

This is a **sample** syllabus. Although all sections of SPAN101 share common objectives, resources, and grade categories, your professor will set individual grade components and their weight; determine attendance, late work, and make up policies; and evaluate student participation and work. This syllabus is for informational purposes and is subject to change.

**SPAN 101: Elementary Spanish I**  
**Semester/Year**  
**CRN**  
**Campus**  
**Class Location**  
**Meeting Dates and Times**

**Professor's Name**  
**Office Location**  
**Telephone**  
**MC Email Address**  
**Office Hours**

**Textbooks and other resources** *(all required):*

Blanco & Donley. *PANORAMA* 5<sup>th</sup> edition. VISTA Publishing, 2013. *(Package that includes SUPERSITE ACCESS. ISBN – 978-1-68004-376-1).* SPAN101 covers Lessons 1-6.

*\*Note: students may purchase PANORAMA Volume I with Supersite access (ISBN: 978-1-68004-392-1) if only planning to take SPAN 101. Students who plan to take both SPAN 101 and SPAN 102 should purchase the complete package listed above.*

*Students may purchase the text/code at the MC bookstore or via this link:*

<https://vistahigherlearning.com/school/montgomery>

**Course Description:**

Welcome to Spanish 101! This 3-credit course is a beginning language course focusing on the study of Spanish language and culture. Students begin to develop the ability to communicate in Spanish through the consideration of cultural themes, language functions, and authentic situations as they acquire the structures and lexicon to work with written language, conversation, and composition. No prior knowledge of Spanish is required. In-class work is supplemented by 20 hours of online work. (HUMD[M]) Three hours each week. Formerly SN 101.

**Course Objectives:** *Upon completion, the student will be able to:*

1. Communicate in the target language at an elementary level in the skill areas of reading, writing, speaking, and listening.
2. Apply linguistic structures supporting communication at the elementary level of proficiency.
3. Express and appropriately employ the following language functions: greetings, leave-takings, requesting information, asking for assistance, giving and receiving directions, and expressing opinions.
4. Discuss Hispanic culture and specific cultural practices at the elementary level by using simple sentences.

5. Discuss the relationship between the cultural practices and products under consideration at the elementary level by using simple sentences.
6. Exhibit appropriate sociolinguistic behaviors through oral presentations at the elementary level as these correspond to increasing linguistic ability in Spanish.
7. Produce and present a cultural project at the elementary level.

**Grading Policy:** The final grade will be determined as follows:

Tests and/or Quizzes	30% total
Homework	
VHL Supersite	10%
Oral Assignments	9% (3 at 3% each)
Participation	10%
Composition (take-home)	6% (5% for composition + 1% for SAPC)
Cultural Project	10%
SPAN Tutoring	5% (2 encounters at 2.5% each)
Final Exam	20%

**Grade Scale:**

A	90 – 100%	B	80 – 89%	C	70 – 79%
D	60 – 69%	F	< 60%		

**Assignments:**

**Tests and/or Quizzes:** *Your instructor will indicate here how many tests and quizzes you will take during the semester and how they will count towards the final grade.* These tests will consist of the following sections: listening comprehension, grammar, vocabulary, reading, culture and short compositions. The dates of the tests are stated in the syllabus. Students who receive below a 70% on the first test will be required to meet with their professor in office hours or see a tutor and retake the exam.

**Homework:** Your homework has two parts: online exercises in VHLCentral and oral recording assignments.

1. **VHLCentral:** Most homework is done on the *VHL Supersite* (<https://www.vhlcentral.com/>), an electronic activities manual for *PANORAMA*. You should complete the homework at the same pace as the class.

**VHL Supersite Tech Support Assistance:** Call (800) 248-2813

**Want to write to Tech Support?** Go to <https://support.vhlcentral.com/hc/en-us/requests/new>.

**Oral Assignments:** You will complete 3 oral assignments over the course of the semester in which you record short answers to questions posted on Extempore (<https://extemporeapp.com/>), our recording software. The rubric used for evaluating your answers is posted on Blackboard.

**Tutoring:** SPAN101 students complete **TWO** tutoring encounters each semester (each is valued at 2% of the final grade). Students can do any of the following to receive credit:

1. Individual, group, or virtual tutoring sessions at the Writing, Reading, and Language Center
2. Online tutoring through [Smarthinking](#) (see link in Blackboard)
3. On-campus course-appropriate workshops
4. SPAN101 review videos in Blackboard
5. Your professor's office hours
6. An alternate course-related activity approved by your professor

Students must sign in at each encounter, must track their attendance and have the session leader sign off on it, and must submit a completed attendance sheet to their professor for credit. If the student attends individual tutoring or office hours, s/he must remain for at least **15 minutes**. If the student attends group tutoring or a workshop, the student must stay for the entirety of the workshop to receive credit.

**Class Participation:** Active participation in class contributes to your learning and is an important factor in your grade. The instructor will monitor student participation according to the following rubric:

A (90-99%)	The student participates with original ideas that show reflection on the material. The student comes to class prepared, takes the initiative in class activities, and shows a positive attitude. S/he is respectful with partners and teachers, offers help to partners and constantly seeks to improve her/his Spanish.
B (80-89%)	The student participates voluntarily; however, s/he does not stand out in any way from other students in volume or quality of contributions, or does not show evidence of preparation.
C (70-79%)	The student attends class but studies/ participates the minimum required; she/he does not show interest in the class and only participates when asked or while doing group/pair work.
D-F (0-69%)	The student does not participate because s/he is absent (mentally or physically) and does not develop rapport with the class. S/he is disrespectful or unenthusiastic. The student must be prodded to begin work, form groups, or participate. The student uses English excessively

**Composition:** You will complete a two-part take-home composition after Lesson 4 in which you write about your academic plans. The first part of the composition requires using a planning tool available in MyMC called the Student Academic Plan for Completion (SAPC). Using this tool, you will plan your courses for next semester, meet with a counselor or program advisor, and submit the approved plan to your professor for credit for completion (1% of your final grade). Subsequently, you will write a composition in which you answer questions about your academic plans (5% of your final grade). You may use your textbook/vText and class notes to complete this assignment. You may not use any other resources or websites. The rubric used for evaluating your composition is posted on Blackboard.

**Cultural Project:** Students will complete a project that deals with an aspect of Hispanic culture. The presentation will be 3 minutes in length and students will present in Spanish. The topic for the project must be approved by the professor. This project will require research; students will need to use reliable resources and provide a bibliography of their sources following MLA formatting. Students will present their work through the use of technology, such as PowerPoint or Prezi. No more than one 30 second video clip may be used. Students are responsible for presenting their work to the class on the day indicated in the syllabus. More detailed instructions will be provided by your instructor later in the semester.

**Final Exam:** A cumulative final exam will be given on the day scheduled during the exam period. The final exam is mandatory and cannot be rescheduled.

### **Department Policies:**

#### ***Important Student Information Link***

*In addition to course requirements and objectives that are in this syllabus, Montgomery College has information on its web site (see link below) to assist you in having a successful experience both inside and outside of the classroom. It is important that you read and understand this information. The link below provides information and other resources to areas that pertain to the following: student behavior (student code of conduct), student e-mail, the tobacco free policy, withdraw and refund dates, disability support services, veteran services, how to access information on delayed openings and closings, how to register for the Montgomery College alert System, and finally, how closings and delays can impact your classes. If you have any questions please bring them to your professor. As rules and regulations change they will be updated and you will be able to access them through the link. If any student would like a written copy of these policies and procedures, the professor would be happy to provide them. By registering for this class and staying in this class, you are indicating that you acknowledge and accept these policies.*

<http://cms.montgomerycollege.edu/mcsyllabus/>

**Academic Honesty:** Montgomery College's policies on academic dishonesty are found in the *Student Handbook* and under *Section VIII* of the *Student Code of Conduct* available at the following link: [http://cms.montgomerycollege.edu/pnp/#Chapter\\_4](http://cms.montgomerycollege.edu/pnp/#Chapter_4). Each student is expected to do his or her own work. Any student found cheating or plagiarizing will be given an F for the assignment. If the same student is involved in a second incident of cheating, the case may be referred to the Student Discipline Committee, a grade of F for the course may be awarded, and/or the student may be dropped from the course.

**Absence and Tardiness Policy:** Attendance is fundamental in a language class, and excessive absence/tardiness will affect the participation grade. Any student arriving after class has begun is tardy. You are responsible for all work assigned whether you are present or absent. Excessive absences will negatively impact the participation grade.

**Classroom Behavior:** Please review the *Standards of College Behavior* in the *Student Handbook* or *Section VII* of the *Student Code of Conduct* available at the following link: [http://cms.montgomerycollege.edu/pnp/#Chapter\\_4](http://cms.montgomerycollege.edu/pnp/#Chapter_4). The college seeks to provide an

environment where discussion and expression of all views relevant to the subject matter of the class are recognized and necessary to the educational process. However, students do not have the right to obstruct the faculty member's ability to teach nor the ability of other students to learn. The instructor has the right to determine appropriate conduct in the classroom, and it is expected that students will conduct themselves at all times in a manner that is respectful of their instructor and their peers.

Inappropriate behaviors include (but are not limited to) the following:

1. Socializing with other students once class has begun.
2. Refusing to complete assigned tasks in the class or labs.
3. Sleeping in class, arguing with the professor or other students, showing disrespect towards the professor or other students, or disrupting the class in any way.
4. Using cell phones or texting during class.

Students who do not adhere to these policies will be asked to leave by the professor; if they do not comply, Security will be called. If a student repeatedly refuses to comply with classroom regulations, s/he will be referred to the Dean of Student Development.

**Tutoring:** Spanish tutoring is available free of charge on all three campuses. For an updated tutoring schedule, please contact your instructor.

**FERPA:** The *Family Education Rights and Privacy Act* prohibits the instructor from discussing a student's grade and performance in the course with anyone but that student. All exceptions/allowances must be submitted in writing by the student.

**SPAN 101 satisfies a General Education Humanities Distribution requirement (HUMD), a General Education Institutional requirement (GEIR), or a General Education Electives requirement (GEEL).** Montgomery College's General Education Program is designed to ensure that students have the skills, knowledge and attitudes to carry them successfully through their work and their personal lives. This course provides multiple opportunities to develop competency in oral and written communication and critical analysis and reasoning and also fulfills the *Global and Cultural Perspectives* course requirement. For more information on the General Education Program, go to [www.montgomerycollege.edu/gened](http://www.montgomerycollege.edu/gened).

**Sociedad Honoraria de la Lengua Española:** Montgomery College has a chapter of the *Sociedad Honoraria de la Lengua Española* (SHLE), an honor society for students who excel in their studies of Spanish at two-year colleges. Ask your instructor for more information about the benefits of membership in the SHLE.

## SAMPLE SPAN 101 COURSE CALENDAR - 15 WEEKS

Week	Class Content	In-class Assessments (Quizzes, Tests, Projects)	Home work/Deadlines
1	<ul style="list-style-type: none"> <li>• Introduction to course</li> <li>• Supersite Plus demo</li> <li>• <b>Lección 1:</b> Contextos pp. 1-5</li> <li>Estructura 1.1</li> <li>Nouns/articles: 12-15</li> </ul>		Register for the Supersite Complete assigned exercises on Supersite  Due:
2	<b>Lección 1:</b> Estructura 1.2 Numbers: 16-18 1.3 Present tense of ser 19-23  Estructura 1.4 Telling time (28-29)		Complete assigned exercises on Supersite  Complete Oral Assignment #1 in <a href="#">Extempore</a> .  Due:
3	<b>Lección 2:</b> Contextos: 36-39 Estructura 2.1 The present tense of –ar verbs (46-50) Estructura 2.2 Forming questions (51-54)		Complete assigned exercises on Supersite  Due:
4	<ul style="list-style-type: none"> <li>• <b>Lección 2:</b></li> <li>2.3 Present tense of estar (55-58)</li> <li>2.4 Numbers higher than 30 (59-61).</li> </ul>		Complete assigned exercises on Supersite  Due:
5	<ul style="list-style-type: none"> <li>• <b>Lección 3:</b> Contextos (70-73).</li> <li>Estructura 3.1</li> <li>Descriptive adj (80-84)</li> </ul>		Complete assigned exercises on Supersite  Due:

6	<p>• <b>Lección 3:</b> Estructura 3.2 Possessive adj (85-87) Estructura 3.3 The present tense of –er/-ir verbs (88-91)</p>		<p>Complete assigned exercises on Supersite</p> <p>Due:</p>
7	<p>• <b>Lección 3:</b> Estructura 3.4 Present tense of tener and venir (92-95).</p>		<p>Complete assigned exercises on Supersite</p> <p>Due:</p> <p><b>Begin SAPC embedded advising assignment!</b></p>
8	<p><b>Lección 4:</b> Contextos 107-111).</p> <p>Estructura 4.1 The present tense of ir (118-120)</p>		<p>Complete assigned exercises on Supersite</p> <p>Complete Oral Assignment #2 in <a href="#">Extempore</a>.</p> <p>Due:</p> <p><b>Complete SAPC embedded advising assignment!</b></p>
9	<p>• <b>Lección 4:</b> Estructura 4.2 Stem changing verbs (e → ie, o → ue), pp. 121-124</p> <p>Estructura 4.3 Stem-changing verbs (e → i) 125-127 <i>Stem-changing verbs week!</i></p>		<p>Complete assigned exercises on Supersite</p> <p>Due:</p> <p><b>Get started on your SAPC embedded advising assignment!</b></p>
10	<p>• <b>Lección 4</b> 4.4 Verbs with ir. Yo forms (128-131). <b>Lección 5:</b> Contextos 140-145) 5.1 Estar with conditions and emotions (152-153)</p>		<p>Complete assigned exercises on Supersite</p> <p><b>Keep working on your SAPC embedded advising assignment!</b></p>

11	<p><b>Lección 5:</b> Estructura</p> <p>5.2 The present progressive (154-157)</p> <p>5.3 Ser/Estar (158-160).--review</p> <p>5.4 Direct object pronouns (162-165)</p>		<p>Complete assigned exercises on Supersite</p> <p><b>Complete take-home composition and your SAPC embedded advising assignment, and submit them to your professor by the end of this week!</b></p> <p>Due:</p>
12	<p>• <b>Lección 6:</b></p> <p>Contextos: 174-177</p> <p>Estructura 6.3 The preterite tense of regular verbs (190-193)</p>	<p><b>Cultural Project Presentations</b></p> <p>Date:</p>	<p>Complete assigned exercises on Supersite</p> <p>Due:</p>
13	<p>Estructura 6.3 The preterite tense of regular verbs (190-193)</p> <p>Estructura 6.1 Saber and Conocer (184-185)</p>	<p><b>Cultural Project Presentations</b></p> <p>Date:</p>	<p>Complete assigned exercises on Supersite</p> <p>Due:</p>
14	<p><b>Lección 6:</b> Continue with practicing the preterite tense.</p>	<p><b>Cultural Project Presentations</b></p> <p>Date:</p>	<p>Complete assigned exercises on Supersite</p> <p>Due:</p>
15	<p>• <b>Lección 6:</b></p> <p>Estructura 6.2 Indirect object pronouns (186-188).</p> <p>Review for final exam.</p>		<p>Complete assigned exercises on Supersite</p> <p>Complete Oral Assignment #3 in <a href="#">Extempore</a>.</p> <p>Due:</p>
Date of Final Exam		<p>Final Exam Time &amp; location</p> <p>Date:</p>	

## SETTING UP YOUR *PANORAMA* SUPERSITE ACCOUNT

This class requires technology access. This access allows you to complete and submit assignments and tests; access all media and study tools; receive announcements; and communicate with your instructor.

Shop smart: only buy books that include the required Supersite code!

You will spend more if you purchase the textbook and code separately. New textbooks purchased at the bookstore will include this code. Most books that are sold online or used DO NOT include the access code. Always check that what you are buying includes the code.

### Returning Students

If you have an existing Supersite account for any Vista Higher Learning textbook, complete these steps:

- Go to [vhcentral.com](http://vhcentral.com)
- Log in using your existing account information.
- Choose one of these options:
  - Already have access to the Supersite for this course?** Enroll in the course by clicking the "Enroll in a course" link. Then complete "Step 5 - Select a Course/Class" below.
  - OR
  - Don't yet have access to the Supersite for this course?** Redeem your new Supersite code by clicking the "Redeem a code" link. Then complete "Step 3 - Activate Code" below.

### New Students

If you are **new** to Vista Higher Learning, complete these steps:

Step 1 - Go to [vhcentral.com](http://vhcentral.com)

Step 2 - Choose one of these options:

- **Did you buy your code at the online Store?** If you created a student account on the store, use the same login information. If you can see your course book on the home page after logging in, go to "Step 5 -Select a Course/Class." If no book appears, go to "Step 3 - Activate Code."
- OR
- **Create an Account**
  - In the "Login Information" section of the account creation page, enter a username of your choice.
  - Enter the email address you would like to associate with your account.
  - Enter and confirm a password of your choice.
  - In the "Personal Profile" section, enter your first and last name as you wish them to appear in your Instructor's roster.
  - Select the year of your birth from the drop down list.
  - Enter a student ID (optional).
  - In the "Security Information" section, provide the answer to a secret question, which may later be used to help you access your account if you forget your password.
  - After you enter all of the information, click "create an account."
  - Click "agree." (Before your account is created, you must agree to the terms and conditions of use policy.)

### Step 3 - Activate Code

- On the code activation screen, enter your Supersite code.
- Click "activate code" to continue.
- Look for a message at the top of the screen confirming that the code was successfully redeemed.

### Step 4 - Select a School

- Locate your school by typing your school's name. To narrow the search results, add the city and state in which your school is located.
- Click "find." If the terms you entered did not result in a successful search, follow the on-screen tips to revise your search.
- Select your school from the list by clicking on its name.
- Click "select school" to add the school to your account.
- Look for a message at the top of the screen confirming you successfully added the school.

### Step 5 - Select a Course/Class

- From the list of available classes at your school for your textbook's Supersite, look for your instructor's name and the course you are taking. Click the radio button for the course section. If more than one class is listed for your instructor, click the information icons in the class listings until you locate the section.
- Click **Save**. You should see a confirmation that you successfully enrolled in your instructor's course.

**VHL Supersite Tech Support Assistance:** Call (800) 248-2813

**Want to write to Tech Support?** Go to: <https://support.vhlcentral.com/hc/en-us/requests/new>