

UNIVERSITY OF NEW MEXICO – VALENCIA CAMPUS

SPAN 1110 – 503 - ONLINE – 100% Online Instruction

GENERAL INFORMATION

Instructor: Dorothy A. Gaylor, PhD	SPAN 1110 – 503
Office Hours: Online by Appt.	Credit Hours: 3
Email: dgaylor@unm.edu	Term: FALL 2023 AUG. 21 – DEC. 07, 2023
	Final Exams: DEC. 11 - 16, 2023

COURSE DESCRIPTION

SPAN 1110 is the first part of a college level introduction to Spanish that promotes language learning in a cultural context. This course is designed for students with little or no exposure to Spanish. This course develops basic listening, speaking, reading and writing skills and basic intercultural competence in interpretive, interpersonal and presentational modes of communication at the Novice Level of proficiency based on ACTFL guidelines. During this course, students perform better and stronger in the Novice Mid-level while some abilities emerge in the Novice High range. SPAN 1110 is an introductory course aimed at helping the student to communicate in Spanish in everyday familiar situations via recognition and production of practiced or memorized words, phrases, and simple sentences.

TECHNOLOGY SKILLS AND REQUIREMENTS

If you are computer and Internet savvy, this class is for you, because it has been designed for students that comfortable with technology. Learning is via various modes such as videos, audio, visual presentations, navigating the web, etc., as various websites are regularly accessed to complete the course. The class may be challenging for those students that are not comfortable with multimodal online

instruction. Please become familiar with all the tools required to complete your assignments. And, please know that help is always available through campus technology, website assistance (check the HELP links at each website), or ask the instructor.

REQUIRED TEXTS, MATERIALS, and ONLINE ACCOUNTS

Webcam or mobile device with webcam

All SPAN 1110 materials are accessed online at CANVAS (myunm.edu) There is no need to purchase a textbook.

STUDENT LEARNING OUTCOMES

The following are based on the standards determined by the Higher Education Department:

- 1. I can communicate about very familiar topics using a variety of words and phrases that I have practiced and memorized.
- 2. I can present information about myself and other very familiar topics using a variety of words, phrases, and memorized expressions.
- 3. I can write short messages and notes on familiar topics related to everyday life.
- 4. I can often understand words, phrases, and simple sentences related to everyday life.
- 5.1 I can recognize pieces of information and sometimes understand the main topic of what is being said.
- 5.2 I can understand familiar words, phrases, and sentences within short and simple texts related to everyday life.
- 5.3 I can sometimes understand the main idea of what I have read.

COURSE REQUIREMENTS, COMPONENTS, ATTENDANCE & POLICIES

Attendance and Participation: Learning a new language well requires consistent effort. Regular and effective attendance is expected, and attendance and participation are determined by your involvement and engagement with the weekly assignments in the online classroom. Please respect and submit all assignments on CANVAS by the due dates posted.

Any student that is dropped for nonattendance is notified at their UNM e-mail address. If there is a compelling and verifiable reason for not completing assignments and attending regularly, please contact the instructor before you are dropped in any event within two days of email notification.

DISCUSSIONS: On Discussions on CANVAS are where you will be able to post along with your classmates. Topics will be posted and you are expected to reply at least once per Module.

CANVAS ONLINE: Assignments focus on vocabulary, grammar, reading and writing practice, listening comprehension and speaking. Your online work provides feedback so you can monitor your progress. All online exercises should be submitted before or on the assigned due date. Online exercises provide students with sufficient opportunity to master the material presented in class and to be optimally prepared to take each quiz.

QUIZZES: There is one UNIT QUIZ per UNIT. There are no make-up quizzes UNLESS you have a valid reason for not taking a quiz. Should a student miss a scheduled quiz due to unavoidable circumstances, proof must be submitted. Please ensure that you prepare ahead of time to complete your quizzes before the due date.

FINAL EXAM: The final exam is mandatory and comprehensive covering the material in all UNITS.

Grading: The final grade is based on the following course components and percentages (see below). Please know that you are graded not for errors, but for effort. A complete assignment will receive full points, but an incomplete assignment will receive a reduced grade for missing components of assignment. All assignments MUST show a score of 09/10 or they do not count as completed.

COURSE COMPONENTS	PERCENTAGE of FINAL GRADE
VOCABULARIO	40 points x 5 unit assignments = 200 points total or 20%
FORMA Y FUNCIÓN: LABORATORIO PARA APRENDER ESPAÑOL	40 points x 5 unit assignments = 200 points total or 20%

COMPRESIÓN AUDITIVA	20 points x 5 unit assignments = 100 points total or 10%
CONVERSACIONES	10 points x 5 unit assignments = 50 points total or 5%
LECCIÓN CULTURAL	10 points x 5 unit assignments = 50 points total or 5%
PROJECT	1 Project @ 100 points or 10%
UNIT QUIZ	30 points x 5 unit quizzes = 150 points total or 15%
FINAL EXAM	1 Final exam @ 150 points = 15%

Late Work Policy: Submission of late assignments on CANVAS is not allowed. Please take careful note of all due dates for all assignments.

Withdrawal Policy: Participants are expected to comply with UNM regulations regarding withdrawal from a course as noted in the class schedule. Note: If you have not shown regular participation for the first full week of the course you may be dropped for non- attendance. Students should not assume they will be dropped automatically. Please drop the class if you no longer intend to attend.

Instructor Communication Policy: Emails and messages will be responded to ASAP. Contact me directly via lobomail.edu: (dgaylor@unm.edu). Please provide your name and class section in the subject box.

Netiquette: Your participation is expected to be collegial, academic, and constructive. It is important to recognize that each of us may have a different point of view. It is acceptable to debate a topic using facts and citations to support your stance or viewpoint; however, you should conduct your debate in a professional tone. Netiquette Guidelines: Please follow these guidelines when communicating with others online. -Identify yourself: • Begin messages with a salutation and end them with your name. • Use a signature (a footer with your identifying information) at the end of a message -Include a subject line: Give a descriptive phrase in the subject line of the message header that tells the topic of

the message. -Avoid sarcasm: People who do not know you may misinterpret its meaning. -Respect others' privacy: Do not quote or forward personal email without the original author's permission. -Acknowledge and return messages promptly. -Copy with caution: Do not copy everyone you know on each message. -Be concise: Keep messages concise—about one screen, as a rule of thumb. Use appropriate language: • Avoid coarse, rough, or rude language. • Observe correct grammar and spelling. -When necessary, use appropriate emoticons (emotion icons) to help convey meaning.

Academic Dishonesty and Plagiarism: Academic Dishonesty is any behavior on the part of a student that results in that student's or any other students' giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. Such acts include, but are limited to: cheating, plagiarism, falsification/fabrication, unauthorized collaboration, or the use of any resource on an assessment which is not allowed by the instructor. Students may work in small groups on assignments, but each must contribute an equal share. In other words, each student must understand the concept and be able to perform the skill on his/her own. Copying or relying on another student for answers is considered cheating. If it is found that he or she committed any infractions of dishonest academic process, then he or she will lose credit for the assignment or assessment, may be dropped from the course, lose credit, and /or fail the course.

SPECIAL NEEDS ACCOMODATIONS (Americans with Disabilities Act-ADA)

Qualified students with special learning needs are encouraged to notify the instructor at the beginning of the class about any specific assistance that may be required to support the student's learning. It is the instructor's intent to assist qualified students with special learning needs by making course modifications that will ensure a successful learning experience for the student.

ADA and STUDENTS WITH DISABILITIES: If you have a documented disability, the Equal Access Services office will provide me with a letter outlining your accommodations. I will then discuss the accommodations with you to determine the best learning environment. If you feel that you need accommodations, but have not documented your disability, please contact Jeanne Lujan, the

coordinator for Equal Access Services at 925- 8910 or contact Jeanne Lujan at jmlujan@unm.edu.

You can also access more information at

<http://www.unm.edu/~vcadvise/equalaccess.htm> Title IX Statement: In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered “responsible employees” by the Department of Education. This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see:

<https://policy.unm.edu/universitypolicies/2000/2740.html>

EQUAL OPPORTUNITY AND NON-DISCRIMINATION: In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered “responsible employees” by the Department of Education (see page 15) <http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html> .

HELPFUL INFORMATION AND COMMUNICATION

Spanish symbols on the computer: (This only works with numeric keypad) Alt 129=ü Alt 130=é Alt 144=É Alt 154=Ü Alt 160=á Alt 161=í Alt 162=ó Alt 163=ú Alt 164=ñ Alt 165=Ñ Alt 168=¿ Alt 173=¡ Feel free to google “Spanish ALT codes. There is also a lesson on Module “Introducción al curso” about the Spanish orthographic symbol (commonly called the “accent mark”); how and why it is used.

Email and messages: Please email the instructor via Loboweb email: dgaylor@unm.edu. For messages or questions pertaining to class assignments or other non-personal questions, post a message in the QUESTIONS discussion

forum in MODULES on CANVAS. Please do not email assignments to the instructor--emailed assignments will not be accepted or graded unless prior arrangements have been made for emergency situations only. Assignments must be posted to the appropriate assignment on the CANVAS Modules. Please do not attach a file unless requested to do so.

Above all, ask questions, email me; I am here to teach and to help you learn.
dgaylor@unm.edu

BRIEF COURSE CALENDAR

WEEKS	ASSIGNMENTS
WEEK ONE 08/21/23 – 08/27/23	INTRODUCTION TO COURSE/ UNIDAD UNO
WEEK TWO 08/29/23 – 09/03/23	UNIDAD UNO
<i>Labor Day Holiday (campus closed)</i>	September 4, Monday
WEEK THREE 09/04/23 – 09/10/23	UNIDAD UNO
WEEK FOUR 09/11/23 – 09/17/23	UNIDAD UNO/UNIDAD DOS
WEEK FIVE 09/18/23 – 09/24/23	UNIDAD UNO QUIZ DUE 09/24/23/ UNIDAD DOS

Monday

WEEK SIX 09/25/23 – 10/01/23	UNIDAD DOS
WEEK SEVEN 10/02/23 – 10/08/23	UNIDAD DOS
WEEK EIGHT 10/09/23 – 10/ 15/23	UNIDAD DOS QUIZ DUE 10/15/23/ UNIDAD TRES
WEEK NINE 10/16/23 – 10/22/23	UNIDAD TRES
WEEK TEN 10/23/23 – 10/29/23	UNIDAD TRES – PROJECT DUE 10/29/23
WEEK ELEVEN 10/30/23 – 11/05/23	UNIDAD TRES QUIZ DUE 11/05/23/ UNIDAD CUATRO
WEEK TWELVE 11/06/23 – 11/12/23	UNIDAD CUATRO
WEEK THIRTEEN 11/13/23 – 11/19/23	UNIDAD CUATRO/ UNIDAD CUATRO QUIZ DUE 11/19/23

WEEK FOURTEEN 11/20/23 – 11/26/23	UNIDAD CINCO
Thanksgiving Holiday (<i>Campus Closed</i>)	November 23, Thursday November 24, Friday
WEEK FIFTEEN 11/27/23 – 12/04/23	UNIDAD CINCO
WEEK SIXTEEN 12/05/23 – 12/10/23	UNIDAD CINCO QUIZ DUE 12/10/23
FINALS WEEK 12/11/23 – 12/16/23	FINAL EXAM DUE

, Thursday
, Friday