

# **SYLLABUS**

## **Spanish 1411**

**CLARENDON COLLEGE**  
**Division of Liberal Arts**

**Foundational Component Area: Foreign Languages**

**Course Name: Spanish 1411 Beginning Spanish**

**Credit Hours: 4**

**Semester: Fall 2023**  
**Instructor: Bruno Castel**  
**Classroom Location: Online**

### **Instructor Contact Information:**

**Office location: Clarendon College, Clarendon. Instructional Building Office 204**  
**Phone: 806-874 4806**  
**Email: [bruno.castel@clarendoncollege.edu](mailto:bruno.castel@clarendoncollege.edu)**

The "Messages" feature in Moodle is the main method you should use to contact me. I will make every effort to check the course website every weekday and respond to your message requests within 24 hours.

### **Online Course website:**

This online course uses Moodle as its online course management program. Due dates for all assignments are listed in the "Course Schedule" at the course website. Most communication between you and your instructor and fellow classmates will be handled in Moodle through the "Messages" feature and discussion forums. You will be able to log into the course website once you have officially registered for the course and once you have been added to the course website. The course website will become available to you by the first day of the semester. If you register late, you will generally have access to the course within 24 hours after you register. In order to be successful in completing this 4 credit course, you should plan to spend between 10 -12 hours per week on the course.

The information explaining how to log into your course website can be obtained by going to [Clarendon College's](#) home page, and clicking on the Login to Online Classes button. If you have any difficulty logging in, email our help desk at: [administratorclarendoncollege.edu](mailto:administratorclarendoncollege.edu)

### **Required Enrollment Verification Activity**

Students who fail to complete the Syllabus Agreement EVA activity (located in the Class Orientation section of the online course) by the official census date (February 6) cannot continue in the course and will receive a W (Withdrawn) at the end of the term. Students may also not be eligible for a refund. If you are receiving financial aid you may also be required to reimburse tuition and fees.

The census date for this term can be found on the Academic Calendar located at the Inside CC link on Clarendon College's home page.

### **Course Description:**

This course is intended to provide the student with an introduction to the Spanish language and culture, basic grammar structures, vocabulary, and cultural general information about Latin-American countries.

### **Required Instructional Materials:**

Textbook: Puntos de Partida 11th Edition. McGraw-Hill. Dorwick, Perez-Girones, Becher. Your ebook and access code to Connect are included in your course fees.

Please contact me to request your Acces Code.

You may purchase a traditional hard copy of your textbook. This is optional.

Other Relevant Materials: 501 Spanish Verbs. Conjugations book or similar.

### **Methods of Instruction**

Discussion questions located in Moodle. You are to respond to the discussion questions and to at least two other students responses. Learn Smart Exercises, grammar and vocabulary. Power Points, Video lectures, and English Grammar outlines.

### **Core Objectives**

Upon successful completion of this course, students will: 1. Engage in conversations using level-appropriate grammatical structures including narrating events that take place in the past. 2. Demonstrate understanding of level appropriate spoken Spanish produced by Spanish speakers of diverse origins. 3. Write simple to moderately complex sentences using level-appropriate grammatical structures and organize them into cohesive paragraphs. 4. Read and comprehend level-appropriate authentic texts. 5. Identify and discuss traditions, customs and values of the Hispanic world. 6. Compare and contrast the traditions, customs and values of the Hispanic word with characteristics of their own culture.

### **Learning Outcomes**

Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level Approval

Number..... 16.0905.51 13

Maximum SCH per student .....4

Maximum SCH per course .....4

Maximum contact hours per course ..... 112

### **Course Expectations:**

- You may expect a response time from me of a day (24 hrs.) for messages or email, and perhaps two to three days for Forum grades.
- Etiquette expectations (netiquette) for all types of communication: You are expected to take responsibility in helping to maintain a classroom environment that is conducive to learning. Please be polite and maintain a professional tone in your writing. NO abusive language will be tolerated in this course.

**Computer/Technology Requirement:** This course uses a variety of web resources that require a good Internet connection and an up-to-date browser. You should use the latest version of Mozilla Firefox, Google Chrome, or Internet Explorer.

### **Grading Policies:**

The final semester grades will be figured as set in the current catalog:

90 to 100 = A

80 to 89 = B

70 to 79 = C

60 to 69 = D

Below 59 = F

Your grades are posted in the CC Student Portal. I do not post grades in Moodle.

Grades earned for each graded activity will be available in the Student Portal within the next seven days.

- Class participation 10%
- Assignments 40%
- Exams 30%
- Quizzes 20%

### **Personal Policies**

No late work will be accepted.

No early finals are given unless permission is obtained from the vice President of Academic Affairs.

## **College Policies**

### **Online Attendance Policy**

Weekly attendance is mandatory in all online courses. Specific activities will be identified each week that must be completed in order for students to be considered "in attendance." Students are also expected to log into their online course(s) at least twice a week.

#### **My personal attendance policy:**

For this course, I will submit an attendance report every week and on the census date. Students who are following the online attendance policy are marked "present." Students can be placed on academic probation or lose financial aid for chronic non-attendance.

### **Academic Integrity Policy**

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense.

Academic dishonesty violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) observing the work of another during an examination or providing answers to another during the course of an

examination; (4) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment ; (5) entering an office, classroom, laboratory, or building to obtain unfair advantage; (6) taking an examination for another person; (7) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (8) altering grade records; (9) using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory exercise; and/or, (10) plagiarism. (Plagiarism is defined as the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person's work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.)

Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, the associate dean, and/or dean. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty. Additionally, any student who reports him/herself in violation of this code before it is likely that another might consider this possibility will be understood as repentant and acting in good faith. Though the confession will not excuse the student for the violation, the confession will be considered and the violation should not result in suspension from school except in the most extreme cases.

While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is responsible for classroom management and for maintaining ethical behavior within the classroom and/or laboratory. Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point. In cases of convincing evidence, the faculty member should take appropriate action. The faculty member and student should complete a Counseling Sheet regarding the violation. (The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the instructor's name, the student's name, an explanation of the infraction or facts of the case, and the resolution to the incident.) This form should be signed by the student, faculty member, program coordinator, and the Vice-President of Academic Affairs. The VP will maintain a file on all violations. If a faculty member prefers to report the case directly to the VP of Academic Affairs, it remains his/her prerogative to do so. Additionally, if the faculty member and the accused student cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported by the faculty member, in writing, to the VP of Academic Affairs. If the VP observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the VP is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved for taking the appropriate action. The VP is responsible for the timely notification (normally within two weeks) to all parties of an action taken.

Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the Student Appeals and Grievance Procedure.

#### **Withdrawing from (Dropping) the Course**

If you decide that you are unable to complete this course or that it will be impossible to complete the course with a passing grade, you may drop the course and receive a "W" on your transcript instead. (The last day to drop a course is available on the Academic Calendar, located at the Student link on the Clarendon College website.) Withdrawal from a course is a formal procedure that you must initiate. If you do not go through the formal withdrawal procedure, you will receive whatever grade you have earned.

Whether to drop a class or not requires a lot of thought. According to Texas state law a student is only allowed to drop the same class twice before he/she will be charged triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6<sup>th</sup> dropped class, he/she will no longer be able to withdraw from any classes.

### **Accommodations Statement**

Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, notify the Vice- President of Academic Affairs. We will work with you to make whatever accommodations we need to make.

### **Student Rights and Responsibilities**

Student Rights and Responsibilities are listed on the College website at:

<http://www.clarendoncollege.edu/Resources/Student%20Services/StudentRightsResponsibilities.pdf>.

### **Tentative Course Schedule:**

This course schedule is also available in your Syllabus and in your Moodle course. The course schedule is subject to change. If changes are made, you will see an announcement from me in the Latest News block on the right side of your Moodle screen as well as in your Bulldog email or email listed in your Moodle profile. I will also change the course schedule itself to reflect any changes made.

#### **Introduction - Activity 1. Due August 25th**

#### **Cap. 1 -**

**Discussion Forums. August 27<sup>th</sup> and September 3<sup>rd</sup> at 10 pm. Quiz Unit 1: Due Aug. 27<sup>th</sup> at 10 pm. Assignments: Tarea Vocabulario, Tarea Gramatica. Due September 3<sup>rd</sup> at 10 pm. Adaptive Learning Assignment (ALA) Vocabulario y ALA Gramatica. Due Sep. 3<sup>rd</sup> at 10 pm Unit test. Due Sep. 3<sup>rd</sup> at 10 pm.**

#### **Cap. 2 –**

**Discussion Forums. September 10<sup>th</sup> and September 17<sup>th</sup> at 10 pm. Quiz Unit 2: Due Sep. 10<sup>th</sup>. At 10 pm. Assignments: Tarea Vocabulario, Tarea Gramatica. Due September 17<sup>th</sup> at 10 pm. ALA Vocabulario y ALA Gramatica. Due Sep. 17<sup>th</sup> at 10 pm Unit test. Due September 17<sup>th</sup> at 10 pm.**

#### **Cap. 3 -**

**Discussion Forums. September 24<sup>th</sup> and October 1<sup>st</sup> at 10 pm. Quiz Unit 3: Due Sep. 24<sup>th</sup> at 10 pm. Assignments: Tarea Vocabulario, Tarea Gramatica. Due October 1<sup>st</sup> at 10 pm. ALA Vocabulario y ALA Gramatica. Due Oct. 1<sup>st</sup> at 10 pm. Unit test. Due October 1<sup>st</sup> at 10 pm.**

#### **Mid-term Exam. Due October 8<sup>th</sup> at 10 pm.**

#### **Cap. 4 -**

**Discussion Forums. October 15<sup>th</sup> and October 22<sup>nd</sup> at 10 pm. Quiz Unit 4: Due Oct. 15<sup>th</sup>. At 10 pm. Assignments: Tarea Vocabulario, Tarea Gramatica. Due Oct. 22<sup>nd</sup> at 10 pm. ALA Vocabulario y ALA Gramatica. Due Oct. 22<sup>nd</sup> at 10 pm. Unit test Due Oct. 22<sup>nd</sup> at 10 pm.**

## Cap. 5 -

**Discussion Forums.** Oct. 29<sup>th</sup> and Nov. 5<sup>th</sup> at 10 pm. **Quiz Unit 5:** Due Oct. 29<sup>th</sup> at 10 pm.  
**Assignments:** Tarea Vocabulario, Tarea Gramatica. Due Nov. 5<sup>th</sup> at 10 pm.  
**ALA Vocabulario y ALA Gramatica.** Due Nov. 5<sup>th</sup> at 10 pm. **Unit test.** Due November 5<sup>th</sup> at 10 pm.

## Cap. 6 -

**Discussion Forums.** Nov. 12<sup>th</sup> and Nov. 19<sup>th</sup> at 10 pm. **Quiz Unit 6:** Due Nov. 12<sup>th</sup> At 10 pm. **Assignments:** Tarea Vocabulario, Tarea Gramatica. Due Nov. 19<sup>th</sup> at 10 pm.  
**ALA Vocabulario y ALA Gramatica.** Due Nov. 19<sup>th</sup> at 10 pm. **Unit test.** Due November 19<sup>th</sup> at 10 pm.

**Review:** November 27<sup>th</sup> – December 1<sup>st</sup>

**Final Exam:** December 4<sup>th</sup> – December 6<sup>th</sup>

## Fall 2023

Faculty Report .....	Thursday, August 10
In-Service .....	Friday, August 11
Residence Hall Check-In 10:00a.m. – 5:00p.m. ....	Sunday, August 13
Cafeteria Opens for Evening Meal.....	Sunday, August 13
New Faculty Orientation .....	Monday, August 14
Registration.....	Monday & Tuesday, August 14-15
Classes Begin.....	Wednesday, August 16
Late Registration Begins.....	Thursday, August 17
Last Day to Register and/or Add/Drop .....	Monday, August 21
Last Day for Financial Settlement.....	Thursday, August 24
Census Date (12th Class Day) .....	Thursday, August 31
Labor Day (College Holiday – Closed no classes) .....	Monday, September 4
Constitution Day (Celebrated).....	Friday, September 15
Columbus Day & Indigenous Peoples' Day (College Holiday – Closed no classes).....	Monday, October 9
Pre-Registration Begins for Fall Mini 2023 and Spring 2024 .....	Monday, October 23
60% Term Completed.....	Tuesday, October 24
Last Day to Drop a Class with a "W" .....	Friday, November 3
Cafeteria Closes after Lunch .....	Friday, November 17
Thanksgiving Holiday (Closed – no classes) .....	Monday - Friday, November 20-24
Cafeteria Re-opens for Evening Meal.....	Sunday, November 26
Classes Resume after Thanksgiving Holidays .....	Monday, November 27
Fall Commencement Ceremony .....	Friday, December 1
Final Exams. ....	Monday - Wednesday, December 4-6
Cafeteria Closes after Evening Meal .....	Wednesday, December 6
Residence Halls Close at Noon .....	Thursday, December 7
Final Grade Rolls Submitted by 2p.m .....	Thursday, December 7
End of Fall Semester (Grade Posted to Transcripts by 2 P.M .....	Friday, December 8
Nursing Commencement 6pm .....	Friday, December 8
College Offices Close for Christmas Break at 4:00 p.m.....	Friday, December 15
College Offices Re-open after Christmas Break.....	Tuesday, January 2, 2024