1. **Course Information**

**Course Number and Section**
SPAN – 3012 - IA

**CRN**
21969

**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 Webconferencig 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
  - Face-to-face format: Tuesday, January, 17 at 2:00 p.m. at the Odum Library, Room 3270 or
  - Online format: Wednesday January 18 at 1:30 p.m. via Wimba using the Virtual Office room located in your BlazeView section.

- Take the 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

Take the Webcape Assessment
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

**E-mail**
bpotter@valdosta.edu

**WebPage**
http://mypages.valdosta.edu/bpotter/

**Office Hours**
Tuesday 10:00 – 11:00 p.m.
Wed/10:00 a.m. – 12:00 p.m. and 1:00 p.m. to 2:00 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.

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 throughout the semester; students need to be flexible in setting time to work in groups and attend group individual meetings with the instructor. Students need to learn how to use the necessary technologies incorporated. Training sessions and support will be available through the different staff and technology companies’ own Technical support and web sites. Please scroll down to see course folders. Click on the folder name “Start Here” and follow the instructions. BP

5. Texts, iLrn-Heinle Learning Center and Equipment


Note: Important … Attention… Heinle: Cengage Learning has put together a bundle 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.

a) 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.

b) Internet access: Required

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:**

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<td>2,4,6,7</td>
<td>1,2,3,4,5,6,7</td>
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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:**
Chapter 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”

<table>
<thead>
<tr>
<th>Modulo (*)</th>
<th>Lecciones</th>
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<td>1</td>
<td>Preliminar I &amp; II Review.</td>
<td>Review them before you start the Modulos.</td>
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<tr>
<td>1</td>
<td>1, 2, 3, 4, 5, lectura and repaso</td>
<td>January 12 - February 6</td>
</tr>
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<td>2</td>
<td>6, 7, 8, 9, 10 lectura and repaso</td>
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<td>3</td>
<td>11, 12, 13, 14, 15 lectura and repaso</td>
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<td>4</td>
<td>16, 17, 18, 19, 20 lectura and repaso</td>
<td>April 2 – April 20</td>
</tr>
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Projects / orals final group presentations: April 16 – April 30

(*) Subject to change and updated as needed.

**Note:** There is a general Modulo named “Getting Started” that will be available at the beginning of the semester. This Modulo is located in the Home Page of the section. You should complete it before you start working on the course content and scope. The Getting Started Modulo has important information, and will also help you become familiar with many of the features and applications used in the online course.

9. **Grade Distribution:**

1. Individual oral presentations, discussions and glossary .......... 20%
2. iLearn online Learning work, ........................................... 25%
3. Getting Started Modulo .................................................. 5%
4. Group Mid-term presentation ............................................ 10%
5. Final Group presentation .................................................. 10%
6. Project and journal............................................................ 20%
7. Quizzes ................................................................. 10%
   Total ................................................................. 100%
The following grading scale will be used

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

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

General Calendar (*) - January 9 – April 30, 2012 (Some of this dates are subject to change. Additional dates are in each one of the Modulos’ calendars (Schedule of activities)

Jan 9  First day of class –Welcome, Getting Started Modulo; Syllabus and BlazeView activities
       Online readiness Assessment (Take it before the orientation)
Jan 17-18 Orientation; 1- Face-to-face format on Tuesday, Jan 17 at 2:00 p.m.
       @ Odum Library Room 3270 or
       2- Online format meeting on Wednesday, January 18 at 1:30 p.m.
       **Refer to Orientation messages sent via e-mail BlazeView and BlazeNet
       **Topic: Introductions; syllabus; course structure; Wimba Liveclassroom and Voice
       Boards; Ilearn Cengage Learning Centro.
Jan 13  WebCAPE placement test
Jan 13  Online Readiness Assessment by 10:00 p.m.; last chance to take the assessment (**)  
Jan 13  Drop Add period ends 1:30 p.m.
Jan 16  MLK Day (VSU campus closed)
Jan 26  2nd Life Training/meeting (Date may change, based on availability of Lab) 2:00 p.m.
Feb -16-20 Group presentation, Oral assessments 1; schedule appointments
Feb 23  In-progress grades released
Mar 1   Official midterm date
Mar 12-16 Spring Break)
Apr 16 – 30 Presentations and oral assessments (Individual appointments)
Apr 30  Last class day

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

(*) Note: Each modulo has a Calendar with Schedule of Activities dates are subject to change. Group presentations and oral assessment dates are subject to change. As needed, additional oral assessment can be schedule; information will be available in each of the Modulos’ Calendars.

(**)Online Readiness Assessment (mandatory):
Take it before the Orientation, for those students that add the class during the week, you need to take it before Friday, January 13 at 10:00 a.m. This is not a grade related assessment; the 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_readniness.shtml

Meetings:

- Orientation (Required): See above.
  Online class meetings and group meeting via Wimba will be schedule. Students need to work on setting the meeting times. There are specific meetings that will be scheduled individually with the instructor.
- 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 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

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.

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 logo 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.

6
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.

- Next page: Appendix II with the registration instructions for your iLrn: Heinle Learning Center; digital texts and Workbook, videos and complete online learning resources for this course.

Last updated, January 10, 2012
Appendix II
SPAN 3012 IA
Applied Spanish Conversation for Professionals – Area of concentration: Business and Finance
Spring Semester – 2012 - January 9 – April 30

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

Note: Please select the right course and enter your name as it appears in Banner.

Course: SPAN 3012 - SP2012: Business and Finance - Spanish for Professionals
Code: XNF736
Book: Basic Spanish for Business and Finance iLrn: Heinle Learning Center

Creating a Heinle Learning Center Account

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

1. Go to http://ilrn.heinle.com and click LOGIN.
2. Click the Create account button.
3. 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 already have a book key, or you may need to purchase a book key. Depending on your situation, use one of the procedures below. If you activated the book for a previous course, you can start at step 5 of I already have a book key below.

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 field and click Go.

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

I already have a book key

1. Go to http://ilrn.heinle.com and click LOGIN.
2. Enter your username and password and click Log in.
3. At the top of the page, enter your book key and click Go.
4. Click Confirm to confirm your registration information. Your book will appear under the My books heading.
5. Beside the book listing, enter the course code XNF736 in the Enter course code field and click Go.
6. If necessary, select a class or section and click Submit.
I need to purchase a book key

Purchase the book at the VSU Bookstore or please contact me if you want to try to buy directly from iLern. VSU has a special package for these classes. Do not buy them through online places or distributers.

**USING HEINLE LEARNING CENTER**

To access your Student Workstation in the future, go to [http://ilrn.heinle.com](http://ilrn.heinle.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 Heinle Learning Center Support at [http://hlc.quia.com/support](http://hlc.quia.com/support).

Last updated, January 11, 2012