

Syllabus SPAN 1412

Contact & Course Information

SPAN 1412 A continuation of SPAN 1411. This course advances students' oral comprehension, speaking, reading, and writing skills.

Prerequisites: Spanish 1411 or one or more credits in high school Spanish

Required Skill Level: College-level reading and writing

Meet the Instructor

- Instructor Contact Info
 - Beatriz Darst
 - Email: Beatriz.Darst@brazosport.edu
 - Home telephone number: 979-297-8709
 - Additional contact: 979-230-3224 (Division Secretary)
 - Skype Name: Profesora Darst
- About the Instructor

I am originally from Colombia, South America. Spanish is my native language. I have been living in the United States for 40. I have been an Adjunct Instructor at Brazosport for 15 years. I have a BS in Bilingual Education and MS in Multicultural Studies in Education.

Course Materials

Required materials:

- Cowell, Glynis and Audrey Heining-Boyton. *¡Anda! Curso elemental* (multi-semester) 3rd edition, *My Spanish Lab* Access Code Card with e-Text: ISBN#9780134244853. Pearson, 2017.

OR

- Cowell, Glynis and Audrey Heining-Boyton. *¡Anda! Curso elemental* (multi-semester) 3rd edition, *My Spanish Lab* Access Code Card and book a la carte: ISBN# 9780134293370. Pearson, 2017.

“Required course materials are available at the Brazosport College bookstore, on campus or online at [Brazosport College Bookstore](http://www.brazosportcollege.edu/bookstore). A student of this institution is not under any obligation to purchase a textbook from the college bookstore. The same textbook is/may also be available from an independent retailer, including an online retailer.” You could also find the Textbook or The Card with Access Code online at <https://www.pearson.com/us/higher-education.html>

Also, once you log in in the online class and enter "Pearson Lab" (see Content), you will have the opportunity to buy the Access Card there or you can just enter the Access Card number you purchased.

- **Non-Required materials:**

It is not required to purchase the 3-hole punched or hardback textbook. The **Card with Access Code** will allow you to use the e-Book.

Additional materials & Tools: Course code which is an additional code that you will need **will be provided by the instructor**.

1. Computer with microphone and webcam or video recorder that can be uploaded.
 2. An active and current email address
 3. General knowledge in (view [Distance learning website for manual and tutorials](#)):
 4. Internet browser setting and configurations ([check your browser](#))
 5. E-mail and file attachments.
 6. Uploading and downloading files.
 7. Using a word processing program such as Microsoft Office
 8. NOTE: If using Macintosh Pages for creating and submitting documents make sure to save as or export as document files
- Skype Account. We will be using Skype for various chat sessions throughout the semester. You can get your free Skype account online at <https://www.skype.com/en/>

Course Objectives and Learning Outcomes

Course Objectives (*Chapter objectives are listed in the course Content area*)

Student Learning Outcomes

You will be able to:

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 world with characteristics of their own culture.

Assessment for all Learning Outcomes: *Oral and written exams with a passing grade of 70% or higher*

Student Expectations

- log in often
 - use the Syllabus as your guide
 - ask Questions - don't wait
 - view online Lectures
 - read Materials
 - actively participate in Discussions
 - think critically
 - use proper "netiquette" (view netiquette page)
 - meet assignment and testing deadlines
 - be self-motivated and disciplined
 - show increased knowledge and demonstrate it during class activities
 - work with others in a fair and kindly manner
 - **Exams:** *complete tests by due date as indicated in syllabus/course schedule.*
 - **Discussion activities:** *post in the forum area for each topic given.*
 - **Discussion Participation:** *log in and check for messages or forum posts a minimum of every three days.*
 - **Dropbox activities:** *submit all required activities.*
 - **Homework/practice:** *do online homework/practice as needed and as assigned in course schedule/syllabus.*
 - **Weekly Oral communication** *via Skype with instructor.*
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Course Overview & Structure

This is a web-based course delivered through the Virtual Campus portal at at Brazosport College. This class runs on a 24/7 weekly schedule. This means that within any given week you are free to choose your own times to learn and participate. Discussions and submission of assignments are open each weekend, and conclude on the following Sunday. Because you are not on a fixed schedule **it is up to you** to develop the discipline and schedule the time to be an active learner in this environment.

All materials (course and reference), communication and testing tools will be available online. You are **REQUIRED** to access the course at LEAST once a day to check for any course updates.

There are 15 weeks in the semester, 14 of them are broken into various modules. Each module contains an overview /objectives, presentation, reading, activities, and a test (if applicable)

Course Materials

Course materials (syllabus, required readings, lectures and resources) will be available in the Content area.

Communication

Communication will take place using various interactive tools (Discussions, Email, Dropbox) and may include both real and virtual time (*Skype* is real time, and may be used for online Office Hours)

Instructor Response Time

I will respond to critical questions within 24 hours. I will be responding to regular discussions posts and email messages as much as I can during the day. Be aware, that by 9 pm, I usually turn off my computer and won't be available until the following day.

Note: Assignments using dropbox or discussions will be graded approximately 1 day after due date.

Testing

- Testing will take place totally online except for when indicated in the syllabus.
- Students are allowed to use their e-text book and notes while testing.
- All chapter exams are online on Pearson Lab
- **MySpanishLab** and do not have to be proctored.
- Oral Assessment using Skype.

Assignment submissions

Submit assignments via the Dropbox. In some cases, Discussions will be used. Student Activities Manual will be done using Pearson Lab.

Course Schedule

Course Schedule- Spanish 1412

This schedule is tentative and might change during the semester according to how the course evolves. The content is subject to change as well, depending on students' interests and progress.

Week	Date	Topics	Assignments
Week 1 Chapter 4	8/30/2021	<ul style="list-style-type: none"> • Course Information • Learn about D2L • Introduction Icebreaker <p>Nuestra comunidad</p> <ul style="list-style-type: none"> • Vocabulary: Los lugares, actividades y acciones cotidianas, servicios a la comunidad • Grammar: • Saber y conocer • Los verbos con cambio de raíz 	<ul style="list-style-type: none"> • Dropbox • Discussions • Student Activity Manual(MyLab) • Oral Assessment via Skype
Week 2 Chapter 4	9/6	<p>Nuestra comunidad</p> <ul style="list-style-type: none"> • Vocabulary: Los lugares, actividades y acciones cotidianas, servicios a la comunidad • Grammar: • El verbo ir • Ir + a+ infinitivo 	<ul style="list-style-type: none"> • Dropbox • Discussions • Student Activity Manual (MyLab) • Oral Assessment via Skype
Week 3 Chapter 4	9/13	<p>Nuestra comunidad</p> <ul style="list-style-type: none"> • Vocabulary: Los lugares, actividades y acciones cotidianas, servicios a la comunidad • Grammar: • Las expresiones afirmativas y negativas • Un repaso de ser y estar 	<ul style="list-style-type: none"> • Dropbox • Discussions • Student Activity Manual (MyLab) • Oral Assessment via Skype • Chapter 4 test
Week 4 Chapter 5	9/20	<p>¡A divertirse!</p> <ul style="list-style-type: none"> • Vocabulary: El mundo de la música, el mundo del cine. • Grammar: • Los adjetivos • Los pronombres demostrativos • Adverbs 	<ul style="list-style-type: none"> • Dropbox • Discussions • Student Activity Manual (MyLab) • Oral Assessment via Skype
Week 5 Chapter 5	9/27	<p>¡A divertirse!</p> <ul style="list-style-type: none"> • Vocabulary: El mundo de la música, el mundo del cine. • Grammar: • El pretérito de los verbos regulares -ar 	<ul style="list-style-type: none"> • Dropbox • Discussions • Student Activity Manual (MyLab) • Oral Assessment via Skype

Week 6 Chapter 5	10/4	¡A divertirse! <ul style="list-style-type: none"> • Vocabulary: El mundo de la música, el mundo del cine. • Grammar: • El pretérito de los verbos regulares –er, -ir 	<ul style="list-style-type: none"> • Dropbox • Discussions • Student Activity Manual(MyLab) • Oral Assessment via Skype
Week 7 Chapter 5	10/11	¡A divertirse! <ul style="list-style-type: none"> • Vocabulary: El mundo de la música, el mundo del cine • Grammar: • Los pronombres de complemento directo y la a personal. 	<ul style="list-style-type: none"> • Dropbox • Discussions • Student Activity Manual(MyLab) • Oral Assessment via Skype • Chapter 5 Test
Week 8 Chapter 7	10/18	¡A comer! <ul style="list-style-type: none"> • Vocabulary: La comida, la preparación de las comidas, en el restaurante. • Grammar: • Repaso del complemento directo 	<ul style="list-style-type: none"> • Dropbox • Discussions • Student Activity Manual (MyLab) • Oral Assessment via Skype
Week 9 Chapter 7	10/25	¡A comer! <ul style="list-style-type: none"> • Vocabulary: La comida, la preparación de las comidas, en el restaurante. • Grammar: • Algunos verbos irregulares en el pretérito (parte I) 	<ul style="list-style-type: none"> • Dropbox • Discussions • Student Activity Manual(MyLab) • Oral Assessment via Skype
Week 10 Chapter 7	11/1	¡A comer! <ul style="list-style-type: none"> • Vocabulary: La comida, la preparación de las comidas, en el restaurante. • Grammar: • Algunos verbos irregulares en el pretérito (Parte II) 	<ul style="list-style-type: none"> • Dropbox • Discussions • Student Activity Manual(MyLab) • Oral Assessment via Skype • Chapter 7 Test

Week 11 Chapter 8	11/8	¿Qué te pones? <ul style="list-style-type: none"> Vocabulary: La ropa, las telas y los materiales. Grammar: <ul style="list-style-type: none"> Los pronombres de complemento indirecto 	<ul style="list-style-type: none"> Dropbox Discussions Student Activity Manual (MyLab) Oral Assessment via Skype
Week 12 Chapter 8	11/15	¿Qué te pones? <ul style="list-style-type: none"> Vocabulary: La ropa, las telas y los materiales. Grammar: <ul style="list-style-type: none"> Gustar y verbos como gustar 	<ul style="list-style-type: none"> Dropbox Discussions Student Activity Manual (MyLab) Oral Assessment via Skype
Week 13 & 14 Chapter 8 Thanksgiving Holiday 11/23-26	11/21	¿Qué te pones? <ul style="list-style-type: none"> Vocabulary: La ropa, las telas y los materiales. Grammar: <ul style="list-style-type: none"> Los pronombres de complemento directo e indirecto usados juntos 	<ul style="list-style-type: none"> Dropbox Discussions Student Activity Manual (MyLab) Oral Assessment via Skype
Week 15 Chapter 8	12/6	¿Qué te pones? <ul style="list-style-type: none"> Vocabulary: La ropa, las telas y los materiales. Grammar: <ul style="list-style-type: none"> El imperfecto 	<ul style="list-style-type: none"> Dropbox Discussions Student Activity Manual (MyLab) Final Oral Assessment via Skype
Week 16 Final Exam	12/13-16	<ul style="list-style-type: none"> Final Exam- Chapter 8 	

Grading Criteria

Each student's participation and performance in class will be evaluated according to their performance in the course activities described below. Students are required to complete all activities (assignments), participate in discussions and submit all written work according to the stated deadline. Attendance and participation is crucial for success in this course. College instructors expect students to spend time outside of "class" as well, through reading, writing, and studying course material.

Specifically, for every hour you are in "class" you need to study two-to-three hours. This means working on this class material for approximately one hundred hours outside of "class".

Dropbox Assignments	10%
Discussion Forum Postings (<i>postings and Participation on discussion board</i>)	10%
Online Student Activity Manual	20%
Chapter Exams: 4, 5, 7, 8	40%
Chapter Oral Exams via Skype: 4, 5, 7, 8	20%

Grading Criteria

A- 90-100 points
 B- 80-89 points
 C- 70-79 points
 D- 60-69 points
 F- 59 points or less

Course Activities

The course requires the submission of several short grammatical assignments, these are designed to help you practice or learn new grammar or review what you had learned in past Spanish classes. You will be using the Dropbox tool to submit your assignments. Grading rubric and directional information is presented in the Content section of the course for these activities.

You will participate in several discussion activities to interact with your peers. Responding to peers posts is a part of the overall "participation" grade. Detailed information on proper posting requirements and what I am looking for in a quality response is described in the Content section of the course for these activities.

There are also Pearson Lab activities (including listening and video blogs to watch) gear to practice the new vocabulary and grammar structures learned in the chapter.

After each chapter, there is a test with two components, a written part done in MySpanishLab and an oral component (two for each chapter) done in Skype.

Student Support

Online

- **Help Desk**
 - [Chat with a Helpdesk representative](#)
 - helpdesk@brazosport.edu
 - Phone number: 979-230-3366
 - [Helpdesk website](#)
 - Campus Location: K.100
- **OnlineTutors**
 - [Create an Online MATH Tutoring Appointment](#)

- Help Guide: [Create MATH Appointment](#)
- [Schedule an Online WRITING Appointment](#)
- Video: [Scheduling an Online Section](#)
- Video: [Attending an Online Session](#)
- **Online Academic Advisor**
 -
 - [Chat with an Academic Advisor](#)
 - 979-230-3238 or contact the department secretary at 979-230-3237
 - [Online Counseling Services](#) website
 - Campus Location: E-Wing
- **Learning Services**
 - [Chat live with a Learning Service Representative](#)
 - [Proctor Testing](#)
 - 979-230-3253
 - [Learning Services website](#)
 - Campus Location: view map
- **Library**
 - [Chat live with a Librarian](#)
 - 979-230-3310
 - [Library website](#)
 - Campus Location: F.134
- **Campus Bookstore**
 - [Bookstore website](#)
 - 979-230-3410
 - Campus Location: [view map](#)
- **Distance Learning**
 - [Virtual Campus Manual & Tutorial](#)
 - [Success Tips](#)
 - [Student Guide & Calendar](#) website
 - [Online Course Tools Tour](#) RSVP form
 - [Distance Learning website](#)
 - 979-230-3436
- [Online Student Support](#)
 - Pearson Support site for [MySpanishLab](#)

Additional support service information, including Virtual Campus Accessibility information is detailed on the Distance Learning website.

Title IX Statement:

Brazosport College faculty and staff are committed to supporting students and upholding the College District's non-discrimination policy. Under Title IX and Brazosport College's policy FFDA (Local), discrimination based on sex, gender, sexual orientation, gender identity, and gender expression is prohibited. If you experience an incident of discrimination, we encourage you to report it. While you may talk to a faculty or staff member at BC, please

understand that they are “Responsible Employees” and must report what you tell them to college officials. You can also contact the Title IX Coordinators directly by using the contact information below. Additional information is found on the Sexual Misconduct webpage at www.brazosport.edu/sexualmisconduct.

Kelli Forde Spiers, Director, Student Life and Title IX Coordinator

Office J-117D; 979-230-3355; kelli.fordespiers@brazosport.edu

When Taking an Online Course

You are currently enrolled in an online college course and will be asked to show a professional and mature attitude through the semester. The following shows what it takes to be successful in learning while taking a course that has little if no face-to-face contact with either your instructor or fellow students:

- Class time ~ 360 hours
- Study time ~ 6 to 9 hours of study time per week
- Tests ~
 - weekly modules and exercises
 - be aware of quiz dates via Syllabus/Calendar/Announcements
 - if applicable, form independent study groups with peers
 - ask questions
 - quizzes may be timed
- Grades ~
 - attendance/effort does NOT count toward a grade; **LACK** of attendance will HURT you though
 - keep track of your own grades using the grad book
 - calculate your own grades to keep track of grade requirements
 - have questions about your grade ASK immediately via email (don't wait till the mid or end of the course)
- Instructors ~
 - DO not remind you of incomplete work or assignment dates
 - DO not keep attendance
- Accountability ~
 - monitor your own time
 - make your own decisions about extracurricular activities
 - practice good time management strategies
 - understand YOUR responsibilities and expectations of college
 - BE prepared
 - DON'T procrastinate
 - Understand your instructor is here to help "facilitate" or guide your learning, it is up to you to make it happen

Course Policies

Attendance

As per college policy, you are expected to attend classes regularly, whether they are face-to-face or online.

Tests/Make-ups

If the late submission has been requested and approved in advance of the due date, there will be no deduction of points from the grade. An **email to the instructor** requesting an extension of the due date should be sufficient. All assignments must be completed to pass the course.

Late Policy

Prompt submission of assignments and timely feedback to classmates via the Discussion area is vital to this class. Early submission allows the instructor to give you the guidance and grades you deserve. Due dates for each week are published on the course calendar at the start of the class. **Work turned in by midnight on the due date will be considered on time and will received full credit. Work that has not been submitted by midnight on the due date will receive a zero.**

Course Disclaimer

Every attempt is made to provide a complete syllabus that provides an accurate overview of the courses. However, circumstances and events may make it necessary for the instructor to modify the syllabus during the semester. This may depend, in part, on the progress, needs and experiences of the students.

College Policies

View current [Student Guide & Calendar](#) (includes Student Conduct, Honor Codes and Academic Honesty) for detailed College Policy information:

Academic Honesty Policy/Online Student Conduct:

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information. This is available online at <http://www.brazosport.edu>.

Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services for prompt adjudication, and may, at a minimum, result in " **D** " in this course. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

Special Needs & Accessibility

BC is committed to quality education and to providing equal educational opportunities to every student. BC offers services for individuals with special needs and capabilities. Contact

Phil Robertson, ADA Coordinator (Email: Phil.Robertson@brazosport.edu | Call: 979-230-3236) for additional information.

- [Steps to Apply for Disability Services at Brazosport College](#)
- Brightspace (formally D2L), our Learning Management System provides tools which are compliant and easy for people to navigate and understand using assistive technologies and devices that support their needs. To learn more about Desire2Learn's commitment to accessibility visit their [Accessibility Commitment](#) page as well as their [Accessibility Resource Center](#) for both faculty and students.
- YouSeeU is used in our online courses for Virtual Classrooms (live presentations) and Video Assignments. YouSeeU interface is screen reader friendly and has a high contrast user interface, visit their [Accessibility](#) page for additional information.
- Mediasite from Sonic Factory and the Mediasite player is used for managing and playing faculty lecture videos. Please read the [Mediasite Content Accessibility](#) documentation for more information on their accessibility standards and the [Mediaplayer Accessibility Keyboard Shortcuts](#) guide.
- YouTube Videos may also be used in online courses. Visit [YouTube Accessibility Settings](#) page for additional information on how to set [accessibility for YouTube on Android](#), [turn captions on and off](#) and [use YouTube with a screen reader](#).

Student Privacy

Brazosport College is committed to providing services and support to meet your needs and achieve your educational goals. We are equally committed to protecting your privacy.

For information regarding the confidentiality of student records please view the [Brazosport College Distant Learning Student Privacy Statement](#). For additional information related to Student Privacy contact the Registrar (979-230-3010).

Withdrawals

Withdrawal from a course is, first and foremost, the student's responsibility. An instructor may process an "administrative withdrawal" on a student for excessive absences.

However, it is the student's responsibility to ensure, prior to the deadline for withdrawal, that he/she has been officially withdrawn. Because you stop attending a class, does not mean that you have officially withdrawn from the class.

Use of External Websites

Brazosport's online courses may contain resources which link to other websites outside of the Brazosport College system. Brazosport College is not responsible for the privacy practices of these external websites. Brazosport College does not screen the content of any third party websites, and is not responsible for their content. Please refer to the third party website privacy policy for additional information.

Copyright Policy

The [Digital Millennium Copyright Act \(DMCA\)](#) updates copyright law for the online (digital) environment. All information posted within the Virtual Campus is copyrighted under this and previous copyright law. No material can be used or redistributed without permission from Brazosport College.

[Alternative legal sources are available](#) for use by faculty and students including books, music, and movies. There is also [our campus library](#) which has a variety of existing licensed and subscription based materials for use. Go to [CopyRight@BC](#) for additional information and resources dealing with copyright, practices, and procedures.

COVID-19 Statement

At Brazosport College, all of us, including faculty, staff and students, share a common goal this fall semester, to keep our classes running in the safest manner possible and avoid any disruption to your progress in achieving your educational and career goals. To that end, we ask and encourage you to conduct yourself in the following manner while on campus this semester:

- Every day, perform a self-health check prior to coming to campus and stay home if sick.
- To the greatest extent possible, maintain your distance between you and other students, faculty, and staff while on campus.
- Wear a properly fitted face covering over your mouth and nose while indoors on campus. If you do not have a mask, they will be available to you in all classrooms this fall.
- Practice good hygiene, washing your hands regularly and/or using hand sanitizer.
- The most effective way to protect yourself from Covid-19 is through vaccination. The vaccine is readily available and at no cost to you. Vaccine information and availability can be found at <https://brazosport.edu/coronavirus/vaccine/>.

If at any time this semester you begin to experience Covid symptoms, or if you are exposed to someone who has tested positive for Covid-19, please take the following steps:

- Stay home if you're feeling sick and minimize your contact with others.
- Alert the College by completing the Covid-19 Exposure Report Form online at <https://brazosport.edu/coronavirus/report/>. Be sure to provide accurate contact information, including a working phone number that you will answer.
- After submitting the report, you will be promptly contacted by a member of our Rapid Response Team, who will ask you some specific questions about your situation and provide you with guidance moving forward.
- If it is determined that you should not come to class, your instructor will be notified. **Please know that your instructor will consider course adjustments and potential make-up work only if your case has been reported to Brazosport College, and they've been notified by our response team.** Your instructor will work with you to determine how to manage any make-up work.