Valdosta State University
Department of Modern and Classical Languages

Course Syllabus for SPAN 3012 IA
Applied Spanish Conversation for Professionals
Area of concentration: Business and Finance

Fall Semester – 2012: August 13 – December 3

1. Course Information

Course Number and Section  SPAN – 3012 – IA
CRN  81640
Course Name  Applied Spanish Conversation for Professionals
Credits  3
Prerequisite  SPAN 2002 or equivalent
Course format  Online with required Online meetings and proctored assessments.
   Wimba Webconferencing application, voice board recordings, videos, and social networks and environments such as 2nd life are integrated to the class.

Mandatory (Second Week)
- Attend one of the Orientation and
- Take the Online Readiness Assessment (ORA)

   1- **Online:** Thursday, August 16 at 12:00 p.m. via Wimba using the Virtual Office room located in your BlazeView section.
   2- **Face-to-face format:** August, Friday 17 at 2:00 p.m. Place WH-258

Take the WebCAPE Assessment

Take the SmarterMeasure (ORA) to “find out whether online learning is a good fit for you” @
http://www.valdosta.edu/distance/online_readiness.shtml
See detail information at the Getting Started Modulo.
Access the placement assessment at
http://webcape.byuhtrsc.org
From the dropdown menu, find Valdosta State University,
and click on the Go button. Password : blazers1

2. Instructor Information

Instructor  Sra. Beatriz Potter
Office  WH 127
Phone  229 – 259-5108
Office Hours  @
   Monday 1:00 – 3:00 p.m.
   Tuesday 10:00 – 11:00 p.m.
   Wed 10:00 a.m. – 12:00 p.m. or by appointment
3. **Course Description**  
Prerequisite: SPAN 2002 or equivalent. Practice in both formal and informal discourse for communication in professional settings such as Law Enforcement, Business, Healthcare and Social Services. Designed for the intermediate level student, this course focuses on refining fluency through discussions and practical experiences that reflect real-world settings in the Spanish-speaking world and among the Spanish-speaking population of the United States. **This syllabus is specific for the Business and Finance track.**

4. **Course Design**  
SPAN 3012 is designed to accommodate different needs and learning styles through computer based, online instruction using synchronous and asynchronous multimedia tools: Wimba voice boards recordings, virtual videoconferencing classrooms, video and online social environments such as Second Life.

These approaches allow for flexibility in scheduling for students. Meetings and group work are scheduled thought out the semester; students need to be flexible in setting time to work in groups and attend group an individual meetings with the instructor. Students need to learn how to use the necessary technologies incorporated. Training session and support will be available through the different staff and technology companies’ own Technical Support and web sites.

5. **Texts, iLrn-Heinle Learning Center, TMM and Equipment**

   - Course code and instructions to enroll in the course in the iLrn portal are Appendix II SPAN 3012 IA (to access the information, go to “Documents folder” in the course section and click on Book registrations to find the information for your area).

   b) **Note: Important … Attention…** Heinle: Cengage Learning has put together a buuddle of the digital edition described above for this course. The bundle is available from the VSU bookstore (this version comes with the online Looseleaf). **Do not buy from places such as Amazon.com and do not buy a used copy of the electronic version.**

   c) **Equipment:** Students should purchase their own **headsets with a built-in microphone** to use when accessing many of the course components, and have access to a **Webcam**. Headsets are also used to work on Online Centro, and Tell Me More. **Important: Headsets and Webcams are required for oral assessments and presentations.**

   d) **Internet access:** Required

   e) **Tell Me More (TMM) Spanish Language Learning; NOTE: This semester, SFP Students do not have to purchase it.**

5. **Students 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. Course Objectives:

Students will increase their oral and listening abilities in Spanish to at least the Intermediate mid to high level in order to:

1. Handle every day and routine work situations with confidence.
2. Elaborate, complain, and apologize in social and work settings.
3. Narrate and describe matters with some detail.
4. Communicate facts and talk casually about topics of current public and personal interest.

8. Goals and Outcomes

Valdosta State University General Education Outcomes
http://www.valdosta.edu/academic/VSUGeneralEducationOutcomes.shtml
Outcomes for the Major Program in Spanish
http://www.valdosta.edu/mcl/assessments.shtml

Table of Correspondences: Course Objectives, VSU General Educational Outcomes, and Assessments:

<table>
<thead>
<tr>
<th>Course Objectives</th>
<th>VSU Educational Outcomes</th>
<th>Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1,2,4,6,7</td>
<td>1,2,3,8</td>
</tr>
<tr>
<td>2</td>
<td>2,4,6,7</td>
<td>1,2,3,4,5,6,7</td>
</tr>
<tr>
<td>3</td>
<td>2,3,4,6,7</td>
<td>1,2,4,5,6,8,9</td>
</tr>
<tr>
<td>4</td>
<td>1,2,4,6,7,8</td>
<td>1,2,3,4,5,6,7,9</td>
</tr>
</tbody>
</table>

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/ACTFLProficiencyGuidelines.htm

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


Listening:
Able to sustain understanding over longer stretches of connected discourse on a number of topics pertaining to different times and places; however, understanding is inconsistent due to failure to grasp main ideas and/or details. Thus, while topics do not differ significantly from those of an Advanced level listener, comprehension is less in quantity and poorer in quality.

Reading:
Able to read consistently with full understanding simple connected texts dealing with basic personal and social needs about which the reader has personal interest and/or knowledge. Can get some main ideas and information from texts at the next higher level featuring description and narration. Structural complexity may interfere with comprehension; for example, basic grammatical relations may be misinterpreted and temporal references may rely primarily on lexical items. Has some difficulty with the cohesive factors in discourse, such as matching pronouns with referents. While texts do not differ significantly from those at the Advanced level, comprehension is less consistent. May have to read material several times for understanding.
**Speaking:**
Able to handle successfully most uncomplicated communicative tasks and social situations. Can initiate, sustain, and close a general conversation with a number of strategies appropriate to a range of circumstances and topics, but errors are evident. Limited vocabulary still necessitates hesitation and may bring about slightly unexpected circumlocution. There is emerging evidence of connected discourse, particularly for simple narration and/or description. The Intermediate-High speaker can generally be understood even by interlocutors not accustomed to dealing with speakers at this level, but repetition may still be required.

**Writing:**
Able to meet most practical writing needs and limited social demands. Can take notes in some detail on familiar topics and respond in writing to personal questions. Can write simple letters, brief synopses and paraphrases, summaries of biographical data, work and school experience. In those languages relying primarily on content words and time expressions to express time, tense, or aspect, some precision is displayed; where tense and/or aspect is expressed through verbal inflection, forms are produced rather consistently, but not always accurately. An ability to describe and narrate in paragraphs is emerging. Rarely uses basic cohesive elements such as pronominal substitutions or synonyms in written discourse. Writing, though faulty, is generally comprehensible to natives used to the writing of non-natives.

## 8. Course Content and Scope

**Modules / Modulos:**
Chapters are organized using Learning Modules (Modulos). The Modules are organized using folders. There will be four Modules. Modulo 1, 2, 3 and 4 in the folder named “Modulos” located in the course section home page.

<table>
<thead>
<tr>
<th>Content Modulos (*)</th>
<th>Lecciones</th>
<th>Dates assigned to work on the Modules/Modulos</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminar</td>
<td>Review for initial basic content</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1, 2, 3, 4, 5, suplemento and repaso</td>
<td>August 13 - September 4</td>
</tr>
<tr>
<td>2</td>
<td>6, 7, 8, 9, 10 suplemento and repaso</td>
<td>September 5 – October 16</td>
</tr>
<tr>
<td>3</td>
<td>11, 12, 13, 14, 15 suplemento and repaso</td>
<td>October 17 – November 20</td>
</tr>
<tr>
<td>4</td>
<td>16, 17, 18, 19, 20 suplemento and repaso</td>
<td>November 21 – December 3</td>
</tr>
</tbody>
</table>

Final individual projects in group presentations / orals November 26 – December 3

(*) Subject to change and updated as needed.

The “Getting Started” Module will be available at the beginning of the semester. This Modulo is located in the Home Page of the section. Complete it before you start working on the course content Modules and scope. In this Module students will introduce themselves to class, and will work on the Online Readiness Assessment and WebCAPE exam. The module has important information related to communications the course as well as helping students become familiar with many of the features and applications used in the online course and how to start the course.

**Modulo 1** has five basic chapters that review most concepts and introduce vocabulary. **Modulo 2** and **Modulo 3** have one lesson per week, and **Modulo 4** has the final individual project presented to the whole group. Additional resources, activities and readings are included in the Modules; see modules and their “Assignment Summary – Calendar” for complete information and dates.
General dynamic of Modulos 1, 2, 3, start each lesson on Wednesday, take the Basic Spanish Quizzes following day, Thursdays, iLearn portal work and Glossary should be completed by Tuesday of following week before you start a new lesson. End of modulo has group presentations; each student will select a lesson from the lessons in the Modules and will prepare a presentation. Presentations will be done using a Wimba Virtual room and supported using a PowerPresentation (See PowerPoint template in each module). Students need to meet to coordinate the presentations and agree on a time to present within the suggested time in the Modulo’s calendar and syllabus. I suggest you get together and select a group coordinator.

Modulo 4 is dedicated to the final individual projects that need to also be presented in a group meeting and orals. Additionally, each module has a “Repaso” and SFP Noticias/News recording and VoiceBoard discussion where students will narrate, discuss and report on past and current events that are tied to the topics covered in the SFP Modules.

Midterm: Select a topic from the “Lecturas or Suplementos” to present. Presentations will be done using a Wimba Virtual room. Students need to meet to coordinate the presentations and agree on a time to present within the suggested time in the Modulo’s calendar. I suggest you get together and select a group coordinator.

9. Grade Distribution and Scale:

1. Getting Started Modulo ........................................ 5%
2. iLearn online Learning work, .................................. 15%
3. Oral presentations Modulos 1, 2 and 3 ............... 15%
4. Quizzes .......................................................... 10%
5. Glossary .......................................................... 10%
6. Mid-term presentation and individual meeting....... 10%
7. Project and journal............................................ 15%
8. Tell Me More..................................................... 10%
9. News reports and discussions .......................... 10%
   Total ............................................................ 100%

The following grading scale will be used

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

10. Main schedule of Activities, Assignments and Meetings: This schedule is tentative and subject to change as needed.

Additionally, each Module has an “Assignment Summary –Calendar” with additional information and dates that you need to follow. The main calendar in the syllabus is complemented by the “Assignment Summary –Calendar”. Any course updates are done through Module’s calendar and not to main schedule in the syllabus.

General Calendar (*) - August 13 – December 3, 2012

Aug 13   First day of class –Welcome, Getting Started Modulo; introductions, syllabus, Online Readiness Assessment, WebCAPE (Take them before the orientation) and BlazeView activities.

Aug 16 & 17 Course Orientation**: Attend one of the following meetings or both:
   1. Online: Thursday, August 16 at 12:00 p.m. via Wimba using the Virtual Office room located in your BlazeView section.
   2. Face-to-face format: August, Friday 17 at 2:00 p.m. Place WH-258

**Refer to Orientation messages sent via e-mail BlazeView and BlazeNet
At the orientation: there will be an overview of the syllabus, course structure and modules course Applications, portals and activities; Wimba Liveclassroom, Voice Boards, SFP News, 2nd life, Ilearn Cengage Learning Centro and TMM.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 17</td>
<td>Drop Add period ends 1:30 p.m.</td>
</tr>
<tr>
<td>Aug 21</td>
<td>Initial Group meeting; Tuesday, August 21st at 1:00 p.m. (Wimba Virtual Office)</td>
</tr>
<tr>
<td>Aug 30 &amp; Sep 4</td>
<td>Online Meeting Modulo1; presentation in groups. (See Meetings information below for additional information and scheduling the meetings).</td>
</tr>
<tr>
<td>Sep 3</td>
<td>Labor Day (VSU campus closed)</td>
</tr>
<tr>
<td>Sept 25</td>
<td>Midterm recordings and schedule individual meetings for feedback by Sept 28</td>
</tr>
<tr>
<td>Oct 4</td>
<td>VSU Official midterm</td>
</tr>
<tr>
<td>Oct 11 &amp; 12</td>
<td>Online Meeting Modulo2; presentation in groups. (See Meetings information below for additional information and scheduling the meetings)</td>
</tr>
<tr>
<td>Oct 15 - 16</td>
<td>Fall break</td>
</tr>
<tr>
<td>Nov 15 – 20</td>
<td>Online Meeting Modulo3; presentation in groups. (See Meetings information below for additional information).</td>
</tr>
<tr>
<td>Nov 21 – 23</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>Nov 26 – 30</td>
<td>Final projects presentations in group (See Meetings information below for additional information and scheduling the meetings), and oral (Individual appointments, send a message ASAP reserving your time)</td>
</tr>
<tr>
<td>Dec 3</td>
<td>Last class day</td>
</tr>
</tbody>
</table>

**Final exam:** final oral evaluations and project count as the final exam. There will be no written final exam.

---

**Training**

Training for 2nd life and Wimba LiveClassroom will be announced for those students that need help with them. If you need help with any other application, post the information in the discussion so I can organize trainings as needed.

(*)As needed, additional oral assessment can be scheduled; information will be available in each of the Modulos’ Assignment Summary Calendar; course activities and meetings subject to change.

(**)Online Readiness Assessment (ORA) and WebCAPE (mandatory):

Take them before the attending the **Orientation** (mandatory) and for sure before Friday, August 17 at 10:00 a.m. before drop and add ends. These are not grade related assessment;

- The ORA assessment is to help students find out whether online learning is a good fit for them. To take the assessments see instructions in the Announcements and or initial Welcome e-mail message. [http://www.valdosta.edu/distance/online_readiness.shtml](http://www.valdosta.edu/distance/online_readiness.shtml)
- The WebCAPE will help us identify if you need additional help and resources

**Online Meetings via Wimba (required):**

- **Orientation** (for dates and time see above)
- **Online individual meeting** will be scheduled individually with the instructor for feedback and oral assessments and presentations.
- **Online Group meetings for Modules presentations:** Students need to work on setting the meeting times. You have 4 group meetings during the semester; as a group you need to select a date and time to present during suggested days I have posted in the above calendar. I need you to submit the information for all the semester meetings so I can coordinate all meetings with all the groups. Please send the information to me by the August 24. First group that submits a date and time will have the space. Plan for 1 hour and a half since the presentations will be done online using Wimba
- **Oral assessments, group and project presentations meetings (Required):** Individual oral assessments, project and group meetings will be scheduled.
11. **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 be 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, the MCL department does not have sets available for students to have. If the lab is closed, contact the secretary in the MCL office, WH 128.

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

12. **Additional Information**

**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 access 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.

**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-3012 - IA

Written documents are 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 grade-book at “My grades”. Check and keep a record of all your grades and attendance.

**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. Because of the conversational nature of this course, group work is required to develop your speaking skills.

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. If you have questions, post them in the different discussions created for the course. Use e-mail only for personal matters.

Last updated, August 12, 2012