



**Department of Foreign Languages
The University of Toledo**

**Spanish 1110 Elementary Spanish I
Fall 2005 (MW evening classes)**

Classes meeting time: _____

Classroom: _____

Instructor:	
Office:	 :
Office hours:	 :

¡Bienvenidos! Welcome to Spanish 1110! What follows is the basic information that you should understand thoroughly about this course.

Goals and Objectives

The first year Spanish program is designed to develop some basic communicative skills as well as an understanding of the cultures of Spanish speaking countries. The goal of this course is to develop your communicative competence in Spanish. After completing the elementary Spanish course sequence (1110-1120), you will be able to use Spanish to communicate minimally with learned material, create sentences, ask and answer basic questions, initiate and respond to simple statements, and maintain conversations about familiar topics. You should be able to meet practical writing needs by creating statements or questions that are within the grammatical and vocabulary parameters of the course materials.

At the end of this semester you can reasonably expect to be able to understand and communicate in the following areas: you and the other students in the classroom setting, family and favorite activities, plans and preferences, activities, daily life and holidays, classes and careers, residence.

Class procedure

The primary focus of this class is to develop your ability to understand spoken and written Spanish and to increase your skill in expressing yourself in simple situations. You can expect to be able to communicate with speakers of Spanish even though you make mistakes. This class will use reading and writing activities to enhance your grasp of vocabulary and to provide you with opportunities to express yourself in Spanish. Classroom time will be devoted almost exclusively to activities that allow you to practice your skills of understanding and interacting in Spanish. Classroom time will not be spent doing only grammar drills, translating, or listening to lengthy explanations of grammar.

Required Text and materials

- (1) *Dos Mundos en Breve*, 2nd edition, by Terrel, Andrade, Egasse, and Muñoz,
- (2) *Cuaderno de Trabajo Electrónico*, 2002, McGraw-Hill

URL: <http://www.dl.utoledo.edu/>

- (3) Headphones for audio activities online. Be sure to bring the headphones to the lab every time you plan to work on the WebCT (*Cuaderno de Trabajo Electrónico*).

POLICIES

Missed Class Policy

Attendance is mandatory. You cannot learn Spanish unless you are in class. IF YOU DO NOT NEED TO ATTEND THIS CLASS TO PASS THE EXAMS, YOU BELONG IN A MORE ADVANCED SPANISH CLASS.

Students are expected to attend every class meeting at UT. Only in specific, unavoidable situations does the University excuse absences from class: 1) personal emergencies, including, but not limited to, illness of the student or of a dependent of the student [as defined by the Board of Trustees' Policy on Family and Medical Leave], or death of a member of the immediate family; 2) religious observances that prevent the student from attending class; 3) participation in University-sponsored activities, approved by the appropriate University authority, such as intercollegiate athletic competitions, activities approved by academic units, including artistic performances,

R.O.T.C. functions, academic field trips, and special events connected with coursework; 4) government-required activities, such as military assignments, jury duty, or court appearances; and 5) any other absence that the professor approves.

You bear the responsibility of notifying your instructor in writing of any absences you anticipate. It is strongly recommended that you use two of the three methods: email, writing, or voicemail, to insure that the instructor is properly notified of the planned absence. In the event that the instructor should not receive your notification, you should be prepared to present an alternative excuse. It will be at the instructor's discretion to approve or disapprove of the alternative excuse. In the event of an unavoidable short notice for a University-approved activity where you are eligible for an excused absence, you will notify instructors in writing **as soon as possible** upon learning of the activity. In the case of your illness or a death in the family, you shall provide a written explanation for your absence immediately upon returning to class. **It is the student's responsibility to get absences excused if necessary.** Documentation must be an official letter or note from a doctor with a contact phone number, letter on letterhead from place of employment, death notice/obituary, program from funeral, and so on.

Consistent late arrivals or early departures will affect your participation grade. Arriving late is impolite and disruptive. Make every effort to arrive on time. If you have a conflict that causes you to be constantly late to class or to have to leave early, you should resolve that conflict **or you will be considered as absent at your instructor's discretion.**

For each unexcused absence **two percent points will be deducted from your final average.** This means that your instructor will add up all exams, quizzes, participation, and homework grades, average them, and THEN s/he will deduct for absences.

Late work and make-ups

No late work or make-up work will be considered without written documentation for your absence. If you are absent the day of an exam or quiz for an excusable reason, you should make an appointment to make up the exam with your instructor during the next scheduled office hours. However, you will not receive credit for the exam until your instructor has approved the absence. If you are absent on the day of an exam for an unexcused reason, you will receive a zero on the exam. Any missed assignment must be turned in the following class period, along with the above-mentioned documentation. You are ultimately responsible for material covered in class, regardless of whether you are absent or present. Authorized absences do not relieve you of course responsibilities; you are still expected to have completed all the preparation for the class and the class that follows it.

Class Participation

Daily class participation is a vital part of developing your listening and speaking proficiency in Spanish. For most of you, the class hour is your only contact with Spanish. You must prepare your homework prior to the class period, and while in class, you must actively contribute to the activities being practiced.

Your instructor will give you your participation grade every two weeks. If you do not agree with the participation grade, you should speak to your instructor immediately. **SEEK HELP AS THE NEED ARISES. DO NOT PROCRASTINATE!** Disputes over participation grades should not wait until the end of the semester since they are much more difficult to document and handle then. Please note that the daily participation grade for any absence, excused or unexcused, is zero.

The following is the criteria of the participation grade. You should use this information during any discussion with your instructor regarding your performance. Your instructor may use a different format (for example, student self-evaluation) or give participation grades at different intervals, and she/he will announce that in the beginning of the semester.

- SUPERIOR 4 points
- attended class and arrived on time
 - attempted to use Spanish expressions to greet people, say goodbye.
 - actively listened in class
 - spoke only Spanish to other students and instructor
 - participated in all activities with enthusiasm and a positive attitude

- completed homework and prepared for class
- volunteered to answer most questions
- helped others complete tasks during group/pair work

GOOD 3 points
 • completed any 6 of the 8 points from SUPERIOR

AVERAGE 2 points
 • completed any 5 of the 8 points from SUPERIOR

POOR 1 point
 • completed any 3 of the 8 points from SUPERIOR

ABSENT 0 point
 • not present in class
 OR
 • arrived more than 15 minutes late

Grading scale

		A	93 -- 100	A-	90 -- 92.9
B+	87.3 -- 89.9–	B	82.7 -- 87.2 -	B-	80 -- 82.6
C+	77.3 -- 79.9 –	C	72.7 -- 77.2 -	C-	70 -- 72.6
D+	67.3 -- 69.9–	D	62.7 -- 67.2 –	D-	60 -- 62.6
F	0 -- 59.9				

Final Grade Components and Weighting

Class participation	10 %
Electronic workbook	10 %
Journals (5 entries minimum)	10 %
Quizzes (5 minimum)	20 %
Speaking test	10 %
Midterm exams (2)	20 %
Final exam	20 %

Final Grade Computation

Participation	_____ x .10 = _____ %
Electronic workbook	_____ x .10 = _____ %
Journals	_____ x .10 = _____ %
Quizzes	_____ x .20 = _____ %
Speaking test	_____ x .10 = _____ %
Midterm exams (2)	_____ x .20 = _____ %
Final exam	_____ x .20 = _____ %
	Subtotal _____ %
Unexcused absences	_____ x -2 = _____ %
FINAL GRADE TOTAL	_____ %

Homework assignments

There are two categories of homework in your Spanish class. The first category is the homework that you prepare every night. This homework is on your syllabus and is to be done BEFORE coming to class. The most effective way to do this homework is the following: First, before doing the activities in the blue pages, be sure to read the corresponding pages in the textbook for explanation and presentation of vocabulary, grammar and other information that is in focus. Second, do the activities that pertain to the assigned section. Third, check your answers in the back of the textbook. Fourth, make sure you understand the correct answers and why you made any errors. If you cannot do this on your own, see your instructor for clarification.

The second category of homework is the web-based activities from the *Cuaderno de Trabajo Electrónico* URL: <http://www.dl.utoledo.edu/> >, using a program called "WebCT." You should do the assigned online activities everyday (if possible) and complete them all by the due date that your instructor requires. The electronic workbook integrates texts, graphic images, audio and video into one format. Each of the assigned activities (indicated in the syllabus with bold, underlined letters) will be graded as 1 or 0 points. To receive full credit (1 pt.) for a given activity, you must score 75% or higher before the deadline. You can access to the website from any computer--PC or Mac--that connects to the server with web browser. In the beginning, give yourself plenty of time to try out the online activities if you are not familiar with WebCT program. **Be patient and seek help immediately when you encounter technical problems.** The rest is easy once you get things going. Assignments will be checked as often as the instructor requires and your instructor might assign additional online activities. **Do not procrastinate.** For technical problems, go to the Foreign Language Learning Center (UH 5150G, 419-530-2432) or Technical Support Help Desk at Distance Learning Office (419-321-5130; http://www.dl.utoledo.edu/help_desk/help.htm) for assistance.

Journal

You are expected to keep a journal. The free-writing style of journal is an excellent vehicle to improve your fluency in written Spanish. You should write on your own one page entry every other week (at least 5 entries total). The first journal entry will be collected on the fourth week of instruction. It is recommended that you purchase an examination booklet (full-size 10-7/8 x 8-1/4 "blue books" at the bookstore) to write your journal. Your journal entries should relate to the particular topic being discussed in class during that week or the topic assigned by your instructor. You will also be required to accurately incorporate or utilize the grammar that is being covered that week in class. Each journal entry will be given (10), (5), or (0) points. You will receive 10 points 1) if your entries are of appropriate length; 2) if they address the appropriate topics; 3) and if they demonstrate adequate use of the grammar of the week, when applicable. You will receive 5 points if one of the above criteria is not met, and zero points if two or more of the above criteria are not met. Your instructor will comment on the content of your journal but will not mark each grammatical error in your writing.

Exams and quizzes

All exams and quizzes must be taken on the dates indicated on your syllabus. There will be a minimum of 5 quizzes. Your instructor may give more quizzes at his/her discretion. The quizzes will cover any combination of vocabulary, grammar, listening, reading and writing assessment tasks. The final exam is cumulative and comprehensive as far as vocabulary, grammatical structures and other text materials are concerned. More importantly, the exams should be considered an extension of the kinds of activities that you will be asked to prepare for daily classes. If you prepare conscientiously for class and attend regularly, you should do well. All exams will be returned for review in class within one week and then kept by your instructor through out the semester.

Speaking test

A face-to-face interview will be administered at the end of the semester to assess oral proficiency, the primary objective of the first-year course sequence. You may be given a communicative task, a cartoon, or a slip of paper with a specific topic just before your appointment time. You should be ready to give a brief exposition of the topic and then converse with your instructor (or a classmate), initiate and answer questions, give your opinions.

OTHER IMPORTANT INFORMATION

Expected Time Required (Approximate): A general guideline for the amount of time you should plan to dedicate to this course is 2-3 hours of homework per hour spent in class.

Academic misconduct Cheating is not tolerated on either exams or homework. Anyone caught copying from others or allowing others to copy their work is subject to receiving an "F" in this class. All suspected cases of plagiarism, cheating, collusion and other academic misconduct will be referred to the Office of Academic Affairs.

Foreign Language Learning Center (University Hall 5150 G, phone 530-5959, <http://www.forlang.utoledo.edu/LAB/Lab.html>) Students are expected to attend the language lab or public computer labs to complete the homework on website. Be aware that some computers in the public labs do not have a sound card, so you might not be able to complete the listening activities in certain public labs. Be sure to bring your own headphones to the lab for reason of hygiene.

Change of class section you will not be permitted to change class sections after the second week.

Extra credit assignments will NOT be made to individuals; as such arrangements are inequitable if not offered to the entire class.

Midterm and final exams All exams are the property of the Department of Foreign Languages and must be returned to the instructor upon his/her request. If you wish to look over your midterm exams before final exam, you may make an appointment with your instructor.

Students with learning disabilities or special needs are urged to contact their instructors early in the semester to secure the best possible learning environment. If you have a disability that requires a classroom accommodation, you need to register with the Office of Accessibility, Health and Human Services, Room 1201 (419-530-4981). For more information go to: <http://www.student-services.utoledo.edu/accessibility/index.html>

Tentative Schedule: (subject to change)

Fecha	En el texto (Prepare before the class.)	Tema	Cuaderno de trabajo Electrónico (The activities underlined are the least you need to do after class and your instructor may assign more activities.)*
1ª SEMANA			
22 de agosto	xxvii - xxxv	Introducción al curso Paso A: La clase y los Estudiantes -Los mandatos en la clase	Send an e-mail to your instructor to verify e-mail addresses
	p. 1-4, p. 8-10; Gramática A.1- A.4 (p.11-14)	-Los nombres de los compañeros de clase -¿Quién es?	
24	p. 5-6; Gramática A.5- A.6 (p. 14-15) p.6-7; Gramática A.7 (p. 15-16)	-Los colores y la ropa & -Los números y los saludos	
		Orientación del Web CT Class meets at FLLC (UH 5150G)	A. Actividades escritas (AE) <u>A, B, C, D, E, F, G, H,</u> Repaso de palabras y frases útiles (repaso) A. Actividades Auditivas (AA) <u>A, B, C, D, E, F, G, H</u>
2ª SEMANA			
29	p. 17-18, 24-25; Gramática B.1-B.2 (p. 25-28) p. 18-20; Gramática B.3- B.4 (p. 28-30)	Paso B: Las descripciones -Hablando con otros -Las cosas en el salón de clase y los números	B. AE <u>A, B,</u> B. AA <u>A, B, C, D,</u> Las páginas azules (PA) Ejercicios <u>1, 2, 3, 4</u>
		-Las cosas en el salón de clase (continuación)	
31	p. 21-24; Gramática B.5-B.6 (p. 31-33)	-El cuerpo humano -La descripción de las personas	B. AE <u>C, D,</u> Repaso B. AA <u>E, F, G, H</u> B. Ortografía Interrogatives: Accent Marks B. PA Ejercicio <u>8</u>
		Repaso y Prueba (Paso A & B)	

3ª SEMANA			
5	No hay clase	Labor Day	
7 (6 last day to add/drop)	p. 34-37, 42-43; Gramática C.1-C.2 (p. 44-48)	Paso C: Mi familia y mis amigos -La familia -¿Qué tenemos?	C. AE A, B, <u>C</u> , D, E C. AA <u>A</u> , <u>B</u> , C C. PA Ejercicios 1, 4
	p. 38; Gramática C.3 (p. 48)	-Los números (10-100) y la edad	C. AE F, G, <u>H</u> C. AA <u>D</u> , E
4ª SEMANA			
12	p. 39-42; Gramática C.4-C.5 (p. 48-51)	-Los idiomas y las nacionalidades	C. AE <u>I</u> , J, Repaso C. AA F, <u>G</u> C. Ortografía New letters: ll, ñ, ch C. PA Ejercicios 7, 8, 9
		Repaso & Prueba (Pasos A, B, & C)	
14	p. 52-57, 70-71; Gramática 1.1 (p. 72)	Capítulo 1: Los Datos Personales y Las Actividades -Las fechas y los cumpleaños	1. AE A, <u>B</u> 1. AA <u>A</u> , <u>B</u> , C
(16 Never attended IW dealine)	p. 58-60; Gramática 1.2-1.4 (p. 72-74)	-Datos personales	1. AE C, D, E 1. AA <u>D</u> 1. PA Ejercicios 2, 3, 4
5ª SEMANA			
19	p. 60-62; Gramática 1.5 (p. 73-77)	La hora	1. AE <u>E</u> , G 1. AA <u>E</u> , <u>F</u> 1. PA Ejercicios 7, 8
21	p. 63-69; Gramática 1.6 (p. 77-81)	Las actividades y los deportes	1. AE H, <u>I</u> , J, Repaso , Resumen cultural 1. AA <u>G</u> , <u>H</u> , A Repasar
			1. PA Ejercicios 9, 10 1. Ortografía 1. Videoteca A, B 1. Lecturas <u>El mundo hispano: la gente</u>
6ª SEMANA			
26	Paso A-C, Capítulo 1	EXAMEN 1 (50 minutos)	
	p. 82-86, 100-102; Gramática 2.1 (p. 103-104)	Capítulo 2: Mis Planes y Preferencias -Los planes	2. AE A, <u>B</u> 2. AA A, B, <u>C</u> 2. PA Ejercicios 1
28	p. 87-90; Gramática 2.2 (p. 104)	-Las clases	2. AE C, D 2. AA <u>D</u> , E
	p. 91-95; Gramática 2.3 (p. 105-107)	-Las preferencias y los deseos	2. AE <u>E</u> , F 2. AA <u>F</u> , <u>G</u>
7ª SEMANA			

3 de octubre	p. 95-100; Gramática 2.4-2.5 (p. 107-109)	El tiempo y En resumen	2. AE H, <u>I</u> , J, Repaso , Resumen cultural 2. AA H, I, 2. Ortografía <u>Stressing the correct syllable</u> 2. PA Ejercicios 7, 8
		Repaso y Prueba	
5	p. 110-118, 132-133; Gramática 3.1 (p. 134-136)	Capítulo 3: Los Lugares y Las Actividades -Los lugares	3. AE A, B, C 3. AA <u>A</u> , B, <u>C</u> , D, E 3. PA Ejercicios 1, 2
8ª SEMANA			
10	p. 119-124; Gramática 3.2-3.3 (p. 136-140)	-Las actividades diarias	3. AE D, <u>E</u> , F 3. AA <u>F</u> 3. PA Ejercicios 3, 4, 6
12 (14 Last day to withdraw)	p. 124-126; Gramática 3.4 (p. 140-141)	-¿De dónde es usted?	3. AE <u>G</u> , H 3. AA <u>G</u>
9ª SEMANA			
17	No hay clase	Fall Break	
19	p. 127-131; Gramática 3.5 (p. 142-143)	-Las actividades del momento Repaso y Prueba	3. AE <u>I</u> , J, Repaso , Resumen cultural 3. AA <u>H</u> , I 3. Ortografía I. The silent h III. Word stress 3. PA Ejercicio <u>9</u>
10ª SEMANA			
24	p. 144-150, 162-164; Gramática 4.1- 4.2 (p. 164-166)	Capítulo 4: La vida diaria y los días feriados - Los días feriados y las celebraciones	4. AE A, B 4. AA A, <u>B</u> , <u>C</u> , <u>D</u> 4. PA Ejercicios 1, 2
26	p. 151-154; Gramática 4.3-4.4 (p. 167-171)	La rutina diaria	4. AE <u>C1</u> , D, E, <u>F</u> 4. AA <u>E</u> , F 4. PA Ejercicios 3, 5, 6
11ª SEMANA			
31 (28 Stopped attending IW deadline)	p. 154-161; Gramática 4.5-4.6 (p. 171-174)	Los estados físicos y anímicos	4. AE G, H, 4. AA <u>G</u> , <u>H</u> , <u>I</u> 4. PA Ejercicios 8, 10, 11 4. Ortografía 4. Lecturas
2 de noviembre	Capítulos 2 - 4	Repaso Examen 2 (50 minutos)	
12ª SEMANA			
7	p. 178-183; 198-199 Gramática 5.1 (p. 200-202)	Capítulo 5: Las clase y las carreras - Las actividades de la clase de español	5. AE <u>A</u> , B, C 5. AA <u>A</u> , B, <u>C</u> 5. PA Ejercicio 1
9	p. 184-187; Gramática 5.2 (p. 203-204)	-Las habilidades	5. AE D, E, F 5. AA D, <u>E</u> 5. PA Ejercicios 3, 4

13ª SEMANA			
14	p. 187-194; Gramática 5.3-5.4(p. 204-207)	Las carreras y las actividades del trabajo	5. AE G, H , I, 5. AA F, G 5. PA Ejercicios 7, 8, 9, 10
16	p. 194-197; Gramática 5.5 (p. 207-209)	Las actividades futuras	5. AE J, K, L, Resumen cultural 5. AA H , I, J 5. PA Ejercicios 11, 12, 13
		En Resumen Repaso y Prueba	5. Ortografía 5. Videoteca A, B, C 5. Lecturas
14ª SEMANA			
21	p. 210-218, 230-231; Gramática 6.1 - 6.2 (p. 232-235)	Capítulo 6: La residencia - El vecindario y la casa	6. AE A , B, C, D 6. AA A, B, C , D
23	No hay clase	Thanksgiving	
15ª SEMANA			
28	p. 219-222 p. 223-226; Gramática 6.3 (p. 235-236)	Las actividades en casa Las actividades con los amigos	6. AE E, F, G 6. AA E, F 6. AE H, I 6. AA G
30	p. 226-229; Gramática 6.4 - 6.5 (p. 237-239)	Las presentaciones	6. AE J, K , L, Resumen cultural 6. AA H, I 6. PA Ejercicios 7, 8
16ª SEMANA			
5 de diciembre		Exámenes Orales	(speaking test)
7		Repaso y Examen Final: Parte 1	(In-class exam: Listening portion only)
17ª SEMANA			
14 de diciembre	5:00-7:00	Examen Final: Parte 2 (Written portion only)	Your instructor will announce the location of this group exam