaking Activities:** Students will have a brief oral exam on the same day of the quiz. This exam must be done in VHL Supersite and will be a Pronunciation activity.
- 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!! Review the activity before to submit, VHL allows review. Instructors will give a zero if it is hard to listen to what a student is saying.**

Actividades Socioculturales Críticas (ASC) (3 activities in Facebook = 14 %)

- There will be three socio-cultural activities (ASC) throughout the whole semester.
- Students will have to watch video 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 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) (12%)

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 94 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 175-250 words. No excuse is accepted to write less than 175 words at this level.
- **Do not use online translators. Translated compositions will be given an automatic zero.**

Participation in Facebook class closed group (10%)

- 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%). Throughout the semester, students will have several oral activities in VHL.**
- **Quizzes. (16%)** There will be eight 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).
- **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 for 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 a 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 the Facebook, VHL, e-mail, and / or Blackboard. 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 this course. Webcams must be turned on *during online synchronous classes and / or office hours*.

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 responsibility 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 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, minoring or majoring in Spanish: contact the Director of the Spanish as L2 Program, Dr. Balestra, abalestra@uh.edu