Course Syllabus for SPAN 1001 IA and IB
August 15 – December 5
Fall Semester - 2011

1. Course Information

Course Number and Section  SPAN 1001 – IA and IB
CRN  82003 (SPAN 1001 – IA)
     82004 (SPAN 1001 – IB)
Course Name  Beginning Spanish Language and Hispanic Cultures I
Credits  3
Prerequisite  None
Course format  Online with required Online meetings and proctored assessments. See calendards.

Mandatory (First Week)
- Orientation and
  Online format on Aug. 17 at 3:00 p.m. via Wimba using the Virtual Office room or
  Face-to-face format Aug 18 at 12:00 p.m. at the Odum Library, Room 3270.
- Online readiness assessment
  (ORA)  Take the SmarterMeasure (ORA) to “find out whether online learning is a good fit for you” @
  http://www.valdosta.edu/distance/online_readiness.shtml

2. Instructor Information

Instructor  Sra. Beatriz Potter
Office  WH 127
Phone  229 – 259-5108
E-mail  bpotter@valdosta.edu
Office Hours  @  Mon 1:00 – 3:00 p.m.
              Tuesday 10:00 – 12:00 p.m.
              Wed/10:00 a.m. – 12:00 p.m.
              or by appointment
Virtual Office

3. Course Description  (3)

This is an online course. Course will be delivered using VSU Course Management System BlazeView.
Emphasis on the development of proficiency and communicative competence at the novice level in the basic skills: speaking, listening, reading and writing, as defined by the American Council on the Teaching of Foreign Languages Guidelines. Awareness of various sociocultural aspects and the distinctiveness of certain cultural traditions will be taught. Note: SPAN 1001 is not open for credit to students with two or more years of high school Spanish or equivalent. Please check with your adviser.
4. **Texts, Online Center, Tell Me More and Equipment**

   a) *Puntos 8e Plus Pkg - Looseleaf Book*, with Quia Access Code 1st
      Knorre - ISBN: 9780077423346

      **Note: Attention...**you need to buy the digital edition described above in (a) from the VSU bookstore (this version comes with the online Looseleaf), or from the McGraw-Hill Online Centro Website (this version does not have the Looseleaf Book). Do not buy from places such as Amazon.com. For additional information, see “Text” announcement in the BlazeView section.

   b) *Tell Me More (Spanish) Campus-Online - Language Learning* (License available at VSU Bookstores). Required.

   c) **Equipment**: Students should purchase their own *headsets with a built-in microphone* and a *webcam* to use when accessing many of the course components. Webcam devices may be available in the Media Center to check out. Headsets and webcams are required for oral assessments and presentations. Headsets are also used to work on Online Centro and Tell Me More.

   d) **Internet access**: Required

5. **STUDENT RESPONSIBILITY:**

   It is the student’s responsibility to know the administrative procedures established by the University that will be observed in this class. This is especially important regarding dropping or withdrawing from courses of instruction. Students must adhere to deadlines for drops and withdrawals in order to avoid academic and financial penalties.

6. **AMERICANS WITH DISABILITIES ACT:**

   Valdosta State University complies fully with the requirements of the Americans with Disabilities Act (ADA). If you believe that you are covered under this act, Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in Farber Hall South. The phone numbers are 245-2498 (V/VP) and 219-1348 (TTY).

7. **Standards, Goals and Outcomes**

   Learning Goals for the VSU General Education Core may be accessed at:
   http://www.valdosta.edu/academic/VSUCore.shtml

   - The Area C Learning Goal applicable to this course is: Students will analyze, evaluate, and interpret diverse forms of human communication.

   In this document ACTFL refers to the American Council on the Teaching of Foreign Languages Proficiency Guidelines, which can be found at:
   http://www.sil.org/lingualinks/languagelearning/OtherResources/ACTFLProficiencyGuidelines/contents.htm

   And (Speaking, revised 1999; writing, revised 2001)
   http://www.actfl.org/i4a/pages/index.cfm?pageid=4236
ACTFL Proficiency Guidelines (Novice Low)

**Listening:** Understanding is limited to occasional isolated words, such as cognates, borrowed words, and high-frequency social conventions. Essentially no ability to comprehend even short utterances.

**Reading:** Able occasionally to identify isolated words and/or major phrases when strongly supported by context.

**Speaking:** Speakers at the Novice-Low level have no real functional ability and, because of their pronunciation, they may be unintelligible. Given adequate time and familiar cues, they may be able to exchange greetings, give their identity, and name a number of familiar objects from their immediate environment. They are unable to perform functions or handle topics pertaining to the Intermediate level, and cannot therefore participate in a true conversational exchange.

**Writing:** Writers at the Novice-Low level are able to form letters in an alphabetic system and can copy and produce isolated, basic strokes in languages that use syllabaries or characters. Given adequate time and familiar cues, they can reproduce from memory a very limited number of isolated words or familiar phrases, but errors are to be expected.

Upon completion of the course the student will demonstrate proficiency in the four language skills (listening, reading, writing and speaking) at the Novice Low level of proficiency as defined by the American Council on the Teaching of Foreign Languages Proficiency Guidelines (ACTFL) and an awareness of various sociocultural aspects and the distinctiveness of certain cultural traditions.

Valdosta State General Education Core Goals can be found at: http://www.valdosta.edu/academic/VSUCore.shtml

The Program outcomes for the Spanish program can be found at the following site:

http://www.valdosta.edu/mcl/assessments.shtml

Future and prospective teachers (Foreign Language Education majors) may consult the Conceptual Framework of the College of Education at:

http://www.valdosta.edu/coe/cre/documents/COEConceptualFrameworkELEMENTSANDINDICATORS.doc

**Course Outcomes***

At the end of instruction in SPAN 1001 the learner is able to:

1. Describe self and provide autobiographical details.
2. Express likes and dislikes.
3. Identify and describe others (such as immediate and extended family, friends, colleagues, classmates, and roommates).
4. Express actions and states of being.
5. Describe commonplace activities.
6. Indicate possession or ownership for self and others.
7. Use numbers to give and receive information.
8. Demonstrate basic cultural knowledge of the Spanish-speaking world.
10. Speak Spanish with a pronunciation able to be understood with effort by sympathetic listeners.

*All Outcomes are in Spanish utilizing principally the Present Tense.
### Course Outcomes | *Grade Components used to Measure Outcomes | Types of Assessments | ACTFL/NCATE Program Standards | Projected Major Outcomes
--- | --- | --- | --- | ---
1 | 1,2,3,4,6,7 | Formative written and oral assessments | 1,a, 1,b | 1,2,3,4,6,9
2 | 1,2,3,4,6,7 | Formative written and oral assessments | 1,b, 1,c | 1,2,3,4,6,9
3 | 1,2,3,4,6,7 | Formative written and oral assessments | 1.a,1.b, 2.a | 1,2,3,4,6, 9
4 | 1,2,3,4,6,7 | Formative written and oral assessments Summative written examination Summative oral examination | 1.a, 1.b, 1.c | 1,2,3,4,6, 9
5 | 1,2,3,4,5,6,7 | Formative written and oral assessments | 2.a, 2.b | 1,2,3,4,6, 9
6 | 1,2,3,4,6,7 | Formative written and oral assessments Summative written examination Summative oral examination | 1.a, 1.b, 2.c | 1,2,3,4,6, 9
7 | 1,2,3,5,6,7 | Formative written and oral assessments | 1.a | 1,2,3,4,6, 9
8 | 2,3,4,5, | Formative written and oral assessments Summative written examination Summative oral examination | 2.a, 2.b, 2.c | 1,2,3,4,6, 9
9 | 2,3,4,5, | Formative oral assessments Summative oral examination | 1.a,1.b | 1,2,3,4,6, 9
10 | 3,4,5, | Formative oral assessments Summative oral examination | 1.a, 1.b, 1.c | 2,5

*These refer to the evaluation activities listed under Assignments and Evaluation in Section 5, below.*
## Comprehensive Assessment Rubric (To be completed by instructor)

<table>
<thead>
<tr>
<th>Task completion</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Self-directedness and thoroughness in fulfilling the requirements of the situation</strong></td>
<td>Completes all required tasks without prompting or questioning by the instructor.</td>
<td>Completes most required tasks without prompting. Needs to be questioned to provide some details/data essential to the transaction.</td>
<td>Completes some required tasks without prompting. Needs to be questioned to provide many details/data essential to the transaction.</td>
<td>Completes very few required tasks without excessive prompting. Needs to be questioned to provide most details/data essential to the transaction.</td>
</tr>
</tbody>
</table>

| Comprehension and Interpersonal Communicative Strategies | Score = |
| Active participation and responsiveness in conversation; Ability to clarify misunderstanding | Consistently participates actively and responds in conversation; usually clarifies by asking questions. Responds appropriately to unexpected complications. | Almost always participates actively and responds in conversation; often clarifies by asking questions. Hesitates a bit in comprehending unexpected complications, but then responds appropriately. | Often participates actively and responds in conversation. May avoid attempts at clarification. Hesitates a great deal in comprehending unexpected complications and/or does not respond appropriately. | Rarely participates actively or responds in conversation. Avoids any attempt at clarification. Shows evidence of not comprehending unexpected complications and/or cannot respond to them at all. |

| Vocabulary | Score = |
| Appropriate, varied, and rich use of words in context | Consistently uses appropriate and logical vocabulary for the context. Uses a broad range and variety of vocabulary. | Almost always uses appropriate and logical vocabulary for the context. Uses a somewhat limited range and variety of vocabulary. | Often uses appropriate and logical vocabulary for the context. Uses a more limited range and variety of vocabulary. | Rarely uses appropriate or logical vocabulary for the context. Uses a clearly limited range and variety of vocabulary. |

<p>| Grammar | Score = |
| Accurate word order, verb endings, noun/adjective agreement | Consistently uses well-constructed sentences. Controls almost all verb conjugations and consistently observes agreement. Almost perfect; some minor, very few major errors. | Almost always uses well-constructed sentences. Controls most verb conjugations and almost always observes agreement. Majority of structures are accurate. | Often uses well-constructed sentences. Controls some verb conjugations and frequently observes agreement. Approximately half of structures are accurate. | Rarely uses well-constructed sentences. Controls very few verb conjugations and rarely observes agreement. Less than half of structures are accurate. |</p>
<table>
<thead>
<tr>
<th>Comprehensibility</th>
<th>Pronunciation is consistently correct, especially in terms of vowel sounds. Very few words are mispronounced, and there is very little English interference. Very few brief pauses to reorganize thoughts. Message totally comprehensible.</th>
<th>Pronunciation is almost always correct. Some words are mispronounced, there is some English interference, but utterances are still understandable. One or two pauses of somewhat considerable length. Majority of message is comprehensible.</th>
<th>Pronunciation is often correct. Many words are mispronounced; there is a lot of English interference which often makes utterances difficult to understand. Several pauses of more considerable length. Approximately 1/2 of message is comprehensible.</th>
<th>Pronunciation is rarely correct. Most words are mispronounced, English is used, and most utterances are not understandable. Number and length of pauses distracts significantly. Less than 1/2 of message is comprehensible.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total raw score</strong></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

*This rubric was adapted with slight modifications with the permission of Dr. Eileen Glisan of the Spanish and Teacher Education Program at the Indiana University in Pennsylvania.*

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8. **Course Content and Scope**

<table>
<thead>
<tr>
<th>Lección preliminar</th>
<th>Ante todo</th>
<th>August 15 – September 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capítulo 1</td>
<td>En la universidad</td>
<td>September 12 – October 3</td>
</tr>
<tr>
<td>Capítulo 2</td>
<td>La familia</td>
<td>October 4 – November 3</td>
</tr>
<tr>
<td>Capítulo 3</td>
<td>De compras</td>
<td>November 4 – November 22</td>
</tr>
<tr>
<td>Projects / orals and review</td>
<td>November 28 – December 5</td>
<td></td>
</tr>
</tbody>
</table>

**Meetings:**

- **Orientation:** Online format on Aug. 17 at 3:00 p.m. via Wimba using the Virtual Office room, or Face-to-face format Aug 18 at 12:00 p.m. at the Odum Library, Room 3270.
- **Online class meetings:** September 8 and 29, October 27 and November 17, meetings at 1:00 p.m.
- **Oral assessments and Project presentations:** Meetings will be scheduled individually and will be posted.

**Online Readiness Assessment:**

Take it first week of classes From Monday, August 15 until Friday, August 19 12:00 p.m. (mandatory). It is recommended you take it before you attend the orientation. This is not a grade related assessment; the assessment is to help students find out whether online learning is a good fit for them. Students need to take the assessment at [http://www.valdosta.edu/distance/online_readniness.shtml](http://www.valdosta.edu/distance/online_readniness.shtml)

**Exam and test:**

Four tests; one per chapter: two test and the final exam are Proctored (see calendar for dates)

Where to proctor? VSU Office of Testing for those students in Valdosta area. Students outside the area will have to find a different location or venue.

- **Final Exam:**
  - Wednesday, December 7, 2010 (Proctor exam)
  - 10:00 a.m.-12:00 p.m.
  - West Hall 140

* Dates subject to change as needed.*
Main Grammatical Structures

Capítulo preliminary
Greetings and courtesy
Spanish Alphabet
Describing self and others: SER
Pronunciation: Vowels
Numbers 0 – 30
Likes and dislikes (gustar)
Telling time

Capítulo 1
*Interrogative words
Pronunciation: Diphthongs
Singular nouns: Gender and articles
Nouns and articles: Plural forms
Subject pronouns, Present tense of –ar verbs, Negation
*Expressing time of the day
*The verb Estar
Yes/no questions

Capítulo 2
Numbers 31 – 100
*Expressing age
Adjectives, *Adjectives of nationality
Pronunciation: Stress and written accents
Adjectives: Gender number and position
Present tense of SER, summary of uses
*Para and porque
Possessive adjectives
Present tense of –er and –ir verbs and *Expressions of frequency

Capítulo 3
Numbers greater than 100
Pronunciation: Stress and written accents
Demonstrative adjectives and pronouns
Tener, venir, preferir, querer and poder, idioms with tener
*Mucho and poco
Ir, future with Ir + a + infinitive, the contraction al
*These sections appear as “Notas comunicativas” in the textbook.

8. Assignments and Assessments

Mark Breakdown
1. Chapter Exams (4) 25%
2. Quizzes: 10%
3. Online Lab Assignments (Quia) 20%
4. Tell Me More 15%
5. Oral 10%
6. Project 10%
7. Final Examination 10%

Extra Credit activities -
The student’s final grade will be a composite of the following:

**Chapter Exams and Quizzes 35% (Exams 25% - Quizzes 10%)**
Written announced or unannounced quizzes or tests will be administered. Students must take exams and quizzes by the due date. Students must do the practice exercises assigned and study the vocabulary and grammar as suggested in the class plan. No make-up quizzes or tests are given except for the following: Official VSU events, medical emergencies, or death of a family member. Please notify the instructor prior to or immediately following an absence. **Send a message with a request for consideration explaining the situation at the earliest possible time along. If necessary documentation needs to be submitted, let me know so we can work the details.** Failure to do so may result in your not gaining credit for the missed activity. A copy of absence verification is required. If your absence is approved, you must make up the quiz or test at the earliest possible time, before the following class. Make an appointment to make up the work.

Note: Follow instructions on each activity and assignment.

**Online Centro: Digital text, workbook and lab Assignments 20%**
The assignments from the Online Centro: Digital text, Workbook and Lab Manual will be done and submitted online by the deadlines given in the modules’ calendars. These can be done from any computer with internet access. All exercises correspond to the material presented in the textbook (digital or hardcopy). **Be sure to study the vocabulary and review the material in the corresponding section of the textbook before doing the workbook and lab exercises.** Do all the exercises assigned.

To be able to access the digital text to study and to complete the workbook and lab activities you need to register into the Online Centro class using the instructions that can be found in appendix II.

**Tell Me More 15%**
The assignments from TELLMEMORE Campus will be done and submitted online by the deadlines given with the activities. The activities are designed and included to help you work on phonetics, practice pronunciation and provide additional practice to accomplish your learning objectives.

**Oral assessments and Project 20% (Oral assessments 10% - Project 10%)**
At least two formal oral tests will be given in the course of the semester. It will assess the oral proficiency of the student and will focus primarily on the ability to communicate orally using a range of vocabulary, idiom, grammar and usage but will also take into consideration such elements as pronunciation, linking, fluency and spontaneity. This test may take the form of individual oral interviews or may be done using pre-recorded materials. The assessments and project may be recorded. Up to 5 of the 15 % may be awarded for other oral exercises.

**Oral assessments 10%**
Individual online meetings will be scheduled for Oral assessments. Use of recordings, videos and “Wimba Tools” like Classroom and Voice Boards will also be used to assess your skills also.

**Project 10%**
Working individually or in a group of two persons, student/s will prepare an illustrated a presentation where students would demonstrate proficiency in the competencies studied during the semester. Examples of the presentation could be at the store, at a family party or a celebration. The project has to be presented online using Wimba Classroom and a PowerPoint or a video, using Second Life or any other venue where oral and written skills can be demonstrated. It should last no more than 15 minutes. The oral presentation will be illustrated using actual objects, pictures, models, samples, etc. The presentation should not be read. If the project is presented in a group; all group members must participate in all aspects of the preparation and presentation of the project. BlazeView will be used to publish group presentations and provide general information about the project. Students are strongly advised to start their group early and begin working on the project. Project’s guideline will be posted. Presentation will be done in Spanish. Project presented using Second life will have Extra Credit.
Final Examination 10%
The final examination is a comprehensive proficiency-type examination. It will test the various language skills as well as elements of vocabulary and grammar to which the student has been introduced.

All students are expected to attend the orientation, and meet for oral assessments and project presentations. Students are also expected to attend online meetings or view and complete archive meetings. Semester grades will be recorded on the VSU web according the submission schedule.

Extra Credit
Students may earn extra credit for active participation in out-of-class activities which directly or indirectly relate to the course. These activities will be identified in class during the semester. Project presented using Second life will have Extra Credit.

Work done for assessment is marked either analytically or holistically based on the degree or proficiency in the corresponding language skills involved and take into consideration range of vocabulary and structures, accuracy in the use of the language, degree of communication achieved and awareness linguistic similarities and differences.

Maximum effort and full active participation are expected in online class activities in BlazeView, Online Centro digital text, workbook and lab, and Tell Me More. Students are expected to access the class information in BlazeView at least 4 times during the week. These, though necessary to develop the expected level of proficiency, do not, however, form the basis for the student’s final grade. The final grade is based not on effort but on achievement.

Individual quizzes, exams, assignments etc. may have variable weightings and are not necessarily treated as stand-alone percentages, but rather as parts of the overall total possible in each category.

WebCAPE
The WebCAPE language placement exam was developed by the Brigham Young University Humanities Technology and Research Support Center.

As soon as you start the class, take the exam, copy and paste the results to a Word document and e-mail the results to me. In the subject of your message enter “WebCAPE” results. Be honest; do not use any books, online resources. There is not a grade attached to the exam. To access the exam go to: http://webcape.byuhtrsc.org

- Find Valdosta State University and select from the dropdown menu list and then
- Click on the Go button
- Enter the Password: blazers1

The following grading scale will be used

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>100 – 90%</td>
</tr>
<tr>
<td>B</td>
<td>89 – 80%</td>
</tr>
<tr>
<td>C</td>
<td>79 – 70%</td>
</tr>
<tr>
<td>D</td>
<td>69 – 60%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
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</table>

BlazeView – VISTA
(VSU Course Management System) will be used to deliver the class, assignments, assessment and class communication in general. Students are responsible for checking the course material and activities in BlazeView and keeping up with the online components and assignments in Online Centro: digital text, work book and lab, and Tell Me More.
To log into BlazeView and access the course section, students need to go to the following URL:
http://blazeview.valdosta.edu/webct/entryPageIns.dowebct. The login username and password is the same as
the login information used to access BlazeNet.

9. Schedule of Activities and Assignment  This schedule is tentative and subject to change.
Puntos de Partida Chapers: Preliminar, 1,2 and 3

<table>
<thead>
<tr>
<th>Calendar *- August 15 –December 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 15 First day of class –Welcome, Getting Started Modulo; Syllabus and BlazeView activities</td>
</tr>
<tr>
<td>Aug 15 Take the Spanish WebCAPE placement exam. (First week)</td>
</tr>
<tr>
<td>Aug 17-18 Orientation; online meeting on Aug 17, or face-to-face on Aug 18.</td>
</tr>
<tr>
<td>Aug 19 Online Readiness Assessment by 12:00 p.m.; last chance to take the assessment.</td>
</tr>
<tr>
<td>Aug 19 Drop Add period ends 1:30 p.m.</td>
</tr>
<tr>
<td>Sep  5 Labor Day (VSU campus closed)</td>
</tr>
<tr>
<td>Sep  8 Online Meeting 1:00 p.m.</td>
</tr>
<tr>
<td>Sep  8 Tell Me More – Online Centro - Chapter Preliminar</td>
</tr>
<tr>
<td>Sep  9 Test # 1* Chapter Preliminar (online)</td>
</tr>
<tr>
<td>Sep 29 Online Meeting 1:00 p.m.</td>
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<tr>
<td>Sep 29 In-progress grades released</td>
</tr>
<tr>
<td>Oct  2 Tell Me More, Online Centro - Chapter 1</td>
</tr>
<tr>
<td>Oct  3 Test # 2* Chapter 1 (Proctor)</td>
</tr>
<tr>
<td>Oct 3-5 Oral assessment (Individual appointments)</td>
</tr>
<tr>
<td>Oct  6 Official midterm date</td>
</tr>
<tr>
<td>Oct  20 Proposal Project deadline (Group work)</td>
</tr>
<tr>
<td>Oct 24-25 Fall break</td>
</tr>
<tr>
<td>Oct 27 Online Meeting 1:00 p.m.</td>
</tr>
<tr>
<td>Nov  2 Tell Me More, Online Centro - Chapter 2</td>
</tr>
<tr>
<td>Nov  3 Test # 3 * Chapter 2 (Proctor)</td>
</tr>
<tr>
<td>Nov 17 Online Meeting 1:00 p.m.</td>
</tr>
<tr>
<td>Nov 21 Tell Me More, Online Centro – Chapter 3</td>
</tr>
<tr>
<td>Nov 22 Test # 4* Chapter 3 (Online)</td>
</tr>
<tr>
<td>Nov 23 – 25 Thanksgiving Break</td>
</tr>
<tr>
<td>Nov 28 – Dec 5 Review, presentations and oral assessments (Individual appointments) start</td>
</tr>
<tr>
<td>Dec  5 Last class day</td>
</tr>
<tr>
<td>Dec  6 Exam preparation</td>
</tr>
<tr>
<td><strong>Dec 7</strong> <strong>Wednesday, December 7, 2010 (Proctor exam)</strong></td>
</tr>
<tr>
<td><strong>10:00 a.m.-12:00 p.m.</strong></td>
</tr>
<tr>
<td>West Hall 140</td>
</tr>
</tbody>
</table>

Note: Tests, exam, Online Centro, Tell Me More and presentations dates are subject to change. Quizzes, oral
assessments, online meetings and other assignment dates will be announced in each one of the Chapter’s
calendars in their Modules and as needed. As needed, additional oral assessment can be scheduled.

10. Classroom Policies
Absence: If you do not login at least four times a week to your section, you do not submit work and
participate in activities as schedule; I will consider you as absent from the class. Absences are treated the
same way, whether for illness, funerals, weddings, sports, etc. “The University expects that all students shall
regularly attend all scheduled class meetings held for instruction or examination. . . It is recognized that class
attendance is essentially a matter between students and their instructors. All students are held responsible for
knowing the specific attendance requirements as prescribed by their instructors and for the satisfactory make-
up work missed by absences. When students are to be absent from class, they should immediately contact the instructor. A student who misses more than 20% of the scheduled classes of a course will be subject to receive a failing grade in the course.”

**Missed Work and Late Assignments:**
Verification must be provided for officially sanctioned VSU activities, as well as for personal or family emergencies for consideration to be given to work missed or assignments handed in after the due deadline. If approved, work missed during absence must be made up at the earliest possible time, before the next week of classes and assignments due must be submitted on time as specified on each one. Send a message with a request for consideration explaining the situation at the earliest possible time along. If necessary documentation needs to submitted, let me know so we can work the details.

**Academic Honesty:**
Cheating, copying and plagiarism are forms of academic dishonesty and constitute a very serious offence. Participation in such violations may result in failure or even dismissal from VSU. No credit will be given for the work done. Even if you study or practice with a classmate, be sure to prepare your own individual work unless it is a group assignment. “Students are responsible for knowing and abiding by the Academic Integrity Policy as set forth in the Student Code of Conduct and the faculty members’ syllabi. All students are expected to do their own work and to uphold a high standard of academic ethics.” The full code is available at [http://www.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml](http://www.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml)

**Make up Tests and Quizzes:** Students who provide acceptable absence verification will be allowed to make up tests and quizzes missed. See note on Missed Work and Late Assignments, above.

**Language and Computer Labs:**
If you are on the Valdosta VSU campus The Language Lab in WH 140 and the Computer Lab is in WH 138. Students are expected to use the equipment responsibly and only for school related work. Students are very strongly advised to purchase their own headsets with built in microphone to be able to do the online activities. If the lab is closed, contact the secretary in the MCL office, WH 128. You are advised to have your own headsets to work on the online activities, and a Webcam for some of the online meetings and assessments.

**Course Outline Change:**
This course outline is subject to revision due to unforeseen circumstances or needs requirements by the class or the instructor.

**11. Additional Information**

**E-mail**
Important - Only e-mails from your mail in BlazeView will be accepted. If you need to use other e-mail due to the system not being available, use your BlazeNet/ VSU e-mail account. When you compose the message, start the subject of the message with the class Section you are in: SPAN-1001-IA

Written homework is to be prepared and submitted according to the following guidelines:
Write your complete name, class and section and due date at the top of your paper. Save your file with your first initial, last name and name of activity separated by dashes (-). For example: bpotter-Project-Plan

**Grades**
Grades will be posted in the BlazeVIEW gradebook. Check and keep a record of all your grades and attendance.
Do not be afraid to speak Spanish while on our virtual meetings using Wimba Classroom, Online Centro and working with Tell Me More, even if you make mistakes. By speaking badly you will learn to speak well. Prepare. This will boost your confidence. Participate. This will increase your proficiency.
Additional help Student Success Center
Seek tutorial help available through the Student Success Center in Langdale Hall. For more information on the Student Success Center, visit the following website: www.valdosta.edu/ssc or call 333-7575. Please seek help early.
• Do not wait until it is too late. Contact your instructor if you need further assistance with your work.

Important: To develop the required competence in this course, the student must utilize online resources, language laboratory and other support materials and services and assume responsibility for extensive preparation and practice.

As we advance in the class and semester, considerable use of Spanish will be used in teaching this course, but some explanations and clarifications are given in English.

If the student is to attain the expected level of proficiency in the language, exceptional commitment, attention, time, study, practice and a positive attitude must be present. THE STUDENT MUST ASSUME RESPONSIBILITY FOR HIS / HER LEARNING.

Let’s work together towards having a truly enriching experience.

• Additional information and documents are available in the BlazeView section folders. Become familiar with the structure and location of documents, tutorials and learning modules dedicated to the chapters and tutorials. If you have questions, post them in the different discussions created for the course. Use e-mail only for personal matters.

• Next page: Appendix II with the registration instructions for the McGraw-Hill Online Center formerly known as Quia

Last updated, August 14, 2011 @ 8:00 p.m.
Appendix II
SPAN 1001 IA - IB
August 15 – December 5
Fall Semester - 2011

Registration instructions for the Online Center

Your instructor, Beatriz Potter, invites you to enroll in the following course.

Be sure to enroll in the right course. Use your last name and first name as it shows in Banner.
Course: Spanish 1001 - Fall - 2011
Code: EEKTH867
Puntos de partida: Online Workbook, 8th Edition
Puntos de partida: Online Laboratory Manual, 8th Edition

Creating a Centro Account

If you do not have an account, you need to create one. To do so, follow these steps:

1. Go to http://www.mhcentro.com and click Create an account.
2. Select a username and password and enter your information, then click Submit.

Note: Remember to write down your username and password and be sure to select the correct time zone. Also, please enter a valid e-mail address so we can send you your password if you forget it.

Entering the Book Key and Course Code

Enter the book key and course code to complete the enrollment process. You may need to purchase a book key, you may already have a book key that you purchased separately, or you may already have activated the book for a previous course. Depending on your situation, use one of the procedures below. The course code is listed at the top of this page.
Once you have completed this step, the system lists the course and book on the Student Workstation home page. To enter additional books, enter a book key in the Enter book key field and click Go.

Note: Book keys can only be used once. Your book key will become invalid after you use it.

I need to purchase a book key

2. Click Bookstore at the top of the Student Workstation window.
3. Enter search criteria for the book and click Search.
4. Locate the book in the search results and click Buy.
5. Enter the course code, EEKTH867, and click Next.
6. Proceed through the purchase process.
I already have a book key

2. Enter the book key in the Enter book key field at the top of the Student Workstation window and click Go.
3. Click Confirm to confirm your registration information.
   The system displays the Student Workstation and lists the book under the My books heading.
4. Beside the book listing, enter the course code, EEKTH867, in the Enter course code field and click Go.
5. If necessary, select a class (section) and click Submit.

Using Centro

To access your Student Workstation in the future, go to http://www.mhcentro.com and log in. Here, you can open your book, submit activities, view your results, and view your instructor's feedback. If you have any questions, contact Quia CentroSupport at http://www.mhcentro.com/support.html

Note: Before you start working on Centro, check the “Online Centro” tutorial available in your BlazeView Spanish Section. To access it, follow the indications below:

From your section’s Home Page, click on the folder named “Documents”, then click on the Applications’ folder, then look for a folder named “Online Centro”; follow the indications.
If you need help, post your questions in the discussion available in the section.

Last updated, August 14, 2011 @ 8:00 p.m.